



World Road Association
PIARC



African Road Maintenance Funds Association
ARMFA



The United Republic of Tanzania
Ministry of Works

Second Announcement and Registration

International Seminar on Performance and Governance of Road and Transport Administrations

Naura Springs Hotel
Arusha, Tanzania

Tuesday 24 – Thursday 26 September 2013

Technical tour on Friday 27 September 2013

Organised in cooperation with:

World Road Association (PIARC)
African Road Maintenance Funds Association (ARMFA)
The United Republic of Tanzania, Ministry of Works

Supported by:



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A SPECIAL INVITATION

On behalf of the Organising Committee I extend a warm invitation for you to join us in Arusha Tanzania as we explore, share and exchange information on establishing tools to measure the performance of transport administrations and best practice for good governance.

We have created an exciting and interesting seminar Programme that has a strong emphasis on practical and real life current experiences from across the World.

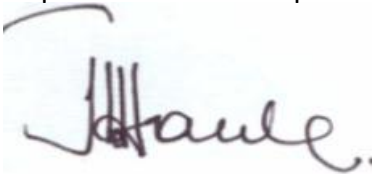


This international seminar is part of a series of Programmes promoted by the World Road Association and is open to all members of the international road and transport community. The participation of local communities and practitioners combined with international speakers is an integral and unique part of this seminar series.

I would encourage anyone who has an interest in embedding performance management with a view to improving the effectiveness of roads in our communities into your workplace to register now. The seminar will also be promoting new tools and approaches around supporting good governance and exploring the changing structures and approaches of road and transport agencies around the world.

The seminar format will feature presentations by national and international speakers with facilitated panel discussions along with daily plenary conclusions and resolutions. The Programme also features an interesting technical tour of Arusha City which I am sure will appeal to many delegates and their partners.

On behalf of the World Road Association, the African Road Maintenance Funds Association and the United Republic of Tanzania, Ministry of Works I invite you to join us in Arusha during September for this important event.

A handwritten signature in dark ink, appearing to read 'Joseph Haule', written over a light blue background.

Joseph Haule

President Organising Committee
Chief Executive Officer
Roads Fund Board Tanzania

SEMINAR OVERVIEW

The World Road Association in conjunction with the African Road Maintenance Funds Association (ARMFA) and supported by the Ministry of Works of Tanzania, are pleased to announce an International Seminar on Performance and Governance of Road and Transport Administrations. This seminar is part of the International Seminars Programme promoted by the World Road Association. The seminar provides you with an excellent opportunity to share your expertise and experiences and to identify challenges and explore with colleagues innovative solutions for the benefit of all conference delegates.

The primary objective of the seminar is to exchange information on the establishment of tools to measure the performance of transport administrations and best practice for good governance.

Delegates will walk away with:

- A clear understanding of how performance management can improve the effectiveness of roads to our communities
- An appreciation of the importance of communicating performance with others along with some tried and tested approaches locally and from around the world
- Tools to implement a performance management system or framework
- A new approach and tools around supporting good governance
- A shared understanding on the future global direction of road and transport administrations

The Seminar is open to members of the international road and transport community who are interested in gaining and sharing knowledge on Performance measurement and best practice in governance. The participation of local communities and practitioners in the whole process is an important and integral part of the overall seminar Programme.

SEMINAR TOPICS

The seminar provides an opportunity for speakers to address both technical and management issues broadly based around but not limited to the following:

- Organizational structure and governance
- Governance indicators
- Performance management frameworks
- Fighting corruption in the road and transport sectors
- Capturing data, creating information and using results to support decision making
- Communication and telling the performance story
- Delivery effectiveness and efficiency
- Performance of Road and Transport Administrations in Africa
- Lessons learnt and shared

The Seminar will feature:

- Plenary presentations by national and international speakers
- Plenary panel discussions
- Facilitated theme-specific workshops
- Daily plenary conclusions and resolutions
- Technical tour.

