



## 2015 FinCoNet Annual General Meeting

14-16 October 2015, Cape Town, South Africa

### Information Note for Participants

#### Organisation

The 2015 FinCoNet Annual General Meeting is organised by FinCoNet and the Financial Services Board and will take place on 14-16 October 2015 in Cape Town, South Africa.

#### Registration

Attendance at these events is by invitation only. Delegates wishing to attend these events should complete the attached registration form and return it to the FinCoNet Secretariat [sally.day-hanotiaux@oecd.org] by 11 September 2015, at the latest.

#### Venue

The FinCoNet Annual General meeting will be held at **THE TSOGO SUN (THE CULLINAN HOTEL)** in Cape Town, South Africa.

[www.tsogosun.com](http://www.tsogosun.com)

Address: 1 Cullinan Street, Cape Town, Waterfront, Cape Town

Tel: +27 (0)21 415-4000

Fax: +27 (0)21 418-3559

E-mail: [cullinan@tsogosun.com](mailto:cullinan@tsogosun.com)

#### *Directions:*

From Cape Town Airport follow N2 to city centre. Continue along the N2 until you reach end of N2 and at this point Hotel is situated directly ahead, to your left.

#### Accommodation

A group accommodation rate has been negotiated with The Tsogo Sun (The Cullinan Hotel). Each participant is responsible for the reservation and payment of his/her own accommodation. Please complete the attached reservation form, use reference number # **3058801** and send directly to the hotel event manager [CapeTown.Reservations@tsogosun.com](mailto:CapeTown.Reservations@tsogosun.com) **no later than 13 September 2015.**

For further assistance, contact Theresa Williams at [Tel:+27 0\(21\) 492 0437](tel:+270214920437)/[Theresa.Williams@tsogosun.com](mailto:Theresa.Williams@tsogosun.com)



## Social Events

### **Lunch**

Working lunches will be offered on 14-15 October 2015.

### **Dinner**

There will be a welcome dinner on 14 October, dinner on 15 October as well as a farewell lunch on 16 October 2015.

## Dress Code

Dress code during the conference will be business attire, and during the social events, smart casual.

## Working Languages

The meetings and documentation will be in English.

## Transportation from the Airport

Transport from the airport to the hotel can be arranged with the following vendors (also note that members are responsible for booking and paying their own transport):

### **1. Make use of the shuttle service provided by The Tsogo Sun (The Cullinan Hotel)**

Indicate on the hotel booking form that you want to make use of the hotel shuttle

Cost: R509 per shuttle per trip. A shuttle can accommodate up to 8 people.

### **2. Make use of a shuttle service / point to point which will collect you at the airport and drop you at the hotel. Bookings can be made at the following vendors:**

*Avis Shuttle services / Avis point to point*

Cape Town Airport (CPT)	+27 21 927 8800
Fax	+27 21 927 8801
International Fax-	+27 21 934 2783

*Budget Shuttle service*

Local	086 101 6622
International	+27 11 387 8002

### **3. Book a car at one of the following vendors:**

*Avis Car rental*

[www.avis.co.za](http://www.avis.co.za)

Cape Town Airport (CPT)	+27 21 927 8800
Fax	+27 21 927 8801
International Fax	+27 21 934 2783

*Budget Car rental*

[www.budget.co.za](http://www.budget.co.za)

Local	086 101 6622
International	+27 11 387 8002



#### *Europe Car*

[www.europecar.co.za](http://www.europecar.co.za)

Cape Town Airport (CPT) +27 21 935 8600

Fax: +27 21 934 4798

#### *Cape Transfers*

[www.capetransfers.co.za](http://www.capetransfers.co.za)

Tel: +27 21 839 1015

Cell: +27 82 084 2786

E-mail: [info@capetransfers.co.za](mailto:info@capetransfers.co.za)

### Visas

Visa requirements depend on nationality, but all foreign visitors are required to hold a valid passport. South Africa requires a valid yellow fever certificate from all foreign visitors and if you are travelling with minor children, please contact your SA diplomatic mission for more information.

