



Dear Delegate,

We bid you a warm welcome to the inaugural **CEPA Advocacy Summit**. We hope that your stay at the Protea Balalaika Hotel will be enjoyable and relaxing with an opportunity to meet your hosts and fellow CEPA colleagues in a pleasant environment throughout the week.

Transfers

Transfers will be organised on the close of the conference to return to OR Tambo International Airport. You will be collected within the reception area of the hotel. For International Flights, you will be collected three and a half hours prior to your flights departure time. For Local Flights, you will be collected two hours and a half hours prior to your flights departure time. Please ensure that you are packed and checked out in time so as to avoid any delays. (Check out time: 11h00)

Accommodation

The Protea Hotel Balalaika Sandton is ideally located in the financial epicentre and commercial hub of Sandton, Johannesburg, South Africa and approximately 30 minutes from O.R. Tambo International Airport.

The hotel is directly linked to the Village Walk Shopping Centre which comprises of numerous restaurants, shops, pharmacy and an African Curio Market. The Hotel is also within walking distance of the Sandton City Shopping Centre, Nelson Mandela Square and the Sandton Convention Centre. Within this pack, you will see a brochure containing more information on these centres for your convenience and entertainment.

This 4-star Hotel has 330-bedrooms spread over two sections - the Balalaika and the Crown Court. The following facilities are available for your use throughout the duration of your stay. Please remember that check out time on the day of your departure is 11h00.

Room Facilities	Hotel Facilities
<ul style="list-style-type: none"> • En suite bathroom with separate bath and shower • Tea and coffee facilities • Executive work desk and chair • Television with a select DSTV (satellite) bouquet • Digital electronic safe • International adaptors available on request • Individually controlled air-conditioning and heating units • Hairdryer • Mini-bar fridge stocked upon request <u>and personal charges will apply</u> 	<ul style="list-style-type: none"> • Pool • Gym • WiFi Access * • Business Centre • 24 hour room service • Hotel Concierge <p style="text-align: center; font-size: small;">* Please see note following</p>

Please note that all incidentals including items such as mini-bar, laundry services, room service etc. will be for your own account and is payable on check out at the Hotel. To this end, a copy of your credit card or a cash deposit of R200 per person per night will be required on check in.

Internet Access

Should you need to work whilst you are with us and require internet access, the Balalaika is offering CEPA delegates a special rate of R40,00 per 100MB and a voucher can be purchased at reception. This will provide you with access to WiFi which is available across the hotel.

Medical

- Should you require medical attention, please contact the Reception and request the "Doctors on Call" service.
- Malaria is largely under control in South Africa and it is especially rare in Gauteng. No preventative medication is required for Gauteng.

Finance

Please note that the hotel does not offer Foreign Exchange on the premises, however, there are two Foreign Exchange Bureaus located in the Village Walk Shopping centre adjacent to the hotel, or at any commercial bank.

Autobanks (ATMs or Automated Teller Machines) operate on a 24 hour basis and those displaying Visa/Cirrus logos dispense local currency at the prevailing exchange rate. Most large shops and restaurants accept major credit cards.

Crime

Crime in Johannesburg is comparable to any other major city. Please ensure that all of your valuables are locked away when unattended. Ensure that your wallets are safe within a closed bag and that you keep it on your person at all times. Opportunity breeds dishonesty – so let us not provide thieves with the opportunity!

CONFERENCE AGENDA

Following is a brief summary of the agenda that you can expect over the next few days. You will, on registration receive a delegate file with more detailed agenda detailing session topics and workshop categories.

Monday, October 19 : Registration: 13h00 to 17h00
Tuesday, October 20: Registration: 06h45 to 10h00

Tuesday, October 20

DAY 1 : LAYING THE FOUNDATION

08h30 – 09h30 Session 1: Campaign to End Pediatric HIV/AIDS (CEPA) Overview
 09h30 – 13h00 Session 2: CEPA National Advocacy Action Plans (NAAPs)
 14h00 – 15h00 Session 3: CEPA Global Advocacy Action Plan (GAAP)
 15h30 – 17h30 Session 4: Dialogue with Global & Regional Partners

19h00 – 21h00 Welcome reception (Dress Code: Smart Casual)