DELEGATES TO THE SEMINAR

The organizing committee anticipates that there will be strong attendance at the seminar with representation from:

- Members of the World Road Association Technical Committee on Performance of Transport Administrations including representatives from the United States of America, Europe, Australia, Japan and South Africa
- Ministries, organizations and standard-setting bodies from across Africa
- Representatives of international multilateral funding agencies
- Community development specialists and groups and associations that have a special interest in performance management and good governance
- Staff members of Road Authorities and Road Funds.

LANGUAGES

The official language of the seminar will be English with simultaneous translation into French.

PIARC SPECIAL FUND

The PIARC Special Fund can cover up to 100% of travel expenses or up to 100% of the accommodation costs of participants from developing countries (lower middle income and low income countries). It can cover the cost of one participant per PIARC member subject to the agreement of the First Delegate. Requests for Special Fund assistance should be made by the First Delegate to the PIARC General Secretariat e-mail info@piarc.org

SOME OF OUR SPEAKERS AND FACILITATORS

Joseph Haule



Joseph O. Haule is a Transport Economist with 25 years postgraduate experience in the road sector. He is the CEO of the Roads Fund Board in Tanzania and is the Chairman of the International Advisory Board of the African Community Access Programme (AFCAP). He is a member of the Governing Board of the International Road Federation (IRF) and on the Executive Committee of the World Road Association (PIARC). Joseph is also the Past President of the African Road Maintenance Funds Association (ARMFA).

Mara Campbell



Mara Campbell is the Customer Relations Director for the Missouri Department of Transportation (MoDOT), serving a dual role for the agency in overseeing its communication and organizational performance efforts. She has nearly 30 years' experience in marketing and organisational excellence. Mrs Campbell represents MoDOT on the Missouri Interagency Planning Council, AASHTO's Standing Committee on Performance Management and chairs the Transportation Research Board's Strategic Management Committee.

Brendan Nugent



Brendan Nugent has over 26 years working in government in Australia and is the Director of Corporate Planning and Performance at Transport for New South Wales. He is the Chair of the World Road Association Technical Committee on the Performance of Transport Administration examining governance, anti-corruption, organisation structures and performance measurement and management. He is also a member of the Austroads Capability Task Force and National Performance Indicator working group.

Sylvestre Kotchofa



Sylvestre J. Kotchofa is an economist and a financial expert. He has over 28 years working for the government in Benin and is currently the Managing Director, CEO of the Benin Road Fund. Sylvestre is the acting President of the African Road Maintenance Fund Association (ARMFA) and is a member of the World Road Association Technical Committee on Performance of Transport Administrations.

Hagai Bishanga



Hagai K.S. Bishanga is a civil engineer and has more than 30 years extensive experience working for the Ministry of Works in Tanzania in different capacities in development, maintenance, management, road safety, vehicle axle load control and technology transfer for the road and transport sector. He is currently Manager of the Tanzania Transportation Technology Transfer Centre responsible for promoting and transfer of transport technology. He is also the Chairperson of the Regional Technology Transfer and Capacity Building Committee of the Association of Southern African National Roads Agencies (ASANRA).

Alan Colegate



Alan Colegate has worked for Western Australia's road authority for the last 23 years developing extensive knowledge in performance measurement and reporting, corporate governance and strategic and corporate business planning. He is Manager Business Performance and Sustainability and represents Australia and New Zealand on the WRA Technical Committee on Performance of Transport Administrations. He is also a member of the Austroads National Performance Indicator Working Group and is an accredited Business Excellence Evaluator.

Jonathon Spear



Jonathan Spear has almost 20 years' experience working in transport and is a Technical Director with Atkins, currently based in Dubai. His work experience includes the UK, Asia, Middle East and South Africa. He is currently Joint Working Group Leader within the WRA Technical Committee on Performance of Transport Administrations, examining processes, systems and structures for multi-modal transport planning and delivery. Previously he led a Group examining the issues around corruption and developing a cycle and toolkit for business integrity.

