AFRICAN TAX RESEARCH NETWORK (ATRN)

2nd Annual Congress

Financing sustainable development in Africa: Identifying untapped and underutilised sources of revenue

Savoy Seychelles Resort and Spa, Beau Vallon, Mahe, Seychelles

5 – 7 September 2016

LOGISTICAL NOTE

This communication is intended for all prospective delegates and participants and to provide information regarding:

1. **DATE AND VENUE**
   The 2nd Annual ATRN Congress is scheduled to be hosted by the African Tax Administration Forum (ATAF) in conjunction with the Seychelles Revenue Commission (SRC) and the University of Seychelles (UNISEY), from 5-7 September 2016 at the Savoy Hotel in Mahé, Seychelles.

2. **PARTICIPATION**
   Each delegate who wishes to participate must complete a registration with his or her complete details on the ATRN website [http://atrnafrica.org/atrn/event/register](http://atrnafrica.org/atrn/event/register).

   **ONLY once you have registered, will you be eligible to benefit from the preferential rates for accommodation, transport and conference**

   The information will be used to build a database for the congress, as well as determine the necessary local transport arrangements that will be required.

3. **ENTRY INTO THE SEYCHELLES**
   Visas for travellers visiting Seychelles are available upon arrival at the airport, however you are kindly reminded to verify your particular requirements (including transit visa) when travelling to the Seychelles. Where required, ensure that your application is done well in advance at the appropriate representation.

   Please visit the following websites that will provide you with more travel information:
All travellers are required to show proof of yellow fever vaccination by means of a valid yellow fever certificate, administered at least a minimum of 10 days prior to travelling to Seychelles.

Failure to produce a valid yellow fever vaccination certificate at a Seychelles port of entry could lead to refusal of entry.

In addition you would be required to show proof of accommodation and return flight ticket together with sufficient funds for the duration of your stay.

4. TRANSPORTATION

Upon arrival at the Seychelles International Airport in Mahé, Seychelles, participants are requested to find the ATAF / ATRN banner in the arrival hall, from where they will be collected for transport from the airport to the relevant hotels.

Arrival transportation will be made available commencing from Friday to Sunday 02 - 04 September 2016. Departure transportation will again be made available from the hotels to the airport from Wednesday to Sunday 07 – 11 September 2016.

Delegates are reminded that a return transfer fee of 25 USD / 22 EURO / 322 SCR per person will be collected in cash only from each delegate before being allowed entry on the coach.

Excluding airport transfers, special rates have also been negotiated for delegate’s personal daily transport requirements during the course of the event, as not all local transportation costs are as favourable as elsewhere in the world.

<table>
<thead>
<tr>
<th>Service</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Airport transfer (return)</td>
<td>25 USD (CASH)</td>
</tr>
<tr>
<td>Private transportation</td>
<td>65 USD one way (to be paid directly to the transport provider)</td>
</tr>
</tbody>
</table>

To access these special negotiated rates for any personal transport during your visit to Seychelles, please use the reference ATAF2016 when you contact:

Keith Michel – Mason’s Travel  
Groups and Incentives  
Tel: +248 428 8940  
E-mail: kmichel@masonstravel.com  
Website: www.masonstravel.com
5. **CONFERENCE VENUE**
The 2nd Annual ATRN Congress will be hosted at the **Savoy Seychelles Resort and Spa** in Beau Vallon, Mahé, Seychelles

6. **HOTEL RESERVATIONS**
Preferential rates have been secured for delegates at two hotels – **Savoy Seychelles** and **Coral Strand Hotel** in the Beau Vallon area.

Delegates are encouraged to make use of the block bookings at these two hotels **before 31 July 2016**. Rooms not taken up by this date will be released where after bookings will be based on availability (at the preferential rates) provided the relevant reference code is mentioned when making the booking.

**Delegates and participants are requested to make their own reservations directly with the hotels.**

1. **Savoy Seychelles – Resort and Spa**

Beau Vallon, Mahé, Seychelles

[http://www.savoy.sc/](http://www.savoy.sc/)

When making a reservation direct your query to:

**Revenue and Reservations Manager:** Ms. Deepali Chavan

**Email address:** rsvn@savoy.sc

**Reservation phone number:** +248 439 2000

*Quote the following reference: ATAF16 to access the special rate.*

<table>
<thead>
<tr>
<th>Room category</th>
<th>Rates per night</th>
<th>Meal Plan</th>
</tr>
</thead>
<tbody>
<tr>
<td>Savoy Standard Room</td>
<td>USD 220 per <strong>single occupancy</strong> (per person)</td>
<td>Breakfast included</td>
</tr>
<tr>
<td>Savoy Standard Room</td>
<td>USD 240 per <strong>double occupancy</strong> (120 USD per person)</td>
<td>Breakfast included</td>
</tr>
<tr>
<td>Savoy Standard Room</td>
<td>USD 310 per <strong>triple occupancy</strong> (± 100 USD per person)</td>
<td>Breakfast included</td>
</tr>
</tbody>
</table>

*Cancellations will be subject to the cancellation policy of the hotel*
2. **Coral Strand Hotel**

Beau Vallon, Mahé, Seychelles


When making a reservation direct your query to:

**Reservations:** Mr Sergey Elkin or Ms Sofia Zubova

**Email address:** sales@coralstrand.sc or rd@coralstrand.sc

**Reservation phone number:** +248 429 1291 or + 248 429 1074

Quote the following reference: **ATAF2016** to access the special rate.

<table>
<thead>
<tr>
<th>Room category</th>
<th>Rates per night</th>
<th>Meal Plan</th>
</tr>
</thead>
<tbody>
<tr>
<td>Single Standard Room</td>
<td>USD 110 per <strong>single occupancy</strong> (per person)</td>
<td>Breakfast included</td>
</tr>
<tr>
<td>Double/Twin Standard Room</td>
<td>USD 140 per <strong>double occupancy</strong> (70 USD per person)</td>
<td>Breakfast included</td>
</tr>
<tr>
<td>Double Deluxe Room</td>
<td>USD 265 per <strong>triple occupancy</strong> (± 88 USD per person)</td>
<td>Breakfast included</td>
</tr>
</tbody>
</table>

*Cancellations will be subject to the cancellation policy of the hotel*

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7. **COSTS AND SOCIAL ACTIVITIES**

All participants are to cover their own costs of attending the Congress i.e. flights, accommodation and per diem. All local transportation will be for participants’ own pocket and due to the high cost of transport participants are encouraged to make use of the special negotiated rates mentioned above. Lunch and coffee breaks will be provided in accordance with the sessions you will attend during the congress.

A **Welcome Cocktail** will take place on the evening of 05 September while a **Gala dinner** will be hosted by the SRC on the evening of 06 September. **(More information will follow closer to the Congress date)**
8. ATRN CONGRESS CANCELLATION POLICY:

1. Cancellations received by e-mail to atroncongress@ataftax.org before 12 August 2016 will incur a 20% cancellation charge.

2. Cancellations received from 12 August 2016 onwards will incur a 100% cancellation penalty.

9. ATRN CONTACT DETAILS AND EMERGENCY CONTACTS

<table>
<thead>
<tr>
<th>Congress organisers</th>
<th>Emergency Contact Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>E-Mail: <a href="mailto:ATRNCongress@ataftax.org">ATRNCongress@ataftax.org</a></td>
<td></td>
</tr>
<tr>
<td>Telephone: +27 12 451 88 10 / + 27 12 451 88 34</td>
<td>Eugênio José Brás +27 81 744 0687</td>
</tr>
<tr>
<td></td>
<td>Frankie Mbuyamba +27 63 689 3896</td>
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