



Reg. No: 2006/023739/08



MenEngage Africa SRHR Learning & Exchange Symposium 2023

Birchwood Hotel Johannesburg, South Africa
23rd – 25th October 2023

Logistics note for participants.

Dear colleague,

Sonke Gender Justices pleased to invite you to attend the RPN MenEngage Africa SRHR Learning and Exchange Symposium, taking place in Johannesburg, South Africa, from the 23rd October to the 25th of October 2023. Please carefully read the information contained in this note as you prepare for your journey to South Africa. If you have any questions or concerns regarding logistics at any time, please contact Joyce Dlamini on +27 73 5524 100 joy@genderjustice.org.za or jude@genderjustice.org.za

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Come along with

- Facemasks
- Sanitizer
- Visa or Mastercard
- Bring warm clothes for evenings
- Some cash

Before you fly

Before you leave to the airport, please remember to take the following documents with you:

- ✓ Valid passport
- ✓ South Africa Visa (if applicable)
- ✓ Yellow fever certificate (You will be denied entry if you don't have one)
- ✓ E Ticket
- ✓ Official invitation letter
- ✓ Accommodation booking confirmation.
- ✓ Travel insurance
- ✓ Some cash/Visa or MasterCard's

Travelling to South Africa

Flights to South Africa arrive at OR Tambo International Airport. If you have any difficulty while travelling, please contact your airline company, or Sonke Gender Justice: + 27 (0) 11 339 3589

Please, remember to do the online check-in prior to your flight, or allow enough time to do so at your departure airport.

Participants are asked to ensure that they arrive on time at the airport on time so that they do not miss their flight. Please ensure that you arrive at the airport three hours + before your departure time. Any necessary changes due to missing a flight are the responsibility of the participant.

Transport to and from the airport

Sonke Gender Justice has organized a shuttle service between the airport and the Hotel for participants sponsored by Sonke. Participants who are self sponsored or sponsored by other organizations must inform us of their arrival time so we can liaise with the hotel to ease their pick up.

A member of the Hotel/shuttle services will be waiting for you at the arrival terminal of the airport with a Sonke_Gender_Justice_sign and will drive you to the hotel. Please only use the provided shuttle. For Sonke sponsored participants please do not use any other private taxi, if you do, this will be at your own cost. In case you do not find the Shuttle person upon arriving the airport, please contact the service provider on WhatsApp Joy Dlamini (who will already be in Johannesburg) on +27 73 5524 100.

When leaving the hotel back to your home country, a shuttle service to the airport will be available from the hotel 3 hours prior to your flight departure.

Please, **make sure to notify any change on your flight (delays or cancellations) to the Hotel/ Shuttle Services or to Joy & Jude.**

Accommodation

Accommodation is booked at the Birchwood Hotel & OR Tambo Conference Center Johannesburg. Payment has already been made for Sonke Sponsored participants, however self-sponsored participants need to make prior arrangements with the hotel. When you arrive at the hotel, please check in at the reception. For sponsored participants, any extras will be paid by themselves.

The address of the Hotel is
**44 Viewpoint Street,
Bartlett, Boksburg, 1459**
Phone: 011 897 0000



Venue

The workshop will take place at the Birchwood Hotel & OR Conference Centre Southern

Languages

Simultaneous interpretation services will NOT be available. Conference documents are available in English only

Emergencies

In case of danger, please dial the number for the police.

- Police can be reached at Tel: 10111 or 0860010111, Toll free no: 10111
- Ambulances can be reached at 10177/ 082911
- Fire Service can be reached at 10177

In case of a medical emergency, please refer to the hotel reception for assistance, and inform the **MEA/SONKE Team:**

Joyce Dlamini +27 73 5524 100

Jude Njikem

+237 674 4324 35

Weather

The average temperature in Johannesburg in the month of October 20°C.

Any other details about the weather can be obtained from <https://www.weatherhq.co.za/johannesburg/10d>

Time differences:

The time zone in South Africa is Central Africa Time(**CAT**) (GMT+2)

Electricity

All power **sockets in South Africa** provide a standard **voltage** of 230V with a standard frequency of 50Hz. Electricity sockets are type mostly type **M** but type **C**, **D** and **N** are common



Currency

Currency: The local currency is the South Africa Rand. For currency conversions please refer to this website for more information: <https://www1.oanda.com/currency/converter/>

Alternatively, you can travel with your Visa or Master Cards which are accepted everywhere of course taking extra precaution as usual.

