



PROTOCOL AND INFORMATION GUIDE
16TH COMESA BUSINESS FORUM
FOR THE ATTENTION OF ALL DELEGATES
7TH JUNE 2023
Lusaka, Zambia

Dear Delegates,

We warmly welcome you all to Lusaka, Zambia for the 16th COMESA Business Forum.

In preparation for your travel to and stay in the Republic of Zambia, please find below some general information which you may find useful:

1. DATES AND VENUES

The 16th COMESA Business Forum is scheduled to take place on the **7th of June 2023**, at the Mulungushi International Conference Centre, Kenneth Kaunda Wing, Lusaka, Zambia.

Arrivals to Lusaka will start on **5th June 2023** and departure starts on **8th June 2023**.

2. PARTICIPATION IN THE BUSINESS FORUM

Both public and private sector will participate in the Business Forum.

3. PROGRAMME

The forum will constitute of three discussion panels as well as presentations from both the private and public sector. The recommendations of the Business Forum will form part of the COMESA Business Declaration to be presented to the 22nd Summit of COMESA Heads of State and Government.

4. ENTRY REQUIREMENTS INTO ZAMBIA

Passport validity, Visa, and Immigration Requirements: Passports should be valid for a minimum of 6 months from the date on which delegates will arrive and should have at least 2 blank pages.

Delegates are encouraged to apply for Visas from the Zambian Embassies in their home countries, where they exist. Entry Visas during the meetings shall be issued gratis. Delegates who wish to get the visas at the Kenneth Kaunda International Airport are required to have an official letter indicating that they are in Lusaka to attend the COMESA meetings. Delegates that desire to apply online can do so using the following Zambia Immigration Department website (<https://eservices.zambiaimmigration.gov.zm/#/app/services/Visa>). Delegates are advised to submit their delegation list and copies of passports to the COMESA Secretariat to facilitate immigration formalities.

Vaccination and Healthcare Requirements: Delegates are **NOT** required to show proof of vaccination for COVID-19.

5. TRANSPORT: AIRPORT AND HOTEL TRANSFER

Transport Services will be stationed at the airport to pick up delegates and take them to their designated hotels as soon as they land. Look out for the COMESA Business Forum Placard.

6. REGISTRATION AND ACCREDITATION

All delegates are mandated to register for the Business Forum online using the following link: (<https://www.mcti.gov.zm/comesa/>) to enable advance accreditation.

Collection of name tags/accreditation badges and onsite registration will be done at the Mulungushi International Conference Centre before the day of the forum, upon presentation of a passport or national identification document for local participants.

7. ACCOMODATION

Hotel reservations have been made at the following recommended hotels:

- **Radisson Blu Hotel**
- **Southern Sun Ridgeway Hotel**
- **Hilton Garden Inn**
- **Stayeasy**
- **Taj Pamodzi Hotel**
- **Protea Hotels by Marriott**

- **Intercontinental Hotel**
- **Holiday Inn Hotel**

For all sponsored delegates, kindly note that an out-of-pocket allowance for dinner shall be provided. Please keep your boarding stubs for these will be required by the finance team.

Please note that incidental charges such as laundry, telephone calls and alcoholic beverages will **NOT** be borne by the COMESA Business Council.

8. TRANSPORT TO AND FROM THE FORUM

As all delegates are expected to be at the venue by **7 a.m.**, shuttles will be stationed at the hotels before 7 to take delegates to the venue.

After the forum, shuttles will take the delegates back to their hotels

9. ADDITIONAL INFORMATION

Language: The main languages spoken in Lusaka, Zambia are Nyanja and Bemba. The official business language, however, is English.

The official languages of COMESA are English, French, and Arabic. As such, simultaneous interpretation will be provided in French and Arabic during the forum.

Currency: The official Zambian currency is the Zambian Kwacha (ZMW) and is available at airports, hotels, ATMs, and exchange offices. The link to the official exchange rate is as follows: <https://www.boz.zm/>

ATMs or banks and bureaux de change can be used to exchange money.

Weather and Time: June is one of Lusaka's winter months. It is the month with the least sunshine, with an average temperature fluctuating between 22.7°C (72.9°F) and 10.8°C (51.4°F), and an average of 7.3 hours of sunshine. We therefore advise that delegates bring warm clothing with them.

Zambia observes Central Africa Time (GMT +2) all year.

Electricity Supply: In Zambia, the power plug sockets are primarily of type G, but power plug sockets of type C and D are also used. The standard electrical current used in Zambia is 230 V with a frequency of 50 Hz.



Country Code and related information: The country code for Zambia is +260. The three main telecom providers are Airtel Zambia, MTN Zambia, and Zamtel. Sim cards are sold for between **0.50 USD** and can be purchased from vendors at the airport, the hotels, and at major shopping centres.

10. CONTACT

For any queries, please contact the undersigned:

Ms. Marianne Nzioki
COMESA Business Council
Email: mnzioki@comesabusinesscouncil.org
Mobile: +254 745 557443

Ms. Gallina Tembo
COMESA Business Council
Email: gtembo@comesabusinesscouncil.org
Mobile: +260 761 228 754