Wednesday, October 21

DAY 2 : OPTIMIZING THE IMPACT OF THE CAMPAIGN

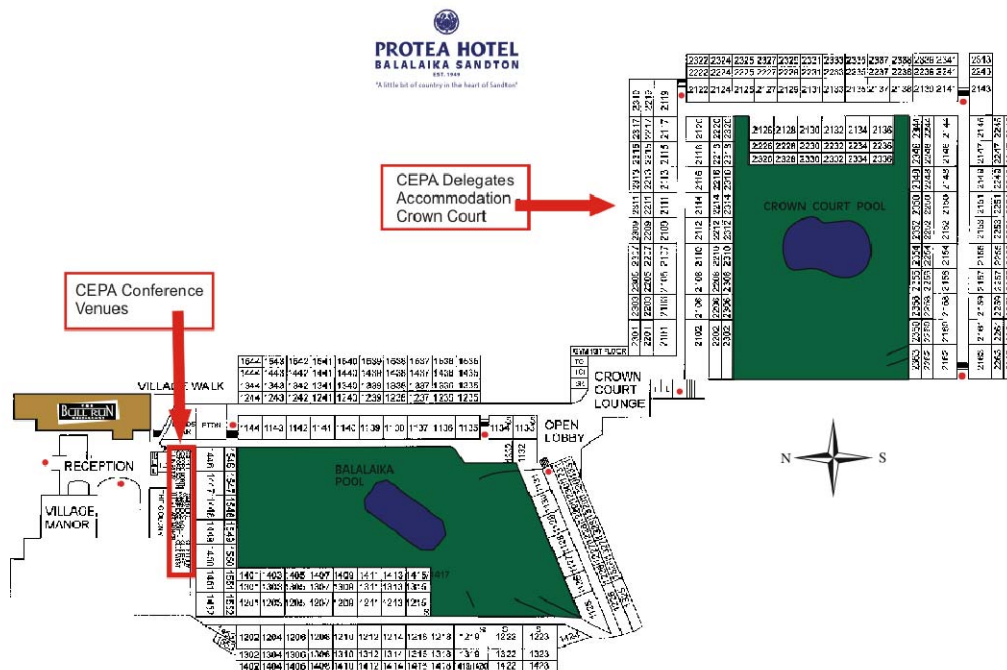
09h00 – 12h30 Session 5: CEPA Advocacy Workshops
 14h00 – 17h30 Session 6: Review and Revision of CEPA National Advocacy Action Plans (NAAPs) & GAAP

Thursday, October 22

DAY 3 : DEFINING THE CEPA AGENDA

08h30 – 16h00 Session 6: Review and Revise CEPA National Advocacy Action Plans (NAAPs) & GAAP
 16h00 – 17h00 Session 7: Synthesis and Wrap-Up
 18h30 – 20h00 Victory Reception! (Dress Code: Smart Casual)

CONFERENCE VENUE MAP



Contact Numbers

Please take note of the following contact details should you require assistance during your stay in South Africa:

Airport Transfers:

Justin Masombuka	+27 (0)79 861 7026	
Claire Grundy	+27 (0)82 801 4306	claire@meta4.co.za

Conference Liaison (Accommodation and Summit):

Vanessa Falconer	+27 (0)83 440 0043	vanessa@meta4.co.za
Tidimalo Manamela	+27 (0)74 113 8397	

Balalaika Hotel:

Tel:	+27 (0)11 322 5000
Address:	20 Maude Street Sandown, Sandton 2196 Johannesburg ,South Africa

Emergency Contact Details

<u>POLICE SERVICES</u>		<u>EMERGENCY RESCUE SERVICES</u>	
Flying Squad	10111	Fire/ Ambulance or Metro	011 375 5911 10177
Sandton Police	011 722 4355	Lifeline	011 728 1347
Bramley Police	011 445 4100	S.A.D.A.G Trauma	0800 205 026
Gallo Manor Police	011 804 3139	Suicide Helpline	0800 567 567
Rosebank Police	011 778 4700	Mental Health Line	011 262 6369
<u>HOSPITALS</u>		Substance Abuse	0800 12 13 14
Sandton Medi – Clinic	011 706 7710		
Morningside Medi Clinic	011 282 5126		
Rosebank Clinic	011 328 0500		
Netcare Sunninghill Hospital	011 806 1500		
Johannesburg General	011 488 4911		
Sandown Clinic	011 883 7833		

Embassies and Consulates in Gauteng

U.S. Embassy:	877 Pretorius Street, Arcadia in Pretoria Tel: +27 (0)12 431 4000 Fax: +27 (0)12 342 2299
U.S. Consulate:	1 Sandton Drive, Johannesburg Tel: +27 (0)11 290 3000 Fax: +27 (0)11 646 6915
Côte d'Ivoire:	795 Government Avenue, Arcadia, Pretoria Tel: +27 (0)12 342 6913/14 Fax: +27 (0)12 342 6713
Kenya:	302 Brooks Street, Menlo Park, Pretoria Tel: +27 (0)12 362 2249/50/51 Fax: +27 (0)12 362 2252
Nigeria:	971 Schoeman Street, Arcadia, Pretoria Tel: +27 (0)12 342 0805, +27 (0)12 342 0663, +27 (0)12 342 0668 Fax: +27 (0)12 342 1668
Mozambique:	131 Oxford Road, Illovo, Johannesburg Tel: +27 (0)11 336 1819/21
Switzerland:	225 Veale Street, Parc Nouveau, New Muckleneuk Pretoria Tel: +27 (0)12 452 0660 Fax: +27 (0)12 346 6605
Tanzania:	822 George Avenue, Arcadia, Pretoria Tel: +27 (0)12 342 4371/93 Fax: +27 (0)12 430 4383
Uganda:	882 Church Street, Arcadia, Pretoria Tel: +27 (0)12 342 6031/3 Fax: +27 (0)12 342 6206
Zambia:	Zambia House, 570 Ziervoel Avenue, Arcadia, Pretoria Tel: +27 (0)12 326 1854 Fax: +27 (0)12 326 2140
Zimbabwe:	Zimbabwe House, 798 Merton Street, Arcadia, Pretoria Tel: +27 (0)12 342 5125 Fax: +27 (0)12 342 5126

For more information on Foreign Representation within South Africa, please go to:
<http://www.dfa.gov.za/foreign/forrep/index.htm>

We trust you will enjoy your stay in Johannesburg!