Meals

- **Breakfast:** a breakfast buffet will be available at the hotel from 6.00am – 10.30am.
- **Lunch:** Lunches and coffee breaks will be part of the Workshop organized by Sonke and will be served at the meeting venue.
- **Dinner:** Participants are responsible for arranging their dinners, where these are not part of the official programme. Sonke will provide participants who are sponsored with an allowance to cover these costs. Those who are self-sponsored need to provide their own meals.

Immunization Requirements

Travelers entering South Africa from countries where yellow fever is endemic are required to present their Yellow World Health Organisation (WHO) Card or other proof of vaccination.

Information Pack

- Each participant will be provided with an Information Pack, which will include the Agenda and concept note for the Consultation, notebook, pen and social media guide.
- Registration will begin at 7:30 am on Monday 23rd October 2023.

Toiletries

Do not forget to bring all standard toiletry items. If you wear contact lens, you should bring all the supplies needed. We also recommend that you bring vitamins and any medications/supplies you need (cold medication, antacids, aspirin, insect repellent, razors, tissues, and personal hygiene items).

Sickness or Accident

In case of sickness or accident during the Conference the delegates should immediately notify a member of the Organizing Committee. Delegates are advised to ensure that they have adequate insurance coverage, either at their own expense or at the expense of their nominating organisation, for sickness, accident, temporary disability, death and third party risk covering the entire duration of the conference and the journey to and from the Conference venue.

Security Situation

The security situation in South Africa is calm. Terrorism is a global concern; however, there is NO direct threat in South Africa. It is the traveler's responsibility to comply with immigration, customs and health requirements while entering/exiting the country.

Reimbursements

If you are eligible for reimbursements (e.g., travel expenses), ensure you have all necessary receipts and documentation for submission. The reimbursement process will be outlined during the symposium. **Please keep all original receipts, as NO reimbursement will be possible without a receipt.**

Zero Tolerance for Sexual Harassment:

Sexual harassment is a violation of one's fundamental human rights and is a direct violation of Sonke's values. Sonke takes a zero-tolerance approach against sexual harassment in the workplace and it will not be permitted or condoned. Sonke commits itself to address as a matter of urgency all allegations of sexual harassment. As an organisation that prides itself in promoting gender equality and protecting human rights Sonke is determined to carry out this process with utmost transparency.

The symposium is committed to providing a safe and respectful environment for all participants. We have a zero-tolerance policy for sexual harassment. If you experience or witness any inappropriate behavior, please report it to the symposium organizers immediately. All reports should be made to

- **Joyce Dlamini+27 73 5524 100**
- **Dr. Deliwe Menyuko: +27791997944**
- **Ontlametse Raleru:**

We therefore ask all participants to sign the "Declaration of Commitment to Uphold Zero Tolerance to Sexual Harassment" by scanning the QR code or using the link <https://forms.office.com/r/68p2LqRNP1>

Declaration of Commitment to Uphold Zero Tolerance to Sexual Harassment



We hope you have a productive and enjoyable experience at the symposium. If you have any further questions or require assistance, please do not hesitate to reach out to the organizers. Safe travels, and we look forward to your participation!

Heritage Night

We are thrilled to welcome you to the upcoming Heritage Night Networking Event and Gala, a splendid evening of cultural celebration, networking, and entertainment. To ensure that everyone enjoys this event to the fullest, we would like to provide some guidance on the dress code.

Theme: This year's Heritage Night has a theme of "Celebrating Diversity and Unity." As such, we encourage all attendees to embrace the rich tapestry of cultures represented at the event. Express your heritage, whether it's your own or one you appreciate, through your attire.

Dress Code Recommendations:

1. **Cultural Attire:** Embrace your heritage by wearing traditional clothing from your culture or a culture you admire. Whether it's a sari, kimono, kilt, or any other cultural attire, this is your opportunity to showcase your roots.
2. **Colors and Patterns:** Vibrant colors, intricate patterns, and traditional motifs are highly encouraged. They not only reflect cultural diversity but also add a touch of elegance to the evening.
3. **Footwear:** Ensure that your footwear complements your outfit and is comfortable for both networking and dancing.
4. **Accessories:** Don't forget to accessorize! Traditional jewelry, scarves, and headpieces can be a great way to enhance your ensemble.
5. **Hair and Makeup:** Experiment with hairstyles and makeup that reflect your cultural background or preferences. This is your chance to be creative and expressive.

Remember, this is not just a gala; it's also a networking event. Dressing thoughtfully and authentically can serve as an excellent conversation starter and help you connect with like-minded individuals who appreciate and celebrate cultural diversity.

We look forward to seeing your unique and culturally rich outfits at the Heritage Night Networking Event and Gala. Let's come together to celebrate our heritage with elegance and unity.

If you have any questions or need further assistance, please do not hesitate to reach out to our event organizers.

We wish you a productive meeting and stay...