

Guide for participants to the Conference of the Parties

1. The third session of the Conference of the Parties will be held at the International Convention Centre (ICC), 45 Ordnance Road, Durban 4001, South Africa. It will open at 14:30 on Monday, 17 November 2008, and is expected to close no later than 12:30 on Saturday, 22 November 2008. Regional consultations will be held on Monday morning, 17 November 2008.

CREDENTIALS

2. The names of delegates and other participants should be communicated to the Convention Secretariat by regular mail or fax, not later than 31 October 2008. Delegates are reminded that credentials are required and, in accordance with Rule 18 of the Rules of Procedure of the Conference of the Parties to the WHO Framework Convention on Tobacco Control, shall be issued by the Head of State, Minister for Foreign Affairs, Minister of Health or other appropriate authority or, in the case of a regional economic integration organization, by the competent authority of that organization. **It is expected that original credentials will be submitted to the Convention Secretariat no later than 18 November 2008.** An advance copy may be sent to fax number +41 22 791 5830.

REGISTRATION

3. All participants are requested to register at the registration desk located in the delegate's entrance of the Convention Centre.

The registration desk will be open at the following times:

Sunday	16 November 2008	09:00–16:00
Monday to Friday	17–21 November 2008	08:15–18:00
Saturday	22 November 2008	08:30 to close of session

4. For security and identification purposes, all participants, including press and mass media correspondents, are requested to wear meeting badges at all times while in the conference area, whether attending meetings or social functions.

WORKING HOURS

Monday, 17 November 2008

10:00–12:00	Regional consultations (African Region, Region of the Americas, South-East Asia Region, Eastern Mediterranean Region, European Region, Western Pacific Region)
14:30–17:30	First plenary session and opening ceremony
18:00	Welcome reception/cocktail, hosted by the Minister of Health, South Africa

Tuesday, 18 November 2008 to Friday, 21 November 2008

09:00–10:00	Regional consultations (African Region, Region of the Americas, South-East Asia Region, Eastern Mediterranean Region, European Region, Western Pacific Region)
10:00–13:00	Plenary session or Committees A and B
15:00–18:00	Plenary session or Committees A and B

Saturday, 22 November 2008

10:00–13:00	Plenary session or Committees A and B
	Closing plenary

LUNCHTIME SEMINARS

5. There will be lunchtime seminars open to all participants and the public. A schedule of these seminars will be available in advance.

ON-SITE FACILITIES

6. **Travel Agency:** Participants should ensure that their return bookings are confirmed soon after their arrival in Durban. Should participants require any changes in the bookings or tickets, they should contact the travel agent located at the Information Desk, situated in the main foyer on the ground floor of the Convention Centre.
7. **Communication:** The hotel list in Annex 2 provides addresses and telephone and fax numbers, should participants need to be contacted. However, during office hours, participants can be reached in case of emergency by fax or telephone at the following Convention Centre numbers: tel: +27 31 360 1000, fax: +27 31 360 1050.
8. **Telephone:** Two coin- and two card-operated public telephones for domestic and international calls are available on the second floor concourses. An additional telephone is available at the business centre on the covered parking level.
9. **Cybercafé:** An Internet café has been set up for delegates' convenience. There are also several Internet booths available on the second floor of the Convention Centre for Internet, e-mail, word processing and printing. The Convention Centre is also equipped with a wireless fidelity (Wi-Fi) system.
10. **Postal Services:** A full range of postal services is available at the Post Office located on the corner of Gardner and West Street, City Centre, close to the Convention Centre; the Post Office is open from 08:00 to 17:00 from Monday to Friday.
11. **Medical:** An Emergency Medical Services facility will be available in the Convention Centre. The facility will be manned by a medical doctor/paramedic during all working hours of the session, including social events. A list of hospitals (private and public) will be available on request at the information desk.
12. **Bank/currency exchange facilities:** The rand (ZAR) is the South African unit of currency, with 100 cents to the rand. (For information, as of 1 August 2008, 1 US\$ = 7.88 ZAR.) Participants are encouraged to exchange foreign currency upon arrival in the baggage claim area of the airport. Foreign currency exchange services are available at most hotels. A bank is available at the business centre of the Convention Centre next to the travel clinic and is open Monday to Friday from 08:00 to 15:00. The bank has an ATM and foreign exchange facilities available. Travellers cheques and currencies of most countries can be cashed at banks. International credit cards (Visa, Diners Club, MasterCard, American Express) are accepted at most hotels, restaurants and shops.

DISTRIBUTION OF DOCUMENTS

13. A documents distribution counter will be available at the Convention Centre. Participants may collect in-session documents there. Documents may also be accessed at <http://www.who.int/fctc/cop>. The Convention Secretariat regrets it will *not* be possible for the Secretariat to dispatch documents on behalf of participants at the conclusion of the session.

