



45TH ASSOCIATION OF AFRICAN CENTRAL BANKS (AACB) ANNUAL MEETINGS

INFORMATION NOTE
FOR PARTICIPANTS



July 30 - August 4, 2023
Livingstone, Zambia.





Bank of Zambia

REGISTERED OFFICES

Head Office

Bank of Zambia, Bank Square, Cairo Road,
P. O. Box 30080, Lusaka, 10101, Zambia.

Tel: (+260) 211 399300

E-mail: info@boz.zm

Website: www.boz.zm

Regional Office

Bank of Zambia, Buteko Avenue,
P. O. Box 71511, Ndola, Zambia.

Tel: (+260) 212 399600

E-mail: info@boz.zm

Website: www.boz.zm

CONTENT

Date	01
Working Documents of the Meeting	01
Venue	01
Registration	01
Requirements to enter Zambia	02
Accommodation	03
Airport Transfers	05
Transportation	05
Working Language	05
Additional Information	06

1. Date

The 45th Ordinary Meeting of the Assembly of Governors will be co-hosted by the Bank of Zambia and the Association of African Central Banks at the AVANI Victoria Falls Hotel in Livingstone from July 30th to August 4th, 2023. The meeting schedule is as follows:

DATE	MEETING	VENUE
July 30 th – August 1 st	Technical Committee	AVANI Victoria Falls Hotel, Livingstone
August 2 nd	Bureau of Governors	AVANI Victoria Falls Hotel, Livingstone
August 3 rd	Symposium	AVANI Victoria Falls Hotel, Livingstone
August 4 th	Assembly of Governors	AVANI Victoria Falls Hotel, Livingstone

2. Working Documents of the Meeting

Links to relevant information, including working documents, will be provided in the confirmation mail that participants will receive immediately after their online registration.

Kindly note that the meetings will be entirely paperless to preserve the environment. Participants are, therefore, encouraged to carry their own devices to download meeting documents.

3. Venue

The event will take place at AVANI Victoria Falls Hotel in Livingstone, the tourist capital of Zambia, which is situated in the Southern part of the country, approximately 480km from the capital city, Lusaka. Livingstone has a population of about 177,393 inhabitants.



4. Registration

Participants are required to pre-register by July 8, 2023 using the link below. Name tags will be collected at the meeting venue.

- Pre- Registration link (English): <https://aacb.org/en/node/2449>
- Pre- Registration link (French): <https://aacb.org/en/node/2450>

5. Requirements to enter Zambia

Participants are required to obtain visas from the Zambian Embassy/High Commission in their respective countries or the nearest location prior to travel. In this regard;

- a) All participants must hold a valid passport or travel document for the duration of stay and must have enough space for a stamp;
- b) There are three visa categories as detailed below:
 - i) Nationals who do not require visas to enter Zambia;

1	Angola	7	Mozambique
2	Botswana	8	Namibia
3	Eswatini	9	South Africa
4	Kenya	10	Tanzania
5	Lesotho	11	Uganda
6	Malawi	12	Zimbabwe

- ii) Nationals requiring visas on arrival or missions abroad; and

1	Burundi	5	Congo Brazzaville
2	Cape Verde	6	Ghana
3	Comoros	7	Madagascar
4	Democratic Republic of Congo (DRC)	8	Rwanda

- iii) Nationals requiring to apply for visas prior to their travel to Zambia.

1	Algeria	14	Libya
2	Benin	15	Mali
3	Burkina Faso	16	Morocco
4	Cameroon	17	Niger
5	Central Africa Republic	18	Nigeria
6	Chad	19	Senegal
7	Cote d'Ivoire	20	Sierra Leone
8	Egypt	21	Somalia
9	Ethiopia	22	South Sudan
10	Equatorial Guinea	23	Sudan
11	Gabon	24	The Gambia
12	Guinea Conakry	25	Togo
13	Liberia	26	Tunisia

- c) Single and multiple entry visas cost US\$25 and US\$75, respectively. For more information on visas, please visit the Immigration Department Website:
<https://www.zambiaimmigration.gov.zm/permit-types/>
- d) Travellers to Zambia do not require proof of COVID–19 vaccination status or proof of negative COVID–19 PCR test results. However, it is recommended that participants travel with valid electronic COVID–19 vaccination certificates as some transit countries may have different requirements.

