



33rd WORLD CONFERENCE INTERNATIONAL WORKSHOP 7 – 11 JULY 2008



You are invited to join the Girl Guides Association of South Africa at an International Workshop which will run concurrently with the World Conference.

The workshop offers an additional opportunity to experience the atmosphere of the World Conference. Members of Guiding who are not Member Organisation delegates and/or who are the travelling companions of delegates are invited to join members of GGASA at Willow Park Conference Centre for an interactive adult Guest Workshop.

PROPOSED PROGRAMME

Monday 7 th July	Guiding Around The World: Participants are invited to showcase Guiding from their area. A visual tour of South Africa by the SA Tourism Association. Attend the official opening of the 33 rd World Conference - a once-in-a-lifetime opportunity.
Tuesday 8 th July	Explore Pretoria, the administrative capital of South Africa. Experience first hand how to use African Drums.
Wednesday 9 th July	Girls In Guiding: Tour Rietvlei Nature Reserve. Experience camp cooking with the youth. Enjoy the World Market with the Conference Delegates at Birchwood Hotel and Conference Centre.
Thursday 10 th July	Communities in Action: Visits to community projects Enjoy local music and a campfire.
Friday 11 th July	African Souvenirs: Learn local crafts. Do some shopping Optional excursions (at own cost) Attend the Closing ceremony of the World Conference.
Saturday 12 th July	Enjoy a leisurely breakfast before leaving for the next part of your "African Dream"

NOTES:

- ♣ The Guest Workshop package will run from 09h00 Monday 7th July to 09h00 Saturday 12th July 2008.
- ♣ The package will include: accommodation, meals, transfers, transport as well as all scheduled activities.
- ♣ The package will **not** include afternoon excursions for Friday, **11 JULY 2008**. Please contact anelja@gogirlevents.co.za for these options and rates and to make your reservation. Drinks, laundry, items of a personal nature are for your own account.
- ♣ Accommodation prior to and following the workshop may be booked if required. See booking form.

1. COSTS OF WORKSHOP

The cost of the workshop is R5 000.00 per person sharing. The Workshop is from 09h00 Monday 7th July 2008 to 09h00 Saturday 12th July 2008 and includes costs of accommodation, all meals, transfers and scheduled daily activities.

If you wish to arrive early or stay on for a short period, the Girl Guide Association of South Africa has arranged for the accommodation rate to be available for Workshop participants during the weekend prior to the Conference, and the weekend following the Conference that is, from Saturday 5 July – Sunday 13 July 2008. If you would like to take advantage of this offer, you should indicate your request on the booking form.

2. ACCOMMODATION AND MEALS

Rooms have 2 beds with en suite bathroom, a television and tea/coffee facilities. A non-returnable, transferable deposit of R2 000-00 is payable by 29 February 2008. All meals are included.

3. REGISTRATION

Registration will take place from 08h00 – 09h00 on Monday, 7 July 2008.

4. TRANSPORT

The Workshop venue is approximately 20 minutes from the OR Tambo International Airport and transport will be provided between 07h00 and 18h00. However, in order arrange sufficient transport, your Travel Form should be returned as soon as you have arranged your flights.

In order to assist The Girl Guides Association of South Africa, please wear uniform or a Girl Guide/Girl Scout scarf for easy identification upon your arrival at the airport.

5. HOME HOSPITALITY

Home Hospitality will be available in Gauteng (Johannesburg and surrounding area) and many other parts of the country after the Conference. Please complete form (33.22) which is available on the WAGGGS website and return it directly to gautengeast@absamail.co.za by 29 February 2008.

6. TRAVEL TO SOUTH AFRICA

You should book your flights to OR Tambo Airport (JNB), Johannesburg, South Africa, as soon as possible. You should ensure that you have the necessary travel documents, and have checked current health regulations concerning any inoculations that you may need.



7. VISITOR VISA AND CUSTOMS INFORMATION

Visa information

Most people do not require a visa to visit South Africa so long as your stay is for less than 30 days. NO visas will be issued upon arrival and MUST be applied for at the South African Embassy in your country of residence. You must make sure that you have with you:

- a passport/travel document which is acceptable and valid for sufficient period to cover your intended stay;
- sufficient funds;
- an onward or return ticket.

