

## LOGISTICS NOTE

### **Eleventh Pan-Commonwealth Forum (PCF11) 10<sup>th</sup> – 12<sup>th</sup> September 2025 Gaborone, Botswana**

#### **Programme of events**

- 7<sup>th</sup> – 8<sup>th</sup> September 2025 – Arrivals
- 9<sup>th</sup> September 2025 – Pre-conference Activities
- 10<sup>th</sup> September 2025 - Official Opening & Conference, Welcome Dinner
- 11<sup>th</sup> September 2025 - Conference
- 11<sup>th</sup> September 2025 – Conference & Cultural Gala dinner
- 13<sup>th</sup> September 2025 - Departures

#### **Venue for all meetings & activities**

- Gaborone International Convention Centre (GICC)

#### **Language, Translation services & Documentation**

- The proceedings will be conducted exclusively in English language.

#### **Hotel Accommodation**

- Accommodation has been reserved for delegates at the Grand Palm Hotel and Metcourt Inn.
- A list of other recommended hotels can be found at: <https://pcf11.org/hotel-information/>
- All participants not staying at the Grand Palm Hotel are kindly requested to submit their arrival details and alternative accommodation information to the following email addresses:
  - [pmosimanegape@staff.bou.ac.bw](mailto:pmosimanegape@staff.bou.ac.bw)
  - [tmoagi@staff.bou.ac.bw](mailto:tmoagi@staff.bou.ac.bw)
  - [pcf11secretariat@staff.bou.ac.bw](mailto:pcf11secretariat@staff.bou.ac.bw)

#### **Meals**

- Coffee breaks and lunches will be covered by the conference package for all activities on 10<sup>th</sup> to 12<sup>th</sup> September 2025.
- Dietary requirements - participants are encouraged to advise the organisers of any special dietary requirements

## Flights

- Sponsored participants to the conference shall be issued with economy tickets, arrival 9<sup>th</sup> September, and departure date is 13<sup>th</sup> September 2025.
- Any upgrades of the travel class are at the discretion and cost of the participant.
- Self-sponsored delegates are required to arrive in Gaborone at their respective travel plan and their activity but are highly encouraged to attend all conference activities
- Participants are requested to share itineraries with COL not later than 31<sup>st</sup> August 2025, to enable the host to facilitate logistics.

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## Airport Transfers & Ground Transport

- Upon arrival at the airport in Gaborone and after clearing immigration and collecting luggage, delegates will be received by the representatives of the host who will be identifiable by the PCF11 placard. Those travelling by road will find a similar arrangement at the Tlokweng Border port of entry.

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## Immigration & VISA requirements

- Delegates who require entry visa to Botswana are encouraged to submit online applications on time and to seek supporting documents from the organisers timeously.
- Delegates who have been issued visa letters to apply at point of entry will be assisted accordingly. There will be a representative of the host at the Immigration office to assist accordingly.

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## Money & currency

- 1 US Dollar = BWP 13.33 (Botswana Pula).
- BWP 1 = ZAR 1.32 (South African Rand)
- USD and all major VISA/Master cards are accepted in Botswana.

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## Dinners & Reception

- There shall be a welcome reception dinner hosted by Commonwealth of Learning on the 10<sup>th</sup> September 2025 starting at 17:00
- Botswana Open University will host a cultural dinner on the 11<sup>th</sup> September 2025 from 18:00.
- The venue hosting the dinners will be communicated during the conference

## Excursion

- There shall be an excursion to Mokolodi Nature Reserve on 12th September 2025 organised for the conference delegates.
- Delegates will be required to cover the cost of the excursion at P275 per person. Those interested in joining the excursion, kindly register by contacting the following:
  - » pmosimanegape@staff.bou.ac.bw
  - » tmoagi@staff.bou.ac.bw
  - » pcf11secretariat@staff.bou.ac.bw
- 2025 PCF 11 - Travel Packages.
  - » The list for Okavango for the Okavango Delta Packages: <https://wetu.com/Rack/View/Catalogue/14001>
- Please note: An excursion can also be arranged the weekend after the conference, at your own cost. Registrations can be sent to the following email addresses:
  - » pmosimanegape@staff.bou.ac.bw
  - » tmoagi@staff.bou.ac.bw
  - » pcf11secretariat@staff.bou.ac.bw

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## Dress Code

- Business attire for conference
- Smart casual for other activities
- Formal for Gala Dinner / cultural attire to celebrate diversity in the Commonwealth.

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## Weather and Time Zone

- The September weather in Gaborone is predicted at 31°C daytime maximum temperatures and minimum of 16°C at night with moderate winds
- The time zone in South Africa and Botswana is GMT+2

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## Health Advisory

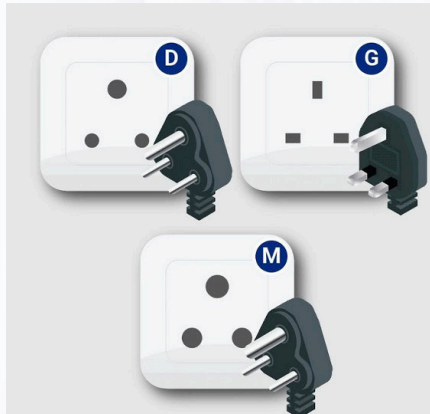
- It is recommended that delegates from affected countries carry their Yellow Fever certificates as part of international travel documents.
- There will be a health team on site for anyone who may need attention or has an emergency

## Security

- Delegates are urged to always take precautions
- It is not advisable to walk to places outside the hotel premises at night.
- Keeping valuables safe and not carrying a lot of cash is recommended.
- Emergency numbers: Police – 999, Fire – 998 and Ambulance - 999

## Power Outlets

In Botswana, the power supply is 230 volts with plugs and sockets being of type C, G, M and seldom D.



Type G, M and D sockets



Type C socket

## Exhibitions

- Stalls will be provided for exhibitors
- Exhibitors are advised to declare with Customs, materials they are bringing into the country at the port of entry.
- Exhibitors are further advised to secure import permits for agricultural products they are bringing into Botswana.

## Contacts

- The following may be contacted in case of emergency or when seeking any assistance
- i) Professor Sunny Aiyuk +267 71 79 4833
- ii) Ms. Felicity Chitonho +267 72 21 3815
- iii) Ms. Linda Kgaswane +267 71 70 2450
- iv) Mr. Fenny Letshwiti +267 71 361 291