Venue: The Second Session of the IOC’s Sub Commission for Africa and the Adjacent Island States will be hosted by the South Africa’s Department of Environmental Affairs (DEA) at the University of Western Cape, Old Symphony Rd, Bellville, Cape Town, South Africa.

Visa requirements: Information on visa requirements is available at: http://www.home-affairs.gov.za/index.php/applying-for-sa-visa. Please note that visas are not issued at South African ports of entry, and airline officials are obliged to insist on visas before allowing passengers to board. It is therefore important that you confirm if you require a visa for entry into South Africa and ensure you have the visa processed before departing for Cape Town.

Accommodation: DEA has negotiated special rate of R850/night at the Holiday Inn Express (101 St George’s Mall, Corner of Church Street & St George’s, City Bowl, Cape Town) for the delegates attending the session. Delegates wishing to benefit from this rate should confirm their bookings with Sophilene Fisher (email address: resv@hie-capetown.co.za), not later than 10 March 2013.

Getting to the venue: Transport will be provided from the Holiday Inn Express to the University of Western Cape at 08:30am, and from the University to the hotel at the end of the meetings on 3 and 4 April 2013.

Airport transfers: DEA has organised for airport transfer for the delegates, but delegates should provide their flight details closer to the time, preferably 1 week before arrival. We will circulate the drivers’ contact details for the airport transfers.

Documents for the meeting are will be available at: http://ioc-unesco.org/index.php?option=com_oe&task=viewDoclistRecord&doclistID=129

Please note only the draft decisions/recommendations of the meeting will be printed. We therefore remind you to carry your copies of the documents that you require for the meeting.

Working Arrangements

• Working times: The working hours for the session will be 09:00 – 17:30 on 3-4 April 2013.
• Working languages: The working languages for the meetings are English and French.
• Working breaks: There will be breaks in the morning (10:30-11:00) and afternoon (16:00-16:30) during which tea/coffee and snacks will be provided. The lunch break is from 13:00-14:30. There are several cafeteria/restaurants/food stalls close to the conference room in the Student Centre with reasonably priced meals for lunch.

Field Trip: A visit will be organized to South Africa’s Polar Research Vessel S. A. Agulhas II (http://www.sanap.org.za/sanap_agulhas2.html) depending on the programme of the session.

Gala Dinner: The Chair of the IOC Sub Commission for Africa and the Adjacent Island States invites all participants to a Gala IOC Executive Secretary invites all participants to gala dinner on 3 April 2013. Venue will be communicated at the start of the meeting.

Thank you. Welcome to Cape Town and enjoy your stay!