



**INTERNATIONAL CIVIL AVIATION ORGANIZATION**

**HIGH LEVEL SEMINAR AND COURSE ON LOSS OF CONTROL IN-FLIGHT AND (LOC-I) AND UPSET  
PREVENTION AND RECOVERY TRAINING (UPRT)  
(JOHANNESBURG, SOUTH AFRICA, 16-19 OCTOBER 2017)**

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**INFORMATION BULLETIN**

**1. Site of the Meetings**

- 1.1 The LOC-I and UPRT Course will be held from 16 to 18 October 2017 and the High level Seminar on LOC-I and UPRT will be held on 19 October 2017.
- 1.2 The meetings will be held in Johannesburg, South Africa, in the vicinity of O.R. Tambo International Airport. Venues to be confirmed.

**2. Registration at Meetings' Venues**

- 2.1 On arrival, Participants for the Course will be required to re-affirm their registration and collect their name tags at the registration desk on the first day of the event on 16 October 2017 between 08:15am and 08:45am. The same arrangements will be made for the High level Seminar on 19 October 2017.

**3. Opening Sessions**

- 3.1 The official opening session of the Course and High level Seminar will take place respectively on 16 October 2017 and 19 October 2017 at 08:45am.
- 3.2 The meetings will be held daily from 08.30am to 17.00pm. Peak hour traffic in Benoni is to be taken into consideration when planning transportation.

**4. Working Language**

- 4.1 The meeting will be conducted in English.

**5. Transport**

**From the Airport**

- 5.1 Participants can arrange a shuttle service from OR Tambo International Airport to the hotel on the day of arrival, and from the hotel to OR Tambo International Airport on the date of departure. Participants are advised to get the necessary information from information desks at OR Tambo International Airport on how to get a taxi and what to expect in terms of fares to/from their hotels should they decide to use public transportation.

**To the Meetings' Venues**

- 5.2 Participants are requested to make their own daily transport arrangements via the hotels to and from the meetings' venues. The hotels should be approached to co-ordinate a daily transfer service to and from the venue of meeting. Peak hour traffic is problematic and should be taken into account.

## **6. Entry Visa**

- 6.1 While all travellers to South Africa should have a valid passport, participants are advised to ascertain at the respective Embassies whether or not they are exempt from the entry visa requirement for South Africa. In applying for a visa, it is advisable to produce the letter of invitation from ICAO, together with other documents which may be required by the Embassies. It is important to apply for visas well in advance.

## **7. Health**

- 7.1 It is strongly recommended for participants to have travel insurance (including health) for the duration of their stay in South Africa. Participants should particularly ensure that their insurance is applicable in South Africa. Furthermore, they should carry evidence of current health/hospitalization insurance such as cards that may be produced to health institutions should the need arise. Participants are also encouraged to provide information during registration, on their next of kin who may be contacted on behalf of the participant should the need arise.
- 7.2 Presentation of a valid yellow fever vaccination certificate at the point of entry in South Africa is required for persons who originate from or have travelled to States where yellow fever is described by the World Health Organization (WHO), as endemic. This includes the following States: Angola, Benin, Burkina Faso, Burundi, Comoros, Central African Republic, Chad, Congo, DRC, Côte d'Ivoire, Ethiopia, Gabon, Gambia, Ghana, Guinea Bissau, Guinea Equatorial, Liberia, Mali, Mauritania, Mozambique, Niger, Nigeria, Somalia, Congo, Rwanda, São Tomé and Príncipe, Senegal, Sierra Leone, Tanzania, Togo and Uganda.
- 7.3 Persons who fail to produce a valid yellow fever vaccination certificate to the health officials may be required to take the vaccination at the point of entry against payment of 600 South African Rand (subject to change by the appropriate authority). The officials may take other action in accordance with applicable regulations and procedures. For more information participants may wish to visit the World Health Organization (WHO) website <http://www.who.int/ith/> for more information on South Africa.
- 7.4 Information on clinics, pharmacies and hospitals nearest to the meeting venue, can be found at: <http://www.world-travel-info.net/country/town/637/benoni> information.

## **8. Weather and Local Time Information**

- 8.1 During the month of October 2017 the consistently warm temperatures mean that even in October temperatures on average peak at 28 °C with lows still reaching 23 °C. The daily weather is reliably dry and sunny with rainfall being very rare during the month of October.
- 8.2 South Africa local time is GMT+2 (UTC). It is fixed across the country.

## **9. Local Currency and Foreign Exchanges Rates**

- 9.1 The basic unit of currency is the South African Rand (ZAR), which is divided into 100 cents. There are silver and bronze coins up to R5.00. Notes are available in denominations of R10, R20, R50, R100 and R200.
- 9.2 The South African Rand exchange rates are determined by the interbank trade which varies daily. The average (internet) US Dollar/Rand exchange rate during the third week of 26 July 2017 is at 0.077 US Dollar. Participants are advised to obtain current information from the internet.

9.3 Commercial banks and forex bureaux provide exchange facilities. Most banks are open between 9.00am to 15.30pm from Monday to Friday and between 8:30am to 13.00pm on Saturdays. Hotels also offer exchange facilities but at less favourable rates. Participants are advised to visit the South African Revenue Services (SARS) website at [www.sars.gov.za](http://www.sars.gov.za) or the IATA website at [www.iatatravelcentre.com/za](http://www.iatatravelcentre.com/za) for information on South Africa Customs, currency & airport tax regulations details.

9.4 Value added tax (VAT) is levied on most goods and services but as a foreign national, you may reclaim VAT on anything you buy to take out of the country unused which is above 250 Rands. You need to complete this process before your departure at the airport and you will have to produce the original tax invoice(s) for the item(s).