For visa requirements, please contact your nearest South African diplomatic mission.

**Should you require an individual invitation letter for visa purposes please contact:** Ms Lerato Ruele at [lerato.ruele@fsb.co.za](mailto:lerato.ruele@fsb.co.za) or +27 12 367 7144.

### Practical information

#### ***Climate***

Cape Town has a climate similar to that of California and the Mediterranean. Winter starts in May and ends in September and is generally a wet and windy season. Temperatures are cool and end to range between 7°C (45°F) and 17°C (63°F). Summer lasts from November to March and temperatures range between 19°C (66°F) and 35°C (95°F). The summer season is usually hot and sunny. It can be windy, but it doesn't bring much rain.

Spring (September/October) and Autumn (April/May) are smart times to visit Cape Town as they are usually in-between seasons, when nature is at its showiest.

#### ***Language***

The official language is English.

#### ***Time***

Cape Town lies in the GMT +2 time zone and does not have daylight saving time.

#### ***Currency***

The currency is the rand (ZAR).

The South African exchange rate is favourable to most currencies, including the pound, euro and dollar. Most restaurants, shops and hotels accept international credit cards. Value added tax, or VAT, is 14% and is included in the price of all items, but can be claimed by foreign visitors when leaving the country.

Foreign exchange facilities are widely available and can be found at the V&A Waterfront, Cape Town International Airport and at bureaux de change in various major shopping centres.

Automated Teller Machines (ATMs) accept most international bank and credit cards.



VAT: South Africa has a Value Added Tax system of 14% on purchases and services. Foreign visitors can reclaim VAT on collective purchases of more than R250. VAT Refund Offices can be found at: Ground level, International Departures, Cape Town International Airport Tel: + 27 21 934 8675. Ground Floor, Clock Tower Shopping Centre, V&A Waterfront.

### ***Electricity***

South Africa operates on a 220/230V AC system and plugs have three round prongs.

### ***Health and Safety***

When visiting any major city, visitors should take certain health and safety precautions. Ours is no different. To make your visit as enjoyable as possible, here are some basic tips:

#### ***Health tips***

- High-quality tap (faucet) water is available across the city and it is both palatable and safe to drink straight from the tap.
- The quality of the food is excellent, and Cape Town has some of the top restaurants in the world.
- Medical facilities in Cape Town are world-class. There is an excellent network of both state and private hospitals.
- We have a warm sunny climate and you should wear sunscreen and a hat whenever you are out of doors during the day, particularly between 10am and 4pm.
- If you're an adult, you won't need any inoculations unless you're travelling from a yellow-fever endemic area (the yellow fever belt of Africa or South America), in which case you will need certification to prove your inoculation status when you arrive in the country.
- Hepatitis B inoculations are recommended for children up to the age of 12 who have not completed the series of injections as infants.
- Cape Town is not a malaria area.

#### ***Security tips***

- Heed the advice of your hosts or locals on where to go after dark. Try not to walk alone.
- Do not allow strangers to assist you in any way at ATMs.
- Street children and beggars may approach you for a hand-out. Many social workers counsel against giving money to the children as it usually gets handed over to an older person or is used to purchase drugs.
- At night, park in a secure, well-lit area.
- Avoid carrying large sums of cash, carrying cameras or video cameras in plain sight
- To report any safety incident, phone the following numbers:
  - All emergencies from your cell phone – 112
  - All emergencies from a landline – 107
  - South African Police Services (SAPS) – 10111



### ***Contacts***

For further information or any assistance, please contact us at any time:

Invitation & registrations

Ms. Sally Day Hanotiaux: [Sally.day-hanotiaux@oecd.org](mailto:Sally.day-hanotiaux@oecd.org);

Hotel reservations

[CapeTown.Reservations@tsogosun.com](mailto:CapeTown.Reservations@tsogosun.com)

Theresa Williams at [Tel:+27 0\(21\) 492 0437](tel:+270214920437)

[Theresa.Williams@tsogosun.com](mailto:Theresa.Williams@tsogosun.com)