6. Accommodation

The Bank of Zambia is recommending the following hotels near the event venue for which participants will meet accommodation costs:

NO.	NAME OF HOTEL	HOTEL RATING	DISTANCE TO MEETING VENUE (KM)	COST (USD)
1	The Royal Livingstone +260 768 850 446 +260 213 321 122 E-mail address: royallivingstone@anantara.com Website address: https://royal-livingstone.anantara.com Please click here to book your accommodation at The Royal Livingstone	5 - Star	1.0	Single \$249 Double \$294
2	AVANI Victoria Falls +260 768 850446 +260 213 321 122 E-mail address: victoriafalls@avanihotels.com Please click here to book your accommodation at AVANI Victoria Falls	4 - Star	Na	Single \$120 Double \$136
3	Radisson Blu Mosi-oa-Tunya Livingstone Resort +260 (0)630373250 +260 (0)962409696 E-mail address: reservations.livingstone@radissonblu.com Website address: www.radissonhotels.com/ Please click here to book your accommodation at the Radisson Blu Mosi-Oa-Tunya Livingstone Resort	5 - Star	8.0	Single \$150 Double \$180
4	David Livingstone Safari Lodge and Spa +260 950368484 E-mail address: res1@thedavidlivingstone.com Website address: www.thedavidlivingstone.com	4 - Star	8.2	Single \$190 Double \$225

5 Protea Hotel

3 - Star

7.0

Single \$150
Double \$165+26 (0) 213 324630
+26 (0) 979 492323E-mail address:
reservations@phlivingstone.co.zmWebsite address:
<https://www.marriott.com/>[Book your group rate for Association of African Central
Banks Conference - 29th July - 5th August 2023](#)

* Budget friendly accommodation is available at the following hotels and lodges:

NO.	NAME OF HOTEL	DISTANCE TO MEETING VENUE (KM)	APPROXIMATE COST PER NIGHT (USD)
1.	Chrismar Hotel +260 761 011 610 E-mail address: booklvn@chrismarhotels.com Website address: https://www.chrismarhotels.com/chrismar-livingstone	7.60	Single US\$70.00 Double US\$89.00
2.	The Courtyard Hotel +260 974 075 485 Facebook Page: https://www.facebook.com/CourtyardHotelLivingstone/	6.10	Single US\$60.00 Double US\$70.00
3.	Zambezi Junction Lodge +260 979 422 445 E-mail address: zambezijunctionlodge@gmail.com Website address: https://www.zambezijunctionlodge.com	6.10	Single US\$100.00 Double S\$130.00
4.	Chapa Classic Lodge 2 +260 977 796 710 E-mail address: chapaclassiclodge@zamnet.zm Website address: https://www.chapaclassiclodge.com/	10.50	Single US\$50.00 Double US\$60.00

Participants are advised to make accommodation reservations at their preferred hotels and lodges. The rates for the recommended hotels are discounted and include bed and breakfast. Delegates should indicate that they are attending the AACB Annual Meetings at the time of booking to access the discounted rates.

***Note that accommodation rates at budget friendly hotels and lodges are not discounted.**

Bank of Zambia Contacts:

Dr Francis Mbao
Event Planning
Cell: +260 966 775 363
Email: fmbao@boz.zm

Ms Catherine Mukubwa
Protocol
Cell: +260 977 793 390
Email: cmukubwa@boz.zm

Mr Patrick Mulenga
Event Planning
Cell: +260 968 714 742
Email: pmulenga@boz.zm

Sr Lillian Ndabala
Nurse
Cell: +260 977 422 847
Email: lndabala@boz.zm

Ms Besnat Mwanza
Communications
Cell: +260 979 987 725
Email: mwanzab@boz.zm

Mr Felix Kapapula
Security
Cell: + 260 955 772 374
Email: fkapapula@boz.zm

7. Airport Transfers

The recommended port of entry into Zambia for the Annual Meetings is Harry Mwaanga Nkumbula International Airport in Livingstone. Participants are encouraged to fly directly into Livingstone through this airport. Two international airlines that fly directly into Livingstone are Kenya Airways and South African Airlink.

