



Programme for IMASA

Agent Contact: IMASA
Agent Reference: September Conference Group
Prepared by: Zita Jacobs
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0860 66 88 88
info@ikapa.co.za
www.ikapa.co.za


*International Travel
Management Company*

ITINERARY

Brief Itinerary

| Date/Day | Area | Accommodation | Basis |
|----------|-----------------|--|--------------------------------|
| 2 Sept | JOHANNESBURG | PROTEA HOTEL WANDERERS | Dinner, Bed & Breakfast |
| 3 Sept | KRUGER | CASA DO SOL | Dinner, Bed & Breakfast |
| 4 Sept | KRUGER | CASA DO SOL | Dinner, Bed & Breakfast |
| 5 Sept | CAPE TOWN | SOUTHERN SUN CAPE SUN | Dinner, Bed & Breakfast |
| 6 Sept | CAPE TOWN | SOUTHERN SUN CAPE SUN | Lunch, Bed & Breakfast |
| 7 Sept | CAPE TOWN | SOUTHERN SUN CAPE SUN | Dinner, Bed & Breakfast |
| 8 Sept: | GOUDINI | GOUDINI SPA (PART OF REGISTRATION FEE) | Lunch, Dinner, Bed & Breakfast |
| 9 Sept | CAPE TOWN | SOUTHERN SUN CAPE SUN | Dinner, Bed & Breakfast |
| 10 Sept: | END OF SERVICES | Transfer out... | |
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DETAILED ITINERARY: IIMC STUDY ABROAD PROGRAM

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|--|---------------------|------------------------|----------------|---------------|
|  | <u>02 September</u> | | | |
| | Overnight: | Protea Hotel Wanderers | Room Category: | Standard room |
| | Meals Included: | Dinner & Breakfast | Sightseeing: | None |

Late Afternoon Arrival in Johannesburg

Welcome to South Africa! Upon arrival at OR Tambo International Airport, you will be collected by an iKapa International Travel Management Company Representative and transferred to your hotel. The group will arrive off two different flights.

The group will be joined by IMASA Act. President, Mr . George Moroane .

19h30 (7:30p.m.) Enjoy a welcome dinner at the hotel

Protea Hotel Wanderers:

From the luxurious holiday haven of the 4–Star Protea Hotel Wanderers in Johannesburg, Gauteng, you can venture into some of the finest shopping and dining experiences on the continent. Sandton, Rosebank or the Melrose Arch Precinct are all only minutes away, or alternatively relax on the Hotels' poolside sundeck or enjoy a cocktail in our trendy 24–hour bar. Experience the combination of high technology, exceptional elegance and upmarket decor, expressed in a tasteful blend of African, Feng Shui and Sporting motifs at this upmarket Gauteng Hotel. Careful attention to detail is the hallmark of this Hotel with all the amenities, including conference facilities, needed for a 4–Star vacation or business trip.

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|--|----------------------------|--------------------|-----------------------|--|
|  | <u>03 September</u> | | | |
| | Overnight: | Casa Do Sol | Room Category: | Standard room |
| | Meals Included: | Dinner & Breakfast | Sightseeing: | Panorama Route: God's Window, Blyde River Canyon, Bourke's Luck Potholes |

07h00 Breakfast at Hotel, then we commence overland journey to Mpumalanga, **Kruger National Park**. **Please bring bags down with you before going to breakfast.**

08h00 We depart Johannesburg and leave the bustle of the City behind us as we head towards Mpumalanga – The place where the sun rises. We explore the Panorama route, and along the way we visit some breathtaking views and spectacular scenery. We stop at God's Window, an overwhelmingly beautiful viewpoint with a 1000 m drop into the "Lowveld". At the Bourke's Luck Potholes, the Blyde (Happy) and the Treur (Sad) Rivers meet up and form a magnificent display in the Blyde River Canyon. We stroll back in time, down the historic main street of Pilgrim's Rest, taking us back to the days when dreamers and desperadoes from around the world converged on this little-known valley in a hectic scramble for the riches that lay beneath its grassy hillsides. Right in the heart of Mpumalanga, lies the world famous Kruger National Park.

17h00 (5:00 p.m.) approximate arrival time at the lodge

Dinner is enjoyed at the hotel. Dinner at **19h30 (7:30 pm)**

Casa do Sol:

This luxury estate hotel situated in the beautiful Mpumalanga Region is a little Eden of tranquil pools, deeply shaded glades and quiet flower gardens. The cobbled streets, exotic gardens, coupled with enchanting sounds and smells of the bush and the warm and friendly atmosphere make Casa do Sol a destination of choice for a large variety of travellers.

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|--|------------------------|---------------------------|-----------------------|--|
|  | 04 September | | | |
| | Overnight: | Casa Do Sol | Room Category: | Standard room |
| | Meals Included: | Dinner & Packed Breakfast | Sightseeing: | 4x4 Game Drive in Kruger National Park |

Full Day in Kruger National Park // 2 Educational Sessions

05h30 AM You greet the bright morning with a pleasant early game drive, with a packed breakfast. The day trip is an ideal tour; it is educational and allows cultural interaction as well. You will learn about the local tribes from your experienced and knowledgeable guide. As well as experience South Africa's natural beauty, marvel at the prolific bird species, capture boastful wildlife photographs and have amazing African animal encounters. This day tour incorporates a full day exploration of the Kruger National Park with stops at lookout points where you can relax and unwind, stretch your legs and enjoy the magnificent views. A camera is the one thing you don't want to forget on your memorable full day Kruger Park Safari.

13h00 (1:00 p.m.) Visit Skukuza, the Kruger National Park's largest rest camp and administrative headquarters situated on the southern banks of the Sabie River and **meet with municipal officials to discuss the role and activities of Local Government in the National Park. Attend and participate in an educational session regarding "Strategic Adaptive Management" of the Kruger National Park. Lunch "Braai at the Boma". Compliments of IMASA.**

Return to your hotel in the late afternoon.

Dinner is enjoyed at the hotel. Dinner at 19h30 (7:30 pm)

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|--|------------------------|-----------------------|-----------------------|---------------|
|  | 05 September | | | |
| | Overnight: | Southern Sun Cape Sun | Room Category: | Standard room |
| | Meals Included: | Dinner & Breakfast | Sightseeing: | |

Kruger National Park to Johannesburg & flight to Cape Town

08h00 Enjoy breakfast at the hotel. Please bring bags with you before enjoying breakfast.

09h00 Leave to return to Johannesburg in time for your late afternoon domestic flight to Cape Town (flight included). Upon arrival at Cape Town International Airport, you will be met and transferred to your hotel situated in the heart of Cape Town.

16h15 Check in for MN107

17h15 Expected time of departure for MN107 to Cape Town

19h25 Expected time of arrival at Cape Town International Airport

On arrival at Cape Town International Airport guests are met by their iKapa International Travel Management Company representative and transferred to the hotel

Dinner is enjoyed at the hotel. Dinner at **20h30 (8:30 pm)**

Southern Sun Cape Sun:

The luxury and elegance of Southern Sun Cape Sun lies in the centre of the Cape Town CBD, and is complimented by spectacular views over Table Mountain, Robben Island, Table Bay and the spectacular Green Point Stadium. Rooms are luxurious, spacious and offer all the amenities required to ensure a relaxing stay. Offering business travellers easy access to the Cape Town Convention Centre and other key business areas, the hotel also offers great appeal to holiday makers in search of an indulgent escape. The gym with splash pool and Health & Beauty spa are situated on the premises and promise a healthy, rejuvenating experience.

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|--|---------------------|-----------------------|----------------|--|
|  | 06 September | | | |
| | Overnight: | Southern Sun Cape Sun | Room Category: | Standard room |
| | Meals Included: | Lunch & Breakfast | Sightseeing: | Cape Point & Peninsula, Cape Point Funicular, Boulders Beach, Constantia Winelands |

Visit to Cape Town Municipality // Cape Point & Peninsula Tour

07h00 Enjoy breakfast at the hotel

08h00 – 10h00 you will visit the Cape Town Metro Municipality and meet with the City Manager and other senior officials to discuss the institutional make-up of the Municipality and functional activities relevant to the Municipal Clerk.

Please note that we have to **depart by 10h15** in order to fit in the day's sightseeing as outlined below.

From the City Centre we travel commence our tour and firstly view the exclusive suburbs of Sea Point, Clifton and Camps Bay before continuing via Llandudno to the fishing harbour of Hout Bay. If calm seas prevail, join an optional launch cruise to view the Duiker Island seals and cormorants at close quarters. Travel along the spectacular Chapman's Peak Drive to Kommetjie, and enter the Cape Point Nature Reserve where you will be taken to the best vantage point to view what is erroneously said to be the meeting place of two mighty oceans.

13h00- 14h00 (1:00 – 2:00 p.m.) After a stop for lunch at **Two Oceans Restaurant** the tour continues to an African penguin colony, the Naval hamlet of Simon's Town and then continues via Fish Hoek and Kalk Bay to Muizenberg.

Time permitting we visit the famous Constantia Winelands for a wine tasting before returning to the city. The tour terminates at your hotel again in the late afternoon / early evening.

No dinner arranged.

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|--|------------------------|-----------------------|-----------------------|---------------------------------|
|  | 07 September | | | |
| | Overnight: | Southern Sun Cape sun | Room Category: | Standard room |
| | Meals Included: | Dinner & Breakfast | Sightseeing: | Harold Porter Botanical Gardens |

Full Day Hermanus // 2 Educational Sessions

06h00 breakfast at the hotel.

A very early start to your day today. You will be collected at **07h00am** and transferred to the University of the Western Cape. Here you will **visit the Community Law Center from 08h00 – 09h30 and meet with Professor Jaap de Visser for an educational session on the Involvement of the Centre in democratising Local Government in South Africa.**

10h00 Depart Cape Town via Elgin, which is the heart of the apple industry, en route to Hermanus. Take a scenic drive to the town of Kleinmond, for a visit to the Harold Porter Botanical Gardens. This beautiful, secluded garden is set between mountain and sea, in the heart of the Cape fynbos region and encompasses 10 hectares of cultivated fynbos garden and 190.5 hectares of pristine natural fynbos. Situated in the centre of the coastal fynbos where the flora is at its richest, the garden encompasses mountain slopes with their wind-clipped heathlands, deep gorges with relict forests, flats and marshes with restios, sedges and bulbs, as well as dunes adjacent to the beach with their specialised salt-adapted plants. In Hermanus you will **meet the Municipal Manager and attend an educational session from 13h00 – 14h30 (1:00 – 2:30 p.m.) on the Transition of Local Government in South Africa from the previous to a new dispensation.** Return to the city via Gordon's Bay and the spectacular coastal road, which offers magnificent vistas across the sea. Arrival at your hotel in the late afternoon.

Dinner is included at the hotel. Dinner at **19h30 (7:30 pm)**

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|--|----------------------------|---------------------------|----------------|--|
|  | <u>08 September</u> | | | |
| | Overnight: | Goudini Spa | Room Category: | |
| | Meals Included: | Lunch, dinner & Breakfast | Sightseeing: | |

Cape Town to Goudini Spa // Attend IMASA Conference

06h00 Enjoy breakfast at the hotel. Bring Bags.

07h00 you will be collected from your hotel and taken to Goudini Spa. **Attend and participate in the educational sessions of the Institute of Municipal Administration for Southern Africa (IMASA) National Conference.**

See Conference Program for daily itinerary.

1:30 – 2:30 – Risk Management Session. A few Study Participants have agreed to sit on this panel discussion.

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|--|---------------------|-----------------------|----------------|-------------------|
|  | <u>09 September</u> | | | |
| | Overnight: | Southern sun Cape Sun | Room Category: | Standard room |
| | Meals Included: | Dinner & Breakfast | Sightseeing: | Cape Town Stadium |

Attend IMASA Conference // Goudini Spa to Cape Town

Attend and participate in the educational sessions of the IMASA Conference. 9:30 – 10:15 = Study Abroad Participant Session.

Travel back to Cape Town. This afternoon enjoy a tour of Cape Town Stadium. **Meet with the Director, City of Cape Town entrusted with the 2010 FIFA World Cup to discuss the legacy of the Tournament for South Africa and lessons for Municipalities in staging International events.** The sweeping silhouette of Cape Town Stadium has forever changed the face of the surrounding Green Point Common. Enveloped by a façade of woven fibreglass coated with Teflon, it resembles a rose-coloured bowl

floating on a base when lit up at night. The architects have dubbed the stadium “the diva of Cape Town”, due to its ability to reflect the constantly changing moods of the city in varying weather conditions.

Dinner is enjoyed at the hotel. Dinner at 19h30 (7:30 pm)

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|  | <u>10 September</u> | | |
| | Overnight: | | Room Category: |
| | Meals Included: | | Sightseeing: |

A fond farewell...

11h00 Travel back to Cape Town International Airport for your domestic flight to Johannesburg (flight included). We wish you a fond farewell...

12h35 p.m. Check in for MN130

13h35 (1:35 p.m.) Expected time of departure for **MN130** to Johannesburg

15h35 (3:35 p.m.) On arrival at OR Tambo International Airport guests are met by their iKapa International Travel Management Company Representative and assisted with check in for onward international flight.

***** End of Services *****

COST FOR:

02 – 10 September 2011 (incl. Conference Registration Fee & Accommodation):

15-20 pax @ **R12 515** per person sharing twin / double

20-24 pax @ **R12 115** per person sharing twin / double

25-29 pax @ **R11 900** per person sharing twin / double

30-34 pax @ **R11 500** per person sharing twin / double

R2240 nett single supplement

Includes 1 person Free of Charge. However this person still needs to pay the Conference Registration Fee of R2300 per person.

Additional transfer in Johannesburg (Arrival Transfer) per vehicle:

Microbus @ R495 nett per transfer one way (7 passengers)

Quantum @ R740 nett per transfer one way (9 passengers)

Should all flights not arrive within an hour of one another on the day of arrival, additional arrival transfers can be arranged at the rates stated above.



INCLUDE:

- Accommodation as stated above, subject to availability.
- Transportation in a luxury air-conditioned vehicle.
- Meals as mentioned in itinerary.
- Services of a professional driver.
- Services of a registered and experienced tourist guide.
- Conference registration fee
- Domestic flight Cape Town / JHB / Cape Town
- Entrance fees and excursions where stated in above itinerary.
- Welcome Pack
- Porterage
- Mineral Water on board the vehicle
- Vat & tourism Levy

EXCLUDE:

- All other airfares & airport taxes.
- All other meals other than stated in above itinerary.
- All other entrances and excursions than stated in above itinerary.
- Items of personal nature such tips, beverages, laundry etc.

NOTES:

- The above is a quotation only.
- Services subject to availability at the time of booking.
- Rates subject to change without prior notice due to circumstances beyond our control e.g. fuel increases, currency fluctuation etc.
- Should the period of travel, number of participants, type of accommodation, type of vehicle, or the duration of the stay change, the quote will vary accordingly.
- Terms and Conditions apply.

ELECTRICITY:

- The South African electricity supply is 220/230 volts AC 50 HZ.
- Most plugs are 15 amp 3-prong or 5 amp 2-prong, with round pins. If an adaptor is called for, consider bringing one with you, although they can be purchased locally.
- US-made appliances may need a transformer.
- Most hotel rooms have 110 volt outlets for electric shavers and appliances.

TELECOMMUNICATIONS:

Some information on dialing codes:

- For outgoing international calls, dial 00 plus the country and area codes of the destination concerned. Refer to telephone directories for international dialing codes, or obtain 24-hour assistance by calling 10903.
- For incoming international calls, the code is +27 followed by the city code or cell phone code, dropping the first 0.
- 08 numbers are free to the caller; 0860 numbers are charged at local rates; 0861 numbers are charged at a flat rate.
- Some local city dialing codes: 011 - Johannesburg; 012 - Pretoria; 021 - Cape Town; 031 - Durban; 041 - Port Elizabeth

TIPPING:

Tipping is widely practiced in South Africa. Here is some information on South African tipping:

- In restaurants and bars, 10% is the accepted tipping standard.
- Parking attendants and security guards are common in parking lots and at roadside bays. They generally ask if they can watch your car while you are going about your business - if you agree, a tip of R2 and up should be offered, depending on the length of your stay.
- In South Africa we still have the luxury of petrol attendants at gas stations to fill up our vehicle tanks, check oil, water and tyre pressure, and clean the windscreens. How much to tip for this special South African service? From R2 up.
- The going rate for porters at airports is around R5 per piece of luggage.

VISAS:

- Visit the South African Department of Home Affairs comprehensive website www.home-affairs.gov.za. This website details which nationals are exempt from visas, and which are obliged to make application. Enquiries regarding South African visa info can also be obtained from South African missions in your country, or the nearest one to you.
- If you are a national of a country that requires visas, you must make application ahead of your departure, as visas are not issued on arrival. The visa must be affixed in your passport to be shown to immigration officials on landing. Applications must be made through South African diplomatic or consular representatives.

WHAT TO WEAR:

We're generally laid back in South Africa, so no need to haul out your best silks and diamonds when you head for our shores. Here's some clothing advice when in South Africa:

- For the summers, bring clothes that are cool and comfortable, along with an umbrella or rain jacket, as this is when most of the country gets rain. A light jacket or wrap is a good precaution. Don't forget a swimming costume.
- The winters are generally mild, comparing favourably with European summers. But we do get some days when temperatures sky-dive, especially in high-lying areas such as the Drakensberg, so be prepared with jerseys and jackets. If you are going to the Cape, rain gear will be needed in this season.
- Always bring a hat - the sun can be strong even in the winter months. Make sunglasses, a hat and sun block a firm part of your skincare kit.
- Walking shoes are a good idea all year-round, with warm socks in the winter.
- If you are doing business in the country, business attire may be called for, although some sectors of the corporate world e.g. media for example tend to dress down these days.
- For game viewing, a couple of neutral-toned items will be useful, but there's no need to go overboard and kit yourself out like David Livingstone, out to explore Africa for the first time.
- For the evening, if you are dining at an upmarket restaurant or seeing a show, go the smart-casual route.

SOUTH AFRICAN PUBLIC HOLIDAYS

| | |
|--------------------|------------------------------|
| • New Years Day | 1 January |
| • Human Rights Day | 21 March |
| • Good Friday | (Friday before Easter) April |
| • Family Day | (Monday after Easter) April |
| • Freedom Day | 27 April |

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|-------------------------|--------------|
| • Workers Day | 1 May |
| • Youth Day | 16 June |
| • Women's Day | 9 August |
| • Heritage Day | 24 September |
| • Day of Reconciliation | 16 December |
| • Christmas Day | 25 December |
| • Day of Goodwill | 26 December |

Where a public holiday falls on a Sunday, the Monday becomes a public holiday. Should a public holiday fall on a Saturday, it is celebrated on that day.

With the possible exception of Christmas Day and New Year's Day, most tourist services and attractions are open on South African public holidays. In addition most city shopping centres, restaurants and entertainment venues remain open.

CUSTOMS:

South African Customs regulations afford visitors to the country the opportunity to bring in certain goods without incurring duties and value added tax (VAT). These are limited in quantity and value. On arrival, you can take the green 'nothing to declare' channel if you stick to these allowances:

- Personal effects
- Other new or used goods not exceeding R3 000 (Additional goods, new or used, exceeding R12 000 will incur a duty charge of 20%)
- Wine not exceeding 2 litres per person over the age of 18
- Spirits and alcohol not exceeding 1 litre per person over the age of 18
- Cigarettes not exceeding 200 and cigars not exceeding 20 per person over the age of 18
- 250g cigarette tobacco or pipe tobacco per person over the age of 18
- Perfumery not exceeding 50ml and toilet water not exceeding 250ml per person

But, if you have goods in excess of these allowances, take the red channel and declare your items, where you will be billed at the applicable rates by representatives of South African Customs. Note also, that if you are importing for business and commercial intent, you will also not qualify for these allowances, other than personal effects.

Customs in South Africa further stipulates that when you leave the country you are permitted to take up to R500 in South African Reserve Bank notes. A 20% levy is charged on higher amounts.

YELLOW FEVER ENTRY REQUIREMENT

South Africa requires a valid yellow fever certificate from all foreign visitors and citizens over 1 year of age travelling from an infected area or having been in transit through infected areas. This is in line with the International Health Regulations (IHR, 2005).

The IHR allow countries at risk to obtain vaccination certificates from individuals travelling from high-risk countries. If travellers or citizens are unable to produce a valid yellow fever vaccination certificate at the port of entry, or their vaccination has been administered less than 10 days before departure, they may be:

- refused entry; or
- quarantined until their certificate becomes valid, or for a period of not more than 6 days; or
- allowed entry, if they have an exemption certificate due to medical reasons, but are required to report any fever or other symptoms to the health authorities and be placed under surveillance.

A valid yellow fever vaccination certificate, should be:

- approved by the World Health Organisation (WHO)
- administered at least 10 days before departure to South Africa at yellow fever-approved vaccination centres

(the vaccine offers protection 10 days after administration)



High-risk countries include: Angola; Argentina; Benin; Bolivia; Brazil; Burkina Faso; Burundi; Cameroon; Central African Republic; Chad; Colombia; Congo; Cote d'Ivoire; Democratic Republic of the Congo; Ethiopia; French Guyana; Gabon; Gambia; Ghana; Guinea; Guinea-Bissau; Guyana; Kenya; Liberia; Mali; Mauritania; Niger; Nigeria; Panama; Paraguay; Peru; Rwanda; Sao Tome and Principe; Senegal; Sierra Leone; Somalia; Sudan; Suriname; Togo; Trinidad and Tobago; Uganda; United Republic of Tanzania; Venezuela.