Further information will be provided on speakers selected from the Call for Papers process in the last announcement to be distributed in August.

PRELIMINARY SEMINAR PROGRAMME

In response to feedback from previous seminars and conferences this seminar is going to increase the amount of time that is allocated to participants' questions and discussions.

Day ONE – Tuesday 24 September

Morning session

Opening Ceremony

Registration
Theme highlights and logistics
ARMFA welcome
World Road Association (PIARC) welcome
Tanzania welcome and official opening
Tanzania Road and Transport presentation

Afternoon session

Organisation structures

Increasing corporate capacity and skill
SANRAL – South African experience
Effective structures for delivering organisational effectiveness
Restructuring change management
Case study: Creating a Transport super agency –New South Wales, Australia
Q & A

Day TWO – Wednesday 25 September

Morning session

Delivery Effectiveness – Performance of Administrations

Value for Money a Regional Perspective
Innovation in Road and Transport Technology Solutions
Claims in Road Construction: A Tool!
Procurement: The Industry Perspective
Q & A

Afternoon session

Performance Management Frameworks

Comparative Performance within Africa
World Bank: Commercialised management practices
Collecting good data and using it
Case study: How countries use performance management
Q & A

Day THREE - Thursday 26 September

Morning session

Governance and Anti-corruption

Media influencing public perception of fraud, waste and abuse
World Bank – Transport governance performance indicators
Minimizing fraud and corruption on road projects
Public e-procurement technology's role in reducing corruption
Q & A

Afternoon session

Lessons learnt

Case study - Organisation structures and superagencies
Performance Management – approaches that are working
World Bank
Q & A
Closing ceremony

Further information will be provided on the full program and speakers in the last announcement to be distributed in August

SOCIAL PROGRAMME AND NETWORKING

Social events to enable networking and further opportunities to explore topics discussed during the various sessions will be arranged to maximize the benefit that all delegates will get from attending the seminar.

Welcome Cocktail Party

A welcome cocktail party will be hosted on Tuesday 24 September at Naura Springs Hotel, Arusha, Tanzania from 18:00 to 21:00 hours. The registration fee includes the participation at the Welcome Cocktail Party.

Seminar Dinner

The official dinner will be held on Wednesday 25 September at the Novotel Mount Meru Hotel, Arusha, Tanzania from 18:30 to 22:00 hours. The registration fee includes the participation at the Seminar Dinner.

Technical Tour

Delegates and exhibition attendees will have the opportunity to visit the 98 km Arusha Minjingu Road Rehabilitation Project, which is being rehabilitated by recycling of in-situ road construction materials and application of Superpave mix design method/technology.

Delegates wishing to visit the Ngorongoro National Park to see among others the African wildlife and Ngorongoro Crater will be able to do so through a special arrangement to be coordinated by the Organising Committee at a fee for a group of 6 people.

Seminar Companions Programme

Accompanying partners to delegates attending the Seminar will be able to enjoy various activities and outings around the city of Arusha. Tentative Programme of scheduled activities includes

- Visit to the cultural centres
- Visit to coffee plantations
- Visit to flower plantations
- Visits to the Masai Market Arusha and other local markets
- Visit to Old Boma Museum Arusha
- Visit to Ngurdoto Crater Arusha
- Day trip to National Parks around Arusha to see African wildlife and other attractions (Arusha or Tarangire National Park, Ngorongoro Crater or the gate of Mount Kilimanjaro). Participation in this visit is not covered by registration fees and will be paid for separately. The cost varies between 90 - 180 USD per person for groups of 6.

Further information will be provided on the full program and speakers in the last announcement to be distributed in August

A SUMMARY OF IMPORTANT DATES

Date	Event
15 May 2013	Submission of abstract and biography
15 June 2013	Authors advised of selection
15 August 2013	Submission of final paper
23 August 2013	Final Seminar Announcement and Programme
24 – 26 September	Seminar
27 September	Technical tour

TRAVEL INFORMATION

Access:

Arusha is served by two airports:

Kilimanjaro International Airport (JRO) has regular flights to Amsterdam with KLM, and to Addis Ababa, Dar es Salaam, Zanzibar and Nairobi. Kilimanjaro Airport is approximately 60 km (45 min) from the city centre. A taxi ride costs US\$50 but many airlines run a shuttle service for free or US\$10.

