

Reimagining the Future of Human Rights in Africa: Southern Africa Convening



Securing Gains. Centering Dignity. Shaping Futures
Gaborone, Botswana | 26–28 August 2026

Logistics Note



**OPEN SOCIETY
FOUNDATIONS**



ACHPR
Commission africaine des
droits de l'homme et des peuples



1. Pre-Arrival Requirement	
Visa Information	▪ Botswana requires travelers to have two consecutive completely blank visa pages in their passports upon every arrival in Botswana. You will be denied entry if you do not have two consecutive blank visa pages in your passport. This does not include the endorsement pages. ▪ A botswana-evisa for some countries is required before entering Botswana and takes a few minutes. To see which countries need a visa, please Botswana Visa & Entry Requirements (2026). ▪ Official invitation letter: If you require an official letter of invitation to support a visa application, please contact: ▪ Naidene Cary: info@meltedworkx.com
2. Accommodation	
	The recommended hotel is Hotel 430. A reservation has been made on your behalf (sponsored participants) as part of a block booking. Payment is not required upon check-in. Self-sponsored participants will be required to pay for their accommodation at check-in. Please note that extra incidentals during your stay will be at your own expense. Proof of Accommodation letter: If you require an official letter from the hotel for your accommodation to support a visa application, please contact. Naidene Cary: info@meltedworkx.com
3. Recommended Vaccinations	
	Currently there are no COVID test or vaccine requirements for people entering Botswana. It is recommended to be up to date on routine vaccines. If you are travelling from/or hold a passport from any of the yellow fever risk countries, please ensure you have your valid yellow fever certificate with your travel documents.





4. Airport Transfers	
	Airport transfers will be arranged on your behalf along with your hotel booking. Once you are cleared through immigration and customs at the airport, look out for a driver holding a sign that reads Southern Africa Conference We will also arrange a driver for your return to the airport. Departure time from the hotel will be 2 hours to your flight departure.
5. Ground Transportation	
	Vehicles will be available to take you from the hotel to dinner/lunch' venues and back.
6. Emergency, Safety and security	
	Emergency For any emergencies during your stay, contact: Naidene Cary info@meltedworkx.com +27 82 433 0640 Maureen Gachomo, Administration Officer maureen.gachomo@opensocietyfoundations.org, +254-722-240-032 Teddy Namatovu: teddy.namatovu@un.org In case you need to reach the OSF Global Safety & Security team, please contact: Simon Richards, simon.richards@opensocietyfoundations.org, +44 7927311869 Rob Hunter, Robert.hunter@opensocietyfoundations.org, +44 7823791723



	Safety and Security You are advised to be safety conscious at all times. ▪ Avoid wearing /displaying items that may cause you to be targeted. ▪ Keep your cell phone and valuables out of sight. ▪ Use the shuttle services provided after dark to go to the restaurants and travel in the company of others whenever possible. You are welcome to make use of the hotel room safe for your valuables. In case of emergency, call local: Police: 999 (Toll Free) Fire Brigade: 998 (Toll Free) Medical Emergency Assist: 991 Medical Air Rescue: +267 390 1601
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Service	Organisation	Google Maps Location
Police	CBD Police Post	CBD Police Post
	Borakanelo Police Station	Borakanelo Police Station
	Central Police Station	Central Police Station
Private Hospitals	Zeta Clinic	Zeta Clinic
	Sedilega Private Hospital	Sedilega Private Hospital
	Life Gaborone Private Hospital	Life Gaborone Private Hospital
Mobile Operator	On-net Contacts	Google Maps Location
BTC	1333	
Orange	112	
Mascom	122	





7. Information about Botswana

Time zone: The time zone is CAT (Central African Time).

Weather: The average temperature in Gaborone in August, is on average a warm month, with temperatures of 18.4 °C. Some would describe the temperatures to be warm.

Language: Official language: English
National language: Setswana

Currency: The Botswana Pula (BWP) is the currency of Botswana. The Botswana Pula is the symbol P and code: BWP.