## **10. Electrical supply**

10.1 Local voltage is 220/240 V at 50 Hz. The plugs are three round pins (big), the earth being 28 mm (1<sup>1</sup>/<sub>8</sub> inches) and are used almost exclusively in South Africa, Lesotho and Swaziland. More information is available on the internet.

## **11. Telephones**

11.1 Worldwide direct connections are available in South Africa, using the international code or telephone operator if necessary. From outside South Africa, dial 27 (country code), followed by area code and the required number. There are 4 mobile operators in South Africa: Cell C, MTN, Virgin Mobile and Vodacom. You can buy a SIM card at a relatively small fee at various locations, such as cell phone shops and supermarkets. However, the SIM card must be registered before it can be activated. You will need your passport in order to register the SIM card.

11.2 Public telephones are either coin or card-operated. Phone cards can be purchased at Telkom shops, certain stores, post offices and airports.

## **12. Security**

12.1 As in many large cities, crime is prevalent within Johannesburg. It is advisable to check with the hotel reception regarding security within the surrounding areas. It is also advisable to use taxis or transport arranged by the hotel reception to visit shopping malls, to go sightseeing or to travel for any other purpose.

## **13. Language**

The country has 11 official languages. English is the preferred language for corporate business, including at most conference centres and also with tourists.

## **14. Hours of Business**

The official working hours in South Africa are 8.00am to 4.30pm from Mondays to Fridays and 9.00am to 12.30pm on Saturdays. Saturday afternoons and Sundays are treated as non-corporate time and some banks are closed at selected areas in Johannesburg.

## 14. Water Shortage

Be advised that South Africa is currently facing water crisis as a result of rain fall shortage. However, the hotel has a contingency plan in place should there be insufficient water during your stay.

### LIST OF RECOMMENED HOTELS

NO	HOTEL/GUEST HOUSE	CONTACTS
1.	Kopanong Hotel and Conference Centre	243 Glen Gory Rd, Norton's Home Estates, Benoni, 1509 Tel: +27 (11) 749-0000; Fax: +27 (11) 963-1161 <a href="http://www.aha.co.za/kopanong">www.aha.co.za/kopanong</a>
2.	Moafrika Lodge	122 Sandham Rd, Norton's Home Estates, Benoni, 1501 Tel: +27 81 400 1831; Mobile: +27 81 400 1831 <a href="http://www.moafrika.com">www.moafrika.com</a>
3.	Gateway Guest House	115 Sandham Road, Norton Home Estates, Benoni, Gauteng, South Africa; Mobile: +27 72 431 1841; Tel. +27 11 963 3394 <a href="http://www.gatewayguesthouse.co.za">www.gatewayguesthouse.co.za</a>
4.	Ancient Windmill Guesthouse and Conference Centre	179 Lauriston Road, , Benoni , 1509, South Africa, Gauteng Tel: +27 (0) 72 288 9505; <a href="http://www.ancientwindmill.co.za">www.ancientwindmill.co.za</a>
5.	African Silhouette Guesthouse	119 Karee Avenue, Marister, Benoni, South Africa Tel: +27(0)73 390 7088; Mobile: +27(0)83 297 4533 <a href="http://www.africansilhouetteguesthouse.co.za">www.africansilhouetteguesthouse.co.za</a>
6.	Summer Garden Guest House	8 Klip St, Farrarmere, Benoni, 1501 Tel: +27 11 849 5359; Mobile: +27 76 497 0952 <a href="http://www.summergarden.co.za">www.summergarden.co.za</a>
7.	Franchise Guest House	134 Howard Ave, Benoni Gauteng 1500, South Africa Tel: +27-11-421-3982; Mobile: +27-74-217-1474 <a href="http://www.franchiseguesthouse.co.za/">www.franchiseguesthouse.co.za/</a>
8.	Protea Hotel by Marriott O.R. Tambo Airport	Gladiator St, Rhodesfield, Kempton Park, 1619 Phone: 011 977 2600; <a href="http://protea.marriott.com/">http://protea.marriott.com/</a>
9.	Southern Sun O.R. Tambo International Airport	O.R. Tambo International Airport, Jones Rd, O.R. Tambo, Johannesburg, 1627; Phone: 011 977 3600 <a href="https://www.tsogosun.com/southern-sun-or-tambo-international-airport">https://www.tsogosun.com/southern-sun-or-tambo-international-airport</a>
10.	InterContinental Johannesburg O.R. Tambo Airport	O R Tambo Airport, 1 O R Tambo Airport Rd, O.R. Tambo, Johannesburg, 1619; Phone: 011 961 5400; <a href="https://www.ihg.com/intercontinental/hotels/">https://www.ihg.com/intercontinental/hotels/</a>
11.	Holiday Inn Johannesburg Airport	O R Tambo Airport Rd, Bardene, Johannesburg, 0000 Phone: 011 823 1843; <a href="https://www.ihg.com/holidayinn/hotels/gb/en/reservation">https://www.ihg.com/holidayinn/hotels/gb/en/reservation</a>
12.	Birchwood Hotel & OR Tambo Conference Centre	14 View Point Rd, Bartlett AH, Boksburg, 1456 Tel: 011 897 0000; <a href="http://www.birchwoodhotel.co.za/">http://www.birchwoodhotel.co.za/</a>

### OTHER ACCOMMODATIONS IN AND AROUND BOKSBURG

- a) Ikwekwezi Lodge
- b) Villa Madzi Imbiri
- c) Avant Garde Lodge
- d) Marben Manor Guesthouse
- e) @T Home BnB

For more information including contact details regarding these and other hotels, it is recommended to check the internet.

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