RESTAURANTS AND CATERING FACILITIES

14. Lunch will be available for participants for the duration of the session. Coffee/tea/water and light refreshments will be served in front of the meeting venues during mid morning and mid afternoon. A coffee shop is also available in the Convention Centre.

RESERVATION OF ROOMS FOR BILATERAL AND PRIVATE MEETINGS

15. There is limited space for bilateral or private meetings; however, upon request, available rooms can be designated by the Conference Secretariat for specific appointments. Regretfully, interpretation cannot be provided for such meetings.

HOTEL RESERVATION ARRANGEMENTS

16. Participants are requested to complete the Hotel Accommodation Form attached to this document (Annex 1) and return it directly to *Travel with Flair*, Attention Eugenie Parker, by e-mail to Eugeniep@twf.co.za or by fax (to +27 086 682 0756).

17. The rates quoted in the hotel list (Annex 2) include breakfast, as well as the service charge and government tax. Charges for additional services are subject to a 14% Value Added Tax and in some places to a 10% service charge.

18. For cancellation, revision of dates or any other changes to hotel reservations, please contact your hotel directly. Rooms not occupied in accordance with the latest advice will be held for 24 hours at the participant's expense and then released. Rooms will be assigned according to information provided on the hotel accommodation form and on a first-come, first-served basis.

19. Travellers will have to settle their bill directly with the hotel in Durban. Per diem (which also includes the hotel component) to delegates from low-income and low-middle income country Parties who are eligible for travel support will be paid through the respective WHO country offices in conjunction with travel arrangements.

ARRIVAL IN JOHANNESBURG

20. Participants travelling to Durban through Johannesburg should note that they must collect their luggage at O.R. Tambo International Airport in Johannesburg before proceeding to their flight to Durban.

LOCAL TRANSPORTATION

21. Local transportation will be made available to all delegates by the South African authorities. A welcome desk will be located in the arrival area at O.R. Tambo International Airport and at Durban International Airport to assist participants with transportation to the hotels. Shuttle services will be available on a daily basis from 17 to 22 November 2008 between places of accommodation and the Convention Centre. On departure, delegates will be transported to Durban International Airport.

VISA REQUIREMENT

22. Participants are requested to ensure that they are in possession of a valid passport or an appropriate travel document recognized by the Government of South Africa and to obtain, as appropriate, an entry visa from the South African embassy at *the point of origin or en route prior to entering South Africa*. For more information on South Africa's passport and visa requirements, please contact a South African diplomatic or consular office or visit <http://www.dfa.gov.za>. Participants are also advised to obtain a transit visa, where necessary.

VACCINATION REQUIREMENTS

23. Participants who have travelled from or through countries that have been declared yellow fever infected areas must provide an International Health Certificate proving to the South African immigration officials upon arrival they have received a yellow fever vaccination.

24. Although the Durban area is not declared a malaria risk, participants are informed that malaria, predominantly due to *Plasmodium falciparum* exists throughout the year in the low-altitude areas of Mpumalanga Province (including the Kruger National Park), Northern Province and north-eastern KwaZulu-Natal as far south as the Tugela River. Risk is highest from October to May.

25. For further information, participants are advised to consult the WHO international travel and health web site on <http://www.who.int/ith>.

DRIVING IN SOUTH AFRICA

26. Driving in South Africa is on the left-hand side of the road, and cars – rental cars included – are right-hand drive vehicles. All distances, speed limits (and speedometers) are in kilometres. The use of safety belts is compulsory. Using hand-held phones while driving is prohibited by law.

WEATHER AND TIME

27. The climate is warm and sunny; Durban is normally hot and humid in November.

28. Standard time in South Africa is two hours ahead of GMT. There is no daylight saving.

ELECTRICITY

29. City and town electricity systems are 200/230 volts, 50 Hz AC. Plugs have three cylindrical pins and it is essential to have an adaptor or transformer for foreign appliances.

VAT (Value Added Tax)

30. VAT, currently at 14%, is levied on all goods and services and is usually included in the advertised or marked price. VAT paid by tourists on certain categories of goods is refundable on departure. It is not possible to claim a VAT refund on hotel bills.

SAFETY AND SECURITY

31. Like most major cities, there are incidents of robbery and assault involving visitors. Participants are advised to observe normal safety precautions when moving around the city. In particular:

- Don't walk around after sunset unless you are with a group or in an area where security is provided. Keep to well-lit areas.
- Don't walk around openly displaying valuable items such as cameras, cellular/mobile phones, handbags, etc, as this may invite trouble.
- Please enquire at your hotel reception desk about use of safety deposit boxes.
- Stay alert: watch your luggage and briefcase.
- Beware of individuals posing as police – always ask for proper identification before surrendering your passport or wallet.
- Always carry with you the address of your hotel and the Conference Centre. This will be helpful should you need to take a taxi.
- Should you encounter anything unforeseen and require assistance, please make use of the following emergency numbers:

Police: 10111 Ambulance: 10177

- Note that neither WHO nor the local organizers can be held responsible for the loss of personal objects left unattended at meetings.