** Yellow Fever Certificates are required if your journey starts or entails passing through the yellow fever belt of Africa or South America. **

Further information is available from <http://home-affairs.pwv.gov.za/visas.asp>

Going Through Customs:

Only go through the green channel if you are sure that you have no more than the duty free customs allowances, no goods for commercial purposes and no prohibited or restricted goods.

Going Through Customs:

Don'ts and Do's

DON'T try to hide any goods or to mislead a customs officer. Anything which isn't properly declared may be confiscated.

DON'T smuggle drugs! Prohibited and restricted goods include: firearms, plant and animal material and endangered species.

Never carry bags through Customs for someone else.

DO KEEP TO THE CURRENCY CONTROLS. SA Bank notes in excess of R5000.00 will not be allowed unless you are in possession of the necessary permit.

DO: REGISTER VALUABLES before you leave your home country. Ensure that certain identifiable items such as jewellery, cameras, watches, etc, are registered at Customs for re-importation.

Customs Regulations

The following goods may be imported into South Africa without the payment of Customs duty and/or Value Added Tax (VAT):

A. personal effects, sporting and recreational equipment, new or used, imported either as accompanied or unaccompanied baggage, for your own use during your stay in South Africa.

B. Limits in respect of certain goods – The following goods may be included in your baggage but you must not exceed the following limits:

- Wine - 2 litres per person
- Spirits and other alcoholic beverages - 1 litre per person
- Cigarettes - 200 cigarettes per person
- Cigars - 20 cigars per person
- Cigarette or pipe tobacco - 250g per person
- Perfume - 50ml per person
- Toilet Water (Eau de Toilette) - 250ml per person



Other new or used goods with a total value not exceeding R3000.00 per person
You may bring in sealed packets of food such as biscuits etc.

Allowances may not be pooled or transferred to other persons.

8. FINANCIAL ASSISTANCE

No financial assistance is available for members wishing to attend the International Workshop.

9. SECURITY

The venue is a very secure area, self contained, with an entrance through a controlled gate. All participants should ensure that they assist the staff by wearing their name badges at all times.

10. SPECIAL EVENTS

Participants are invited to attend the official Opening and Closing ceremonies of the World Conference at the Birchwood Hotel.

Visit the Birchwood Hotel website on www.birchwoodhotel.co.za.

Full uniform will be required for the Opening Ceremony and your National costume is optional for the Closing Ceremony.

Workshop delegates will also be attending the World Market.

11. EXCURSIONS

Excursions on the Friday afternoon (11 July 2008) are an OPTIONAL EXTRA. All other excursions are included in the Booking Fee.



The GGASA will also be arranging special packages for post-conference tours. Please contact anelja@gogirlevents.co.za for these options and rates.

12. CURRENCY

The unit of currency in South Africa is the South African Rand (ZAR) and this is used for all transactions in South Africa. Notes are in denominations of R10, R20, R50, R100 and R200. Coins are issued for smaller amounts. Delegates are advised to bring either, US Dollars, Sterling, Euros or Travellers' Cheques that can be changed at the Hotel Reception, banks and authorised foreign exchange dealers. However, you may find the exchange rate to be more advantageous at the airport. Payment in South African Rand (ZAR) is preferred. Major credit cards can be used to pay for most goods and services.

10. BANKS AND SHOPS

Banks are open from:

08:30 to 15:00 Monday to Friday
08:30 to 11:00 Saturdays

Cash points (ATM's) are readily available.

11. HOME HOSPITALITY

Home Hospitality will be available in Gauteng (Johannesburg and surrounding area) and many other parts of the country after the Conference.

If you would like to participate in Home Hospitality after the conclusion of the Conference, please complete the enclosed form (33.22) and return it directly to the Girl Guides Association of South Africa at the address on the form, **by 29 February 2008**.

13. DRESS CODE

It is expected that uniformed participants will wear uniform for the Opening Ceremony. Non-uniformed persons should be dressed smartly. Casual wear may be worn for the workshop. Uniform will not be necessary for the evening events. National dress is encouraged at the Closing Ceremony and dinner on Friday, 11 July.

14. COMMUNICATION FACILITIES FOR PARTICIPANTS

Use of Telephones

Participants should ensure that International Roaming is enabled on their mobile telephones.

