



Information Note

International Mayors Forum

16-18 May 2018
Lilongwe, Malawi

updated on 1 May 2018

Venue

The International Mayors Forum will take place at Umodzi Park, Lilongwe Malawi. For details see website below.

Accommodation

The Umodzi Park hotel is providing rooms at special rates for the Forum participants. The **special room rates of bed and breakfast is at USD 135 (including VAT)** per night. Hotel booking is the responsibility of the participant. Please email the hotel to reservations@umodzipark.co.mw with **Title: International Mayors Forum Participant** for individual reservation as soon as possible.



Address: Chilembwe Road, City Centre, Lilongwe 3, Malawi

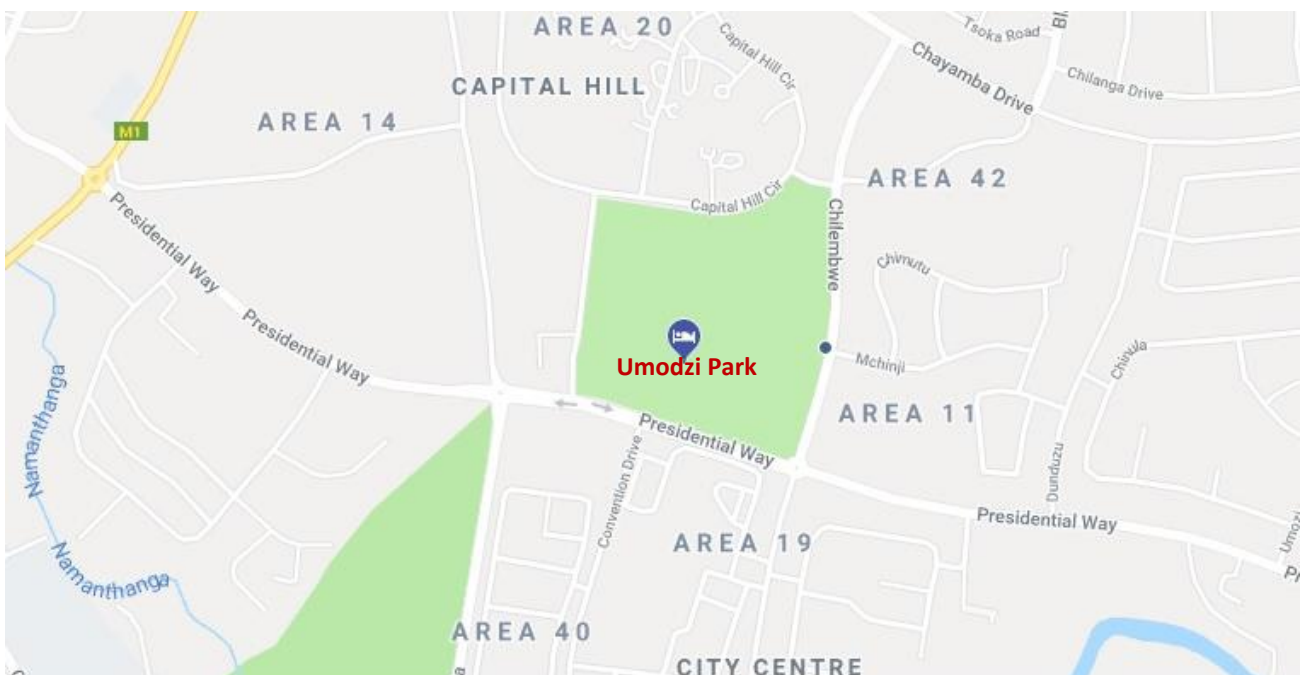
Email: reservations@umodzipark.co.mw

jkamowa@umodzipark.co.mw

Tel: +265 (0)1789 888

Fax: +265 (0)1789 855

Website: <http://www.umodzipark.co.mw/>



✉ **Transportation from Lilongwe International airport to Umodzi Park**

Transport to and from the airport will be available for all participants. Please provide flight itineraries to choi9@un.org and sangjun.jung@un.org. The transportation fee will be announced soon.

✉ **Immigration Requirements**

With the kind arrangement of the host government, participants attending the Mayors Forum will be able to receive on-arrival visa at Lilongwe International Airport. To facilitate the on-arrival visa, all participants are kindly requested to send their passport bio page copy to choi9@un.org and sangjun.jung@un.org at your earliest convenience. The visa fee is \$75.

Kindly note that participants are responsible for their transit visa(s), if necessary.

✉ **Health Travel Insurance**

All participants are strongly encouraged to buy health travel insurance before travelling. Emergency and hospital claims would **not** be covered by UNOSD or the public Malawi health system would any emergency occur. Please contact your usual insurance provider or travel agency.

✉ **Vaccination**

Kindly note that participants coming from Eastern African countries will be required to travel with a yellow book.

✉ **Local Information**

- **Language:** The working language of this event and all its documentation is English only.
- **Time in Malawi:** GMT + 02:00
- **Currency:** 1 USD is about 730 Malawi Kwacha (MKW), with normal market fluctuations.
- **Weather:** May temperatures in Lilongwe range between a low of 16°C and a high of 26°C.
- **Electricity:** 230V, 50 Hz, on following outlet type G.



For further advice on local information, transportation; please inquire at the hotel concierge.

✉ **Contact**

For further administrative information, please contact:

Ms. Shelley Choi
Program Management Assistant
+82-32-822-9088
[choi9\[at\]un.org](mailto:choi9[at]un.org)

Ms. Ilae Kim
Administrative Assistant
+82-32-822-9087
[kim23\[at\]un.org](mailto:kim23[at]un.org)

Ms. Yamikani Chitete
UNDP-Malawi focal point
+265999891267
[yamikani.matemvu\[at\]undp.org](mailto:yamikani.matemvu[at]undp.org)