This note provides logistical information for the national capacity-building workshop in Harare, as part the technical cooperation project “Promoting cotton by-products in Eastern and Southern Africa.” For substantive information about the workshop, please consult its concept note and programme, available on the project site (see Contacts below).

1. Venue

UNCTAD will confirm the venue with the Ministry of Industry and Commerce, the project’s government focal point. Participants are responsible for arranging their own local transportation to the venue.

2. Participation

UNCTAD will identify participants in collaboration with its government focal point, the Ministry of Commerce and Industry. The Ministry will issue official invitations by post and email. Participants will receive a personal badge and will be required to sign a daily attendance list. Invitees are required to confirm their participation by the following dates:

- Participants from Harare: 15 September 2017
- Participants from other regions: 25 August 2017

To confirm their participation, invitees should email a copy of their identification document (e.g. passport) and travel itinerary, if travelling from outside of Harare.

3. Visas

Non-resident participants are responsible for contacting the nearest embassy or consulate of Zimbabwe to arrange a visa for travel to the country.
4. Accommodation

Participants may contact the following recommended hotels in Harare:

**Bronte Hotel**
121 Baines Avenue  
Tel: +263(4) 707522-7; 7963311-7  
Email: bronte@mweb.co.zw  
Web: [http://brontehotel.com/](http://brontehotel.com/)

**Monomotapa Hotel**
54 Park Lane  
Tel: +263 (4) 704516  
Email: hotels@legacyhotels.co.za  
Web: [https://www.legacyhotels.co.za](https://www.legacyhotels.co.za)

**Meikles Hotel**
3rd Street and Jason Moyo Avenue  
Tel: +263 (4) 707721-9  
Email: reservations@meikles.com  
Web: [http://www.meikles.com/](http://www.meikles.com/)

**Cresta Lodge**
Samora Machel Ave and Robert Mugabe Rd  
Tel: +263 (4) 486 870 / 487 006  
Email: reservations@lodge.cresta.co.zw  

**Holiday Inn**
Samora Machel Avenue and Fifth St  
Tel: +263 (4) 251204  
Email: gm@hih.africansun.co.zw  
Web: [https://www.ihg.com/](https://www.ihg.com/)

**Rainbow Towers**
1 Penne father Avenue  
Tel (4) 772633-9  
Email: reservations@rtg.co.zw  
Web: [https://www.therainbowtowers.com/](https://www.therainbowtowers.com/)

5. Documentation

Participants will receive copies of the following documents and are strongly encouraged to review them before the workshop:

- Programme and descriptions of sessions;
- Final report of the survey on cotton by-products in Zimbabwe (in progress).

After the workshop, electronic copies of all presentations, statements and deliverables, including the final report, will be published on the project site (see below).

6. Contacts

General information on the project, including the project document, background materials and activity reports, can be found at the project site:


Please address specific inquiries to the following UNCTAD staff members:

**Project Leader:** Ms Yanchun Zhang  
Chief, Commodity Policy and Outreach  
Tel: +41.22.917.5790  
Email: yanchun.zhang@unctad.org

**Project Officer:** Mr Kris Terauds  
Economic Affairs Officer  
Tel: +41.22.917.5931  
Email: kris.terauds@unctad.org

**Logistics and administration:** Ms Catherine Katongola  
Tel: +41.22.917.1648  
Email: catherine.katongola@unctad.org

Ms Danièle Boglio  
Tel: +41.22.917.6286  
Email: daniele.boglio@unctad.org