Email

Email facilities will be available at Willow Park.

15. WEATHER

The weather in Johannesburg should be dry with temperatures of approximately 11 – 18°C during the day, dropping at sharply night and it can be as cold as -1°C. You should ensure that you bring sufficient warm clothing.

16. CONFERENCE SALES

You will be able to purchase goods from the Girl Guides Association of South Africa at a store at the venue.

17. INSURANCE

Neither the Girl Guide Association of South Africa, nor WAGGGS can take responsibility for any medical claims, accident claims, or personal property claims by World Conference participants (other than those that may fall under the public liability coverage). **All participants must arrange their own insurance for health, accident and personal property.**

18. MEDICAL FACILITIES

There is permanent first aid support at the facility. Participants will be taken to a hospital situated nearby, should the need arise. The individual will have to pay any bills, and reclaim the costs on their return home. **Neither WAGGGS nor the Girl Guide Association of South Africa can take responsibility for any medical costs.**

19. PHOTOGRAPHS DURING THE EVENT

A CD of photographs taken will also be available for purchase from GGASA.





**WORLD ASSOCIATION OF GIRL GUIDES AND GIRL SCOUTS
33rd WORLD CONFERENCE, SOUTH AFRICA, 2008
NON-DELEGATE WORKSHOP**



APPLICATION AND INDEMNITY FORM

To be completed in respect of all adults participating in activities and events

PARTICULARS OF PARTICIPANT

PLEASE PRINT CLEARLY

Name			Tel. No.		
Home Address:					Postal Code
Postal Address:					Postal Code
Email Address:					
Region					
Date of Birth		Female	Male	Religion:	
Passport No.:			Country of Issue:		
Known health problems:					
Allergies:					
Special diet restrictions:					
Special Needs:					
Medical Aid scheme/insurance and number:					
Contact person in case of emergency:					
Relationship:					
Physical Address					
Telephone			Mobile		
Emergency contact person other than above:	Name				
Relationship:		Contact telephone / Mobile number			

INDEMNITY FORM: EXEMPT FROM STAMP DUTY

I, (please print) _____
being a responsible adult, absolve the Girl Guides Association of South Africa and its Guiders/Agents from liability for any loss, damage or injury of my person or effects arising from any reason whatsoever during the above event, including transportation to, from and during the event.

Signature of parent/legal guardian:	Signature of witness (person outside the family) Name of witness (please print): _____
Contact telephone number:	Contact telephone number:

**PLEASE FAX OR EMAIL THIS INDEMNITY WITH YOUR BOOKING FORM TO
gautengeast@absamail.co.za**



33rd WORLD CONFERENCE INTERNATIONAL WORKSHOP 7 – 11 JULY 2008 TRAVEL ARRANGEMENTS



[Please type or use **BLOCK** letters!]

LAST NAME
FIRST NAMES
Member Organisation OR Capacity in which attending Workshop

ARRIVAL INFORMATION

Arriving by AIR at O R Tambo International Airport				
Day of arrival	Date of arrival	Time of arrival		
Flight No.	Airline	Arriving from		
Do you wish to be met at O R Tambo International Airport?			YES	NO
If you are arriving by some other means, please give full details of your arrival:				
Day of arrival	Date of arrival	Time of arrival	Travelling by	
Courtesy transport is provided from OR Tambo International Airport.			YES	NO

DEPARTURE INFORMATION

Departing by AIR from O R Tambo Airport, Johannesburg				
Day of departure	Date of departure	Time of departure		
Flight No.	Airline	Destination	Check in time	
Do you wish to be transported to the O R Tambo International Airport?			YES	NO
If you are departing from Johannesburg by some other means, please give full details of your departure:				
Day of departure	Date of departure	Time of departure	Travelling by	
Do you require transport to your point of departure?			YES	NO
I wish to take part in the post-Conference opportunities for Hospitality in South Africa, and am returning the Hospitality Form directly to South Africa (see WAGGS document 33.22).			YES	NO
I confirm that I have made a reservation for the Workshop at Willow Park.			YES	NO

SIGNATURE: _____

DATE: _____

Fax this form to +27 11 849 7025 or email the form to gautengeast@absamail.co.za as soon as flights or transport have been booked.