Arusha Municipal Airport (ARK) is on the outskirts of the city but only runs domestic flights, mostly to Zanzibar and Dar es Salaam, and charters. Air viva offers regular flights between Arusha and Dar es Salaam, Zanzibar and Kilimanjaro.

Arusha can be reached by express coach from Nairobi (Kenya, 6 hr), Dar es Salaam (12 hr), and Kampala (Uganda, 17 hr) with direct services also available from Mwanza, Tanga, and Lushoto.

Transport in Arusha

Delegates attending the conference will be provided with transport only for the following:-

- Courtesy transport to and from the Kilimanjaro International Airport and Arusha Airports on arrival and departure from Arusha for foreign delegates.
- Transport for participation in the site visits
- Transport from designated/special hotels to attend the Welcome Cocktail and Seminar Dinner and back to hotels.

Visa

Please note that it is your responsibility to have the right visa, vaccinations and health requirements for your visit to Tanzania. The Organising committee will assist by providing invitation letters required for visa purposes. Your country may have specific requirements and the following is provided for your information.

Requirements/Guidelines for obtaining visa for Tanzania

Australian, New Zealand, British, Canadian and EU nationals, among other nationalities need to obtain a visa for Tanzania prior to travel. Applicants are advised to apply early to avoid last minute delays.

Exemption of Visa

Currently, the nationals of the following countries do not need a visa for travel to Tanzania: Botswana, Gambia, Ghana, Hong Kong (Special Administrative Region of China), Kenya, Lesotho, Malawi, Mozambique, Namibia, Rwanda, Swaziland, Tanzania, Uganda, Zambia and Zimbabwe.

Vaccinations

Since Tanzania is in the list of yellow fever endemic zone, it is advisable to have a vaccination. A doctor's letter of exemption or medical certificate may be carried by those travellers who are unable to obtain vaccinations due to personal medical conditions.

Arusha City

Arusha is a city in northern Tanzania. It is the capital of the Arusha Region and is surrounded by some of Africa's most famous natural landscapes and national parks. The place is a haven for all tourists who love nature and wildlife, be they young or old. Arusha is also a great destination for family vacations.

Situated below Mount Meru on the eastern edge of the eastern branch of the Great Rift Valley, it has a mild climate and is close to Serengeti, Ngorongoro Crater, Lake Manyara, Olduvai Gorge, Tarangire National Park, and Mount Kilimanjaro which is the highest mountain in Africa, as well as having its own Arusha National Park on Mount Meru. Arusha is the starting off point for safaris in Northern Tanzania (Serengeti, Ngorongoro) as well as those attempting to climb Mount Kilimanjaro and Mount Meru.

Arusha is also a home of the famous Maasai tribe, one of the few African tribes, which have maintained their traditional customs and values, free from Western influence. Arusha is a major international diplomatic hub and the city hosts and is regarded as the de facto capital of the East African Community. It is a multicultural city with a majority African population, large Arab and Indian minorities and many European and American expatriates, engaged in diplomatic affairs and the fast-growing local tourist industry. Religions and denominations of Arusha's population are Catholic, Anglican, Jewish, Muslim, and Hindu.