ANNEX 1

Hotel accommodation form

This form should be completed by participants who would like the South African travel agency "Travel With Flair" to make reservations on their behalf for a stay in one of the hotels listed in Annex 2. **The form should be completed and returned directly to the address indicated below.** The travel agency will confirm the hotel booking directly to the participants. The Secretariat is not responsible for hotel expenses.

Participants details (please write in block letters or type)				
Title	Ms <input type="checkbox"/>	Mr <input type="checkbox"/>	Dr <input type="checkbox"/>	Prof <input type="checkbox"/>
Family name				
First name				
Institution/ organization				
Address			City & country	
Tel N°			Fax N°	
E-mail				
Arrival date			Time	Flight N°
Departure date			Time	Flight N°
Dietary requirements				
Vegetarian <input type="checkbox"/>	Halal <input type="checkbox"/>	Kosher <input type="checkbox"/>	Other <input type="checkbox"/> (please specify)	None <input type="checkbox"/>
Special requirements				
Hearing impaired <input type="checkbox"/>	Visually impaired <input type="checkbox"/>	Physically disabled <input type="checkbox"/>	Other <input type="checkbox"/> (please specify)	None <input type="checkbox"/>
Hotel preference (Rooms are reserved on a first-come, first-served basis)				
	Hotel name	Room category	Price	N° of rooms
First choice				
Second choice				
Third choice				

Your credit card will be charged by the hotel with the cost of the first night in the case of late cancellation or no show.

Visa MasterCard/Eurocard American Express Diners

Credit card N°: _____ Expiry date: _____

Credit cardholder's name: _____

I hereby authorize the hotel to debit my card for the cost of the first night in case of late cancellation or no show.

SIGNATURE: _____ DATE: _____

Please return this form latest by 31 October 2008 to:

Travel with Flair, Attention: Eugenie Parker
by e-mail: Eugeniep@twf.co.za or

by fax to telephone no.: + 27 86 682 0756 (for hotel reservation only)

ANNEX 2

Hotel list

The rates shown below are quoted in South African rand (ZAR) and include breakfast, service charge and government tax. Transport will be provided between the hotels listed below and the International Convention Centre, Durban. All hotels are within a five-to-ten minute drive of the Convention Centre.

Hotel name and category	Hotel contact	Rate single room		Rate double room		Rate suite	
		Standard	Deluxe	Standard	Deluxe	Single	Double
Hotel Formula 1 (Budget)	65 NMR & Jeff Taylor Crescent, Durban Tel: +27 31 301 1551 Fax: +27 31 301 1552 E-mail: info@formular.co.za	309.00		309.00			
City Lodge Durban (3*)	Cnr Oldford & Brickhill Road, Durban Tel: +27 31 332 1447 Fax: +27 31 332 1483 E-mail: cldurb.gm@citylodge.co.za	735.00		920.00			
Blue Waters (3*)	175 Snell Parade, North Beach Tel: +27 31 332 4272 Fax: +27 31 337 5685 E-mail: reservations@bluewatershotel.co.za	643.00		800.00			
Southern Sun Marine Parade (3*)	167 Marine Parade, Durban Tel: +27 31 337 3341 Fax: +27 31 337 5929 E-mail: andreg@southernsun.com	962.00		1112.00	1800.00		

Southern Sun South Beach (3*)	73 Marine Parade, Durban Tel: +27 31 337 2231 Fax: +27 31 337 4640 E-mail: andreg@southernsun.com	812.00		812.00			
Southern Sun North Beach (4*)	83/91 Snell Parade, Durban Tel: +27 31 332 7361 Fax: +27 31 337 4058 E-mail: ravin@southernsun.com	1295.00		1415.00		3120.00	3240.00
Royal Hotel Durban (4*)	267 Smith Street, Durban Tel: +27 31 333 6000 Fax: +27 31 304 8817 E-mail: dbsales5@threecities.co.za	1200.00		1580.00			
Southern Sun Elangeni (4*)	63 Snell Parade, Durban Tel: +27 31 362 1300 Fax: +27 31 332 5527 E-mail: ronellep@southernsun.com	1178.00	1425.00	1386.00	1638.00	4800.00	4800.00
Hilton Hotel (5*)	12-14 Walnut Road, Durban Tel: +27 31 336 8148 Fax: +27 31 336 8200 E-mail: sheena.mistri@hilton.com	1500.00		1800.00			
Sun Coast Hotel (5*)	20 Battery Beach, Durban Tel: +27 31 314 7878 Fax: +27 31 314 7979 E-mail: Kaliqe@southernsun.com	1215.00	4000.00	1315.00	4000.00	3500.00	