ATM: There are ATMs all over the country, in every bank branch as well as in major hotels and malls.

Credit cards: Visa and Mastercard Debit/Credit cards accepted at any electronic Point-of-Sale (POS) in hotels, restaurants, retail shops, hospitals.

Cash: The currency used for transactions in Botswana is Botswana Pula – BWP (commonly written as P50, for example). Daily foreign exchange rates estimates can be found [Currency Converter](#) | [Foreign Exchange Rates](#) | [OANDA](#). Upon arrival, any cash or cash-equivalents in foreign currency exceeding P10,000 must be declared at the customs office of the Airport. Currency should only be exchanged at an authorized service provider (e.g. Bank or Bureau de Change) and a valid passport must be provided as proof of identification. Only cash-equivalents of P10,000 may be exchanged per day, per person.

Tips: In Botswana, one is not under any obligation to offer gratuity (tips) for services rendered at restaurants, bars, hotels, etc. It is at the discretion of the individual whether or not to pay gratuity (tips) for services.

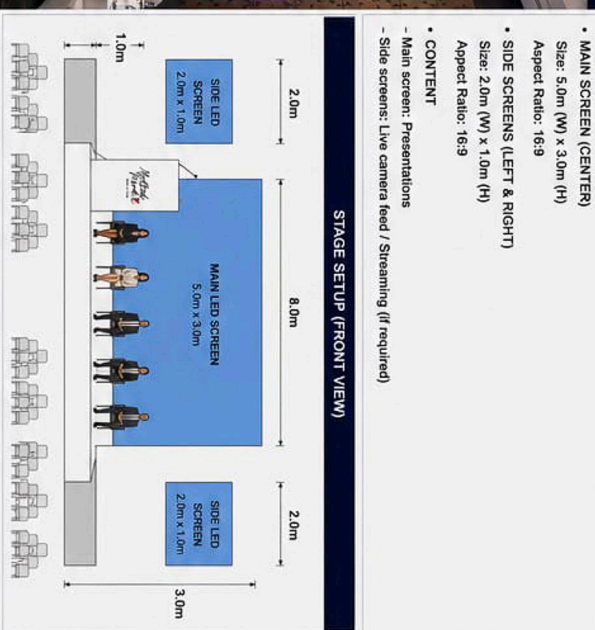
Exit Permits for Special Souvenirs: Always keep receipts for and sales slips for all souvenirs purchased as they may be required by customs officers at the Airport during departure. Some special items (i.e. wildlife products/trophies e.g. sculptures/jewellery/artworks made of ivory or ostrich eggs) require a permit to exit the country. Travelers are encouraged to buy such special items from authorized providers such as Botswana Craft, where they will be provided all the necessary information on which items purchased require permits, where and how such a permit can be obtained.



8. Restaurant and Activities		
Restaurants	Type	Google Maps Location
Doppio Zero	Semi-formal dining, intercontinental cuisine, lunch/dinner	Doppio Zero
Two Six Seven	Casual, Intercontinental cuisine, lunch/dinner	Two Six Seven
The Daily Grind Cafe	Intercontinental cuisine, brunch, corporate lunch	The Daily Grind Cafe
Park 27	Intercontinental cuisine, semi-formal, lunch/dinner	
Table50Two	Intercontinental cuisine, more formal, lunch/dinner	
Bukhara	Indian-turkish cuisine, semi-formal, lunch/dinner	
Botswana Craft	Botswana Traditional Cuisine, casual, lunch only, souvenir shop	
9. Electrical Current and Plug		
	Voltage: 220-240 Volts Primary Socket Types: Botswana / South African Plugs are European 2-pin, 2-pin 'Schuko' and South African 3-pin round. 3-pin Square (UK), 3-Pin Round (RSA). Travelers are encouraged to bring their own adapter plugs. Adapter plugs may also be purchased at any retail or electronics store locally.	