In the event that participants are unable to fly directly into Livingstone, connecting flights from Lusaka's Kenneth Kaunda International Airport to Livingstone's Harry Mwaanga Nkumbula International Airport can be made on two domestic airlines: Zambia Airways and Proflight.

The Bank of Zambia will provide complimentary airport transfer services between the Harry Mwaanga Nkumbula International Airport in Livingstone and the recommended hotels for all participants. In this regard, participants are requested to communicate travel itineraries to the Bank by June 20, 2023 to facilitate transfer logistics.

8. Transportation

Transport arrangements to the venue of the meetings will be provided to all participants staying at recommended hotels.

9. Working Language

English will be the official language during the meetings. However, simultaneous interpretation from English to French and vice-versa will be provided during the meetings.

10. Additional Information



Weather

August is generally a warm month in Livingstone. The temperature ranges from an average high of 29.5°C (85.1°F) to a low of 14.1°C (57.4°F). However, mornings and evenings can be chilly. Delegates are, therefore, advised to carry some warm clothing for evening events, as needed. The average relative humidity in Livingstone is 31 percent during the month of August.



Voltage

The standard voltage in Zambia is 230V. Participants can use electric appliances in Livingstone if the standard voltage in their respective countries is between 220 - 240V. Power plugs and sockets type is C, D and G, but the standard type for Zambia is G (British 3 pin rectangular blade plug).



Currency

The official currency in Zambia is Kwacha (ZMW). Daily exchange rates are available on the Bank of Zambia website: (<https://www.boz.zm/>). Visa and Mastercard are widely accepted in Zambia. Foreign currency can be exchanged at banks, foreign exchange bureaux and selected hotels.



Language

The official language in Zambia is English. There are seven main local languages namely Bemba, Kaonde, Lozi, Lunda, Luvale, Nyanja and Tonga.



Local Time

The time zone in Zambia is Central African Time (CAT), which is two hours ahead of Greenwich Mean Time (GMT+2).



Telecommunication

The telephone country code for Zambia is +260. Zambia has the following mobile phone providers: Airtel Zambia, MTN Zambia and Zamtel. Sim cards are available for purchase from vendors at the airport and major shopping malls. Sim cards will also be on sale at the venue of the meetings.



Health Requirements

Medical services will be available at the venue of the meetings. However, medical cover will be strictly limited to emergency cases only. The cost of any routine consultation, including prescriptions for medicine, will be covered by participants or their sponsors' insurance.



Tourism Activities

Please note that Livingstone is a tourist destination and is home to the Mighty Victoria Falls, one of the Seven Natural Wonders of the World. It has a range of water and land-based activities, which can be booked at the recommended hotels' Activity Desks. For more information on tourism activities in Livingstone, click on the following link: <https://www.livingstonetourism.com/>

Delegates lodging at the AVANI Victoria Falls and the Royal Livingstone Hotels will have unlimited daily access to the Victoria Falls from 6am to 6pm.



Security

Zambia is generally a peaceful country with a low incidence of violent crimes. With Livingstone being the country's tourist capital, the Government of the Republic of Zambia has placed security of the city as a priority to protect local and international tourists. However, delegates are reminded to pay attention to personal security to avoid being targets by opportunistic individuals.

The Bank of Zambia, in liaison with the State Law Enforcement Agencies, will provide security and public order at the venue of the meetings. In addition, the Bank will be on hand to provide necessary security support throughout the meetings. To this effect, all participants will be expected to go through security screening when accessing and exiting meeting facilities unless explicitly exempted. A security command post will be opened at the meeting venue to respond to any security emergencies.

We look forward to welcoming you to Zambia and Livingstone in particular.

Thank you!