



RUFORUM AGM

PARTICIPANTS TRAVEL GUIDE

Lusaka, Zambia | Nov. 30 – Dec.4, 2026





VISA APPLICATION

1. Who Needs a Visa?

Visa-free entry: Many African, Commonwealth, and EU countries do not require visas to Zambia

Others: Visa on arrival or e-visa required
Always confirm based on your nationality.

Visa Application Process

Option 1: E-Visa (Recommended)

1. Apply online via Zambia [Immigration portal](#)
2. Upload required documents
3. Pay visa fee
4. Receive approval via email

Option 2: Visa on Arrival

- Available at major airports including Livingstone and Lusaka
- Carry all required documents



Visa Requirements

- Passport (valid for at least 6 months)
- At least 2 blank pages
- Return ticket
- Proof of accommodation
- Conference invitation letter
- Passport photo (sometimes required)

Note: The requirements vary based on the purpose of the visit. [See details here](#)

2. Language

- **Official language:** English
 - Widely spoken local languages: Bemba, Nyanja, Tonga, Lozi
- English is used in hotels, airports, and conference settings.

3. Weather & Clothing

Season: Beginning of rainy (green) season

- Temperature: 26°C – 34°C
- Conditions: Hot, humid, occasional rain showers

What to Pack

- Light breathable clothing
- Smart casual outfits (conference)
- Rain jacket or umbrella
- Comfortable walking shoes
- Hat, sunscreen, insect repellent

4. Meals & Dietary Preferences

- Variety of local and international cuisine available
- Common foods:
- Nshima (staple)

- Rice, fish, chicken, beef
- Vegetarian options widely available

Inform the Secretariat in advance of:

- Vegetarian/vegan needs
- Allergies
- Religious dietary requirements

5. Childcare Facilities

Participants who require babysitting services during the conference are advised to communicate in advance. This will allow the organizers to make appropriate arrangements and ensure the availability of suitable facilities.

6. Accommodation Booking

The main conference events will be held at **Mulungushi International Conference Centre**, Lusaka, Zambia.

Self-sponsored Participants are encouraged to book their accommodation early to secure the best options. The list of hotels that are closer to the conference center will be shared with all the self-sponsored participants. Please share your hotel booking details with the RUFORUM Secretariat to enable us plan for your airport pickups and transportation during the conference.

7. Airport and Hotel Transfers

Transportation from the Airport to designated hotels will be arranged for conference participants. Details on airport pick-up services will be communicated closer to the event dates. Please ensure that your flight itinerary has been communicated and or captured by the Secretariat to facilitate airport transfers.

8. Travel & Layover Information

For those traveling via airlines, which often have layovers exceeding eight hours, it is recommended to:

- Utilize lounge facilities at your cost, at the airport for comfort.
- Explore any available short tours or activities offered by the airline during the layover.

Main entry airport: **Kenneth Kaunda International Airport (Lusaka).**

9. Currency & Payment

- Currency: Zambian Kwacha (ZMW)
- USD accepted in tourist areas

Payment options:

- Credit/debit cards (hotels, major restaurants)
- Cash (for small purchases)

Exchange: Available at airports, banks, bureaus and hotels

10. Internet and Connectivity

- Mobile networks: MTN, Airtel and Zamtel
- Wi-Fi available in hotels and conference venues
- SIM cards available at the airport

eSIM options also available for convenience.

11. Electricity and Power

- Voltage: 230V
- Frequency: 50Hz
- Plug types: Type C, D, G



12. Safety & Security

- Zambia is generally safe, but precautions are advised:
- Avoid walking alone at night
- Use registered taxis or hotel transport
- Keep valuables secure
- Be cautious in crowded places

13. Emergency Contacts

- Police: 991
- Ambulance: 992
- Fire: 993
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14. Final Travel Tips

- Arrive 1 day before the conference
- Keep copies of travel documents (digital & printed)
- Stay hydrated
- Follow local guidance and conference updates

For inquires, contact:

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We wish you a safe and enjoyable trip to Zambia and a productive conference experience!