HOTEL 4:30, GABORONE, BOTSWANA



- MAIN SCREEN (CENTER)

- **MAIN SCREEN (CENTER)**
Size: 5.0m (W) x 3.0m (H)
Aspect Ratio: 16:9
- **SIDE SCREENS (LEFT & RIGHT)**
Size: 2.0m (W) x 1.0m (H)
Aspect Ratio: 16:9

- Main screen: Presentations

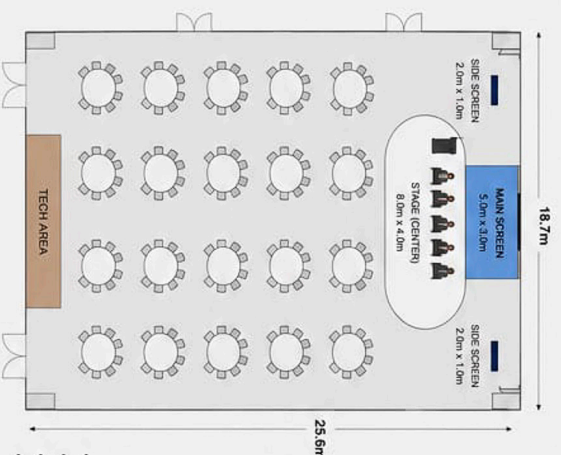
- Side screens: Live camera feed / Streaming (if required)

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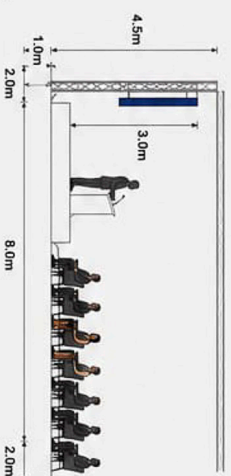


FLOOR PLAN (TOP VIEW)

- Room Name: Gabriel Conference Room
- Floor: 2nd Floor
- Room Size: 1,614.6 sq ft (150 square meters)
- Ceiling Height: 20.6 feet (6.3 meters)
- Total Floor Area: 1,614.6 sq ft (150 m²)
- Capacity (Max):
 - Theatre Style: up to 300 delegates
 - Classroom Style: up to 150 delegates
- Round Tables (Half Moon Style):
 - 18 tables
 - 5 people per table
 - Total Seating: 104 pax (inclusive of panel)



FLOOR PLAN (TOP VIEW)



2.0m x 1.0m	2.0m x 1.0m	2.0m x 1.0m	2.0m x 1.0m
2.0m x 1.0m	2.0m x 1.0m	2.0m x 1.0m	2.0m x 1.0m

TECH AREA

- ☐ ROUND TABLE (5 PAX)
- ☐ CHAIR
- ☐ LED SCREEN
- ☐ SPEAKER / PODIUM
- ☐ STAGE (CENTER – 8.0m x 4.0m)
- ☐ STAGE (SIDE – 2.0m x 1.0m)
- ☐ TECH AREA
- ☐ AISLE

- Stage Size: 8.0m (W) x 4.0m (D)
- Stage Decks Required: 16 x 2.0m x 1.0m (modular decks)
- Stage Height: 1.0m (finished height)
- Stage Front: Rounded (center only)

- Round Tables (5 pax): 18 tables

- **Total Seating: 104 pax**
(inclusive of panel)

- MAIN SCREEN (CENTER)

- **MAIN SCREEN (CENTER)**
Size: 5.0m (W) x 3.0m (H)
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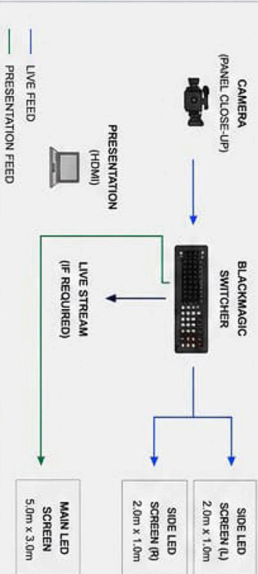
- Main screen: Presentations