Climate

Despite its proximity to the equator, Arusha's elevation of 1,400 m on the southern slopes of Mount Meru, Tanzania's second highest mountain keeps temperatures relatively low and alleviates humidity. Cool dry air is prevalent for much of the year. The temperature ranges between 13 and 30 degrees Celsius with an average around 25 degrees. It has distinct wet and dry seasons, and experiences an eastern prevailing wind from the Indian Ocean, a couple of hundred miles east. More details on the average weather data in Arusha visit www.weatherreports.com

Source: <http://wikitravel.org/en/Arusha>

Further travel information can be found on:

<http://wwwnc.cdc.gov/travel/destinations/tanzania.htm>

<http://www.fco.gov.uk/en/travel-and-living-abroad/travel-advice-by-country/sub-saharan-africa/tanzania>

SPONSORS AND EXHIBITORS

Exhibitions

At Naura Springs Hotel an exhibition of technologies, products and services – a showcase for all related industries will be held in conjunction with the seminar whereby road and transport authorities, construction companies, local and foreign equipment and raw material suppliers and consultants will be able to exhibit their products, services and technologies.

Exhibition space is available on a first come, first served basis.

Institutions and firms wishing to exhibit are required to fill the **online registration form** available at the seminar website <http://www.piarcseminararusha.or.tz/> or fill the registration form attached and submit by e-mail to the Seminar Secretariat at PiarcSeminarArusha@gmail.com or by fax: +25 2 2241 2019.

In case you need further information please contact the Secretariat through provided seminar contacts. For details of sponsorship options see the end of the document.

ORGANISING COMMITTEE

If you have any questions in regards to this seminar, please address them to the organising committee members: To contact any member of the Organising Committee please email:

organisingcommitteearusha@gmail.com

The Organising Committee is composed of:

President:

Joseph Haule
CEO - Road Fund Board – Tanzania
jhaule@raha.com

Vice President:

Mara Campbell
Customer Relations Director at Missouri Department of Transportation, USA
mara.campbell@modot.mo.gov

Members:

Brendan Nugent
Director Corporate Planning and Performance, Transport for New South Wales
Brendan.Nugent@transport.nsw.gov.au

Alan Colegate
Manager Business Performance, Main Roads Western Australia, Australia
alan.colegate@mainroads.wa.gov.au

Sylvestre Kotchofa
President, ARMFA, Benin
skotchofa@yahoo.fr

Hagai Bishanga
Manager at Tanzania Transportation Technology Transfer Centre – Tanzania
hbishanga@yahoo.com or hbishanga@tant2centre.or.tz

Registration Form

International Seminar on Performance and Governance of Road and Transport Administrations

Arusha, Tanzania

Tuesday 24 – Thursday 26 September 2013

Technical tour on Friday 27 September 2013

VENUE

The seminar will take place from Tuesday 24th to Thursday 26th September 2013 at Naura Springs Hotel in the City of Arusha, Tanzania. The seminar will be followed on Friday 27 September by a technical visit to be arranged around Arusha City.

HOTEL

Naura Springs Hotel is located on East Africa Community Road Plot Number 29 just off Nairobi Road in the Heart of Arusha City, and overlooking the magnificent Mount Meru and Mount Kilimanjaro. Hotel website: www.nauraspringshotel.com



LIST OF HOTELS NEARBY THE SEMINAR VENUE (rates in USD)

Name	Double Room		Single Room	
	Rate Non Resident	Resident	Rate Non Resident	Resident
Conference Venue Naura Spring Hotel Tel. +255 27 205 0001/8	130	120	90	80
The Arusha Hotel Tel. +255 27 250 7777	300		250	
Impala Hotel Tel. +255 27 254 3082/7	110		90	
Kibo Palace Hotel Tel. +255 27 254 4472	190	180	170	160
The Palace Hotel Tel. +255 27 554 5800	135	125	125	115
The African Tulip Hotel Tel. +255 27 254 3004	230		190	
The New Safari Hotel Tel. +255 27 250 3261	115		90	
Corridor Springs Hotel Tel. +255 27 254 5074	100		70	
Mount Meru Hotel Tel. +255 27 254 5111	235		195	
Bay Leaf Hotel Tel. +255 27 254 3055	298		245	
Lush Garden Tel. +255 27 250 6604	95	55	60	50
Sg Resort Tel. +255 784 227777	105		75	
East African All suite Hotel Tel. +255 27 205