25TH CPA PARLIAMENTARY SEMINAR
INFORMATION CIRCULAR
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CONFERENCE VENUE:

1. The 25th CPA Parliamentary Seminar will be held at Ledger Plaza Bahari Beach Hotel, Dar es Salaam, Tanzania.

2. MEETING DATES
   The Official arrival date is 25th May, 2014 and departure date is 31st May, 2014.

3. PROGRAMME
   A full programme is hereby attached.

4. AIR TRAVEL
   The delegates are expected to meet the cost of air travel from the country of origin to Julius Nyerere International Airport, Dar es Salaam, Tanzania.

5. HOST
   The CPA Tanzania Branch is hosting the Seminar in conjunction with CPA Secretariat.

6. ACCOMPANYING OFFICERS
   Although the practice is not encouraged, a delegate may find that duties in his/her home country may sometimes oblige him/her to attend with a private secretary. The costs are entirely their own responsibility not that of the Secretariat or the host branch.

   The host branch will assist in finding suitable accommodation for persons other than delegates at the expense of those individuals. The host branch should be informed of this by 15th May, 2014.
7. **SPouse Programme**
Delegates should be aware that there will be no spouse programme on this occasion.

8. **Accommodation and Meals**
Rooms have been booked on single occupancy basis, thus the delegate shall be responsible for the additional cost(s) arising thereof.

The host branch shall pay for accommodation and meals (excluding alcohol) served at the hotel. However, hotel meals (including room service meals) taken in lieu of meals provided as part of the official functions will be for delegates account. The cost of any item consumed from the mini bar provided in the hotel room will be at the responsibility of the delegates' concerned.

<table>
<thead>
<tr>
<th>Guest Room</th>
<th>Rates per night including breakfast</th>
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<tbody>
<tr>
<td>Single</td>
<td>160 USD including VAT</td>
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9. **Ground Transport**
The host branch will be responsible for transportation of delegates between the airport and hotel and all official functions. However, hire cars/taxis are available and can be arranged with the hotel upon arrival for private excursions. The cost of hiring is the responsibility of the delegates.

10. **Identification Badges**
Members and accompanying persons will be issued with identification badges upon arrival. It is recommended that these badges be worn at all times.

11. **Power Supply**
Tanzania uses a three pin plug with a voltage of 240V. Adapters may be necessary to regulate electricity and for non three pin plugs.
12. OFFICIAL CURRENCY
The official currency is Tanzanian Shillings. Other major currencies can be exchanged at Bureau de Change outlets or any local banks.

As of 01/01/2014, the currency exchange was in the following approximate rates:

US DOLLAR = Tshs. 1,630
Pound Sterling = Tshs. 2,670
Euro = Tshs. 2,400
South African Rand = Tshs. 180

13. WEATHER
The temperature in May is normally from 23-26° C. Considering that the conference venue is located next to the beach, light comfortable clothing are advised in order to enjoy the breeze and sand of the Indian Ocean during free afternoons.

14. DRESS CODE
For the opening ceremony the dress code is a formal suit and tie or national dress. National dress or business attire will be suitable for all occasions during the seminar.

15. DEADLINES FOR RETURNING ALL THE FORMS
All Delegates are expected to return all the necessary forms these being registration forms, travel and accommodation forms before or on the 24th April, 2014.

16. CONFERENCE TOUR (Excursion)
The host branch has arranged a conference tour for all delegates to one of the beautiful national parks located around the Indian Ocean known as Saadan National Park. Program for the conference tour will be circulated to the delegates during the seminar.
17. DIRECT CONTACT: -
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