- Side screens: Live camera feed / Streaming (if required)

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FLOOR PLAN (TOP VIEW)



- | | |
|--|--|
| <ul style="list-style-type: none"> • 1 x Camera (for panel close-ups) • 1 x Blackmagic Switcher • Cables & Accessories • Live Stream (if required) | <ul style="list-style-type: none"> • 3 x LED Screens (1x Main, 2x Side) • HDMI Connection for Switcher • Sound System • Lighting |
|--|--|

- Truss & Rigging
- Microphones
- Stage & Furniture
- 4 x Technicians (minimum)

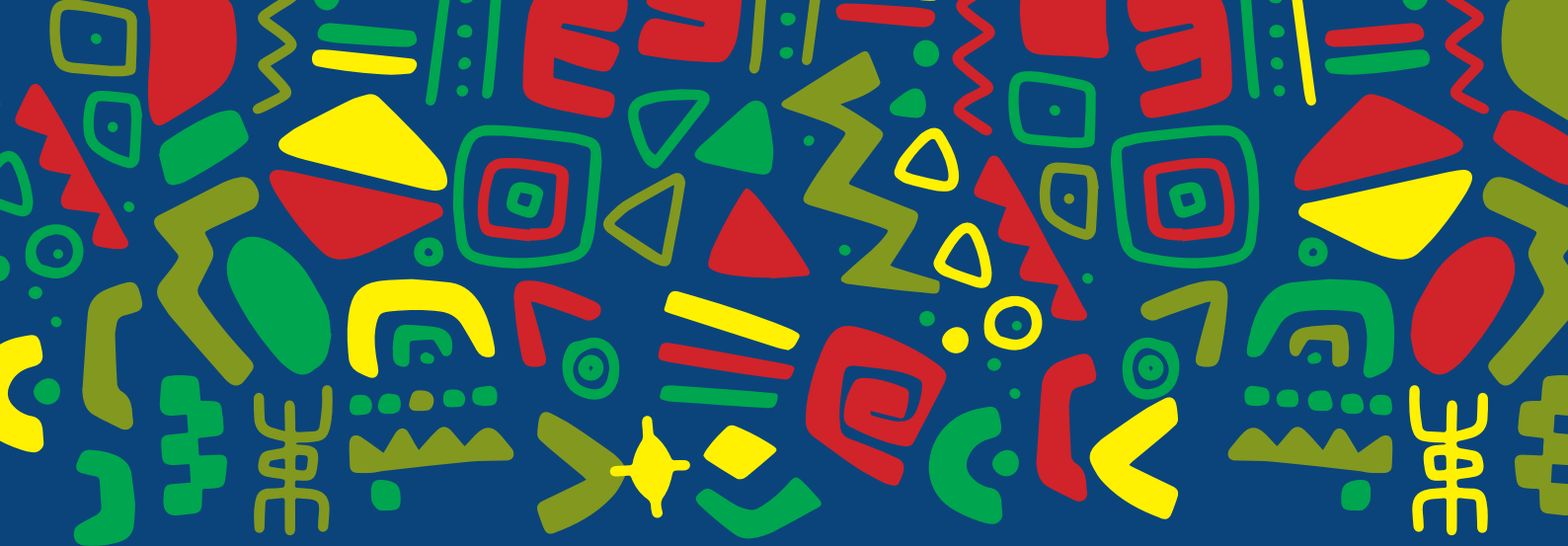
- 1 x Technician – LED Screen

- 1 x Technician – LED Screens
- 1 x Technician – Sound
- 1 x Technician – Lighting
- 1 x Technician – Floor / Mic Handling
- 1 x Technician – Camera Assistance (zoom / framing)

- Side screens for live camera feed

- Main screen for presentations.
- Side screens for live camera feed.
- Streaming setup ready if required.
- Presentations may be received last minute – allow at least 2 minutes for loading.
- Dry run & rehearsal recommended before





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