

Annual Network Event 2018



Information for Students (v1)

PLEASE ENSURE THAT YOU HAVE THE LATEST VERSION OF THIS DOCUMENT PRIOR TO TRAVEL

• USEFUL CONTACTS

- DARA UK contact: Patricia Grant p.grant@leeds.ac.uk
- DARA SA/HartRAO contact: Alet de Witt alet@hartrao.ac.za

• VENUE DETAILS

- Accommodation at Cradle Moon
Address: Plot 59 Beyers Naude Drive, Muldersdrift, 1747, South Africa
Phone: +27 (011) 919 5000
Email: reservations@cradlemoon.co.za
Website: <https://www.cradlemoon.co.za/>
- Conference Venue at Ekudeni
Address: Portion 3 of 525, JQ, Zwartkop, Muldersdrift, 1747, South Africa
Phone: +27 (011) 021 2186 | 082 449 3669
Email: info@ekudeni.co.za
Website: www.ekudeni.co.za/

• GROUP LEADERS

Each AVN country has a group leader who will:

- arrange airport transfers in the home country;
- send the final travel plans (transfers & flights) to their student cohort;
- issue each student with an out of pocket allowance.

Please ensure that you have exchanged contact details with your group leader:

- Botswana Greg Hillhouse (hillhouseg@biust.ac.bw)
- Kenya Paul Baki (mbackes@unam.na)
- Namibia Michael Backes (mbackes@unam.na)
- Madagascar Prof Solofo (solofoarisoa@gmail.com)
- Mozambique Claudio Paulo (claudiompaulo@gmail.com)
- Zambia Habatwa Mweene (hmweene@unza.zm)

• TRAVEL

- Airport Transfers in the home country
Group leaders will arrange the airport transfers in the home country.
- Airport Transfers
 - Botswana, Namibia & Zambia Cohorts:
SA – attending the Annual Network Meeting (2-4 May) Only
DARA UK will arrange the following transfers & details will be sent to group leaders for distribution.
 - On arrival, 1 May Johannesburg Airport - Cradle Moon
 - On departure, 5 May Cradle Moon - Johannesburg Airport

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- **CANCELLATION**

As agreed when completing the basic training programme application form/online registration form: after confirming attendance to a training unit or the annual network event, and flights/accommodation have been paid for by the project, if the student cancels thereafter then they may be liable to repay these costs.

- **EXPENSES**

- Basic Programme Students: Out of Pocket Allowance (paid in advance)
The group leaders will issue each student with the allowance – this is to cover such costs as:
 - other travel costs
 - visa application (if applicable)
 - travel insurance
- UK Advanced Programme Students: Expense Claim (reimbursement)
Can claim back their expenses from DARA UK – contact Patricia Grant on arrival to the meeting.
 - Expense claims must adhere to the University of Leeds Travel and Subsistence Policy:
https://www.leeds.ac.uk/finance/policies/expenses/travel/expense_rates.htm
- SA Advanced Programme Students: Expense Claim (reimbursement)
Can claim back their expenses from DARA SA - contact Alet de Witt at HarRAO.

We look forward to welcoming you

Patricia Grant – DARA Project Manager