












RUFORUM 13th ANNUAL GENERAL MEETING

Bingu International Conference Centre, Lilongwe, Malawi, 25th to 27th October, 2017

Information to Participants

	<p>WELCOME TO BINGU INTERNATIONAL CONFERENCE CENTRE (BICC), LILONGWE, MALAWI</p> <p>The Government of the Republic of Malawi, the four RUFORUM member Universities in Malawi: Lilongwe University of Agriculture and Natural Resources (LUANAR), Mzuzu University, University of Malawi (UNIMA), Malawi University of Science and Technology (MUST) and RUFORUM warmly welcomes all the delegates to the 13th RUFORUM Annual General Meeting and its associated events in Lilongwe, Malawi.</p>
	<p>WEATHER & CLOTHING</p> <p>During October, Lilongwe is normally warm with average temperatures ranging between 23°C – 32°C.</p>
	<p>ARRIVAL AND TRANSPORTATION TO THE HOTEL</p> <ul style="list-style-type: none"> ❖ Transport for all the sponsored delegates from the Lilongwe International Airport to the Bingu International Conference Centre, Golden Peacock Hotel, Sunbird Capital Hotel, Pacific Hotel will be arranged. ❖ On arrival at Lilongwe International Airport, please clear with immigration, pick your luggage and proceed to the arrivals lounge. Look out for someone holding a placard the RUFORUM 13TH Annual General Meeting ❖ There will be special booths at the airport to ensure that guests are welcomed and directed to appropriate cars. ❖ Please send your travel itinerary so that airport pickups are arranged.
	<p>HOTEL AND ACCOMMODATION</p> <ul style="list-style-type: none"> ❖ For all sponsored delegates, accommodation has been booked at the following hotels: <ol style="list-style-type: none"> 1. Bingu International Conference Centre 2. Sunbird Capital Hotel 3. Golden Peacock Hotel 4. Pacific Hotel ❖ For self-sponsored delegates accommodation has been arranged at the same hotels at the following rates: <ol style="list-style-type: none"> 1. Bingu International Conference Centre at a cost of US\$125 per night bed and breakfast

	<p>2. Sunbird Capital Hotel at a cost of US\$150 per night bed & breakfast 3. Golden Peacock Hotel at a cost of US\$80 per night bed & breakfast</p>
	<p>FLIGHTS RUFORUM FUNDED DELEGATES</p> <ul style="list-style-type: none"> ❖ RUFORUM will cover the cost of a round trip economy ticket. Please confirm your itinerary to allow RUFORUM Secretariat to issue the ticket and make other arrangements ❖ RUFORUM requires that you submit your boarding pass to the Finance Team who will be available at Registration Desk. ❖ For more information on the travel arrangements, please contact: ❖ Ms. Juliet Aweko Email: j.aweko@ruforum.org or ❖ Ms. Rebecca Mwima, Secretariat@ruforum.org
	<p>COFFEE, TEA, LUNCHES AND DINNER</p> <ul style="list-style-type: none"> ❖ Coffee, Teas and Lunches will be served at the scheduled breaks. If you have any special meal preferences, please communicate to the Secretariat so that this can be arranged; ❖ All RUFORUM funded participants are booked on full board that includes bed, breakfast and dinner
	<p>MEDICAL AND TRAVEL INSURANCE</p> <ul style="list-style-type: none"> ❖ Delegates are expected to meet their own medical related costs and also have a valid travel insurance. ❖ Yellow Fever Vaccinations: All travelers are required to have a yellow fever vaccination prior to travelling to Lilongwe, Malawi. PLEASE REMEMBER TO CARRY YOUR VACCINATION CARD WITH YOU.
	<p>VISA</p> <p>For delegates participating in the 13th RUFORUM Annual General Meeting who require a visa on entry or prior to entry into Malawi, they will be granted a gratis visa (Will not pay for the visa) on arrival. The Gratis Visa will ONLY be granted to delegates who have submitted their passport copies to RUFORUM by 19th October 2017. We therefore urge all the delegates who need a visa for entry into Malawi to send their copies of their passport to the following emails address: j.aweko@ruforum.org and copy Secretariat@ruforum.org or m.madola@ruforum.org</p>
	<p>REIMBURSEMENTS</p> <ul style="list-style-type: none"> ❖ We kindly request all RUFORUM funded participants to submit to RUFORUM staff boarding passes on the first day of the meeting during registration. ❖ The following costs will NOT be reimbursed:

	<ul style="list-style-type: none"> • Costs related to accommodation and travel arising from changes of the travel dates indicated in your ticket and ticket upgrade • Costs linked to acquiring a passport and Yellow Fever Vaccination • Excess baggage costs • Room services including laundry • In transit costs • Local country travel
	<p>USEFUL CONTACTS</p> <ol style="list-style-type: none"> 1. Mrs Rose Kalizang’oma, Ministry of Education, Science and Technology, Lilongwe, Malawi, email: kalizangomarosed@yahoo.com or kalizangomarosed@gmail.com-Tel: +265 995459075 2. Dr. Mathews Madola, RUFORUM Secretariat, E-mail: m.madola@ruforum.org- Tel: +265 992784230 3. Dr Limbikani Matumba – Director of Research and Innovations, LUANAR. Email: alimbikani@gmail.com 4. Ms Miriam Chabwera – Personal Assistant, Vice Chancellor LUANAR – Email: vc@bunda.luanar.mw-Tel: +265 998675450 5. Ms. Sylvia Mkandawire, Email: s.chindime@ruforum.org
	<p>Registration</p> <p>All self-sponsored delegated are required to pay a registration fee amounting to US\$150 (One Hundred and Fifty) to cater for teas and lunch.</p>