

13th SADC VSAT Supervisory Board Meeting
Date 28th to 30th March 2017
MASA SQUARE HOTEL
GABORONE BOTSWANA
ITINERARY

Tuesday 28th March 2017

Item no	Activity	Time	Venue
1.	Arrival in Gaborone		Shuttle Service will be provided from Airport
2.	Buffet Dinner	19:00- 20:00 20:00- 22:00	Arrival Drinks Masa Square Hotel Sky Bar

Date Wednesday 29th March 2017

1.	Breakfast	06:00-07:30	Masa Square Hotel Restaurant
2.	SADC VSAT Meeting	08:00-10:00	Masa Square Hotel Conference Room
3.	Mid-Morning Tea & Coffee Break	10:00-10:30	Tea & Coffee Station
4.	SADC VSAT Meeting	10:30-12:30	Masa Square Hotel Conference Room
5.	Lunch	12:30-13:30	Masa Square Hotel Restaurant
6.	SADC VSAT Meeting	13:30-15:00	Masa Square Hotel Conference Room
7.	Afternoon Tea & Coffee Break	15:00-15:30	Tea & Coffee Station
8.	SADC VSAT Meeting	15:30-17:00	Masa Square Hotel Conference Room
9.	Afternoon at Leisure	17:00-18:00	Afternoon at Leisure
10.	Transport to Dinner	18:00- 18:30	Shuttle Service will be provided from Masa Square Hotel to the Grand Palm Hotel
11.	Braai	19:00-23:00	Grand Palm Hotel

Thursday 30th March 2017

1.	Breakfast	07:00-07:45	Masa Square Hotel Restaurant
2.	Meeting Preparation of minutes	09:00-10:00	Masa Square Hotel Conference Room
3.	Mid- morning Tea	10:00-10:30	Tea & Coffee Station
4.	Adoption of minutes	10:30-12:30	Masa Square Hotel Conference Room
5.	Lunch	12:30-14:00	Masa Square Hotel Restaurant
6.	Depart to Mmokolodi Game Reserve	14:30-15:30	Shuttle pick up from Masa Square

			Hotel
7.	Afternoon Activity Dress Code Casual and comfortable walking shoes	15:30-17:30	Mmokolodi Game Reserve
8.	Dinner at Mmokolodi Game Reserve	19:00- 22h00	Shuttle Service
9.	Travel Back to Hotel	22:00-23:00	Gaborone
Friday 31st March 2017			
1.	Breakfast	06:00-10:00	Masa Square Hotel Restaurant
2.	Shuttle to Airport	04:00*	Delegates catching the 6:15 Flight
3.	Shuttle to Airport	06:00*	Delegates catching the 8:30 Flight
4.	Shuttle to Airport	08:00*	Delegates catching the 10:30 Flight
5.	Check out	11:00	Reception

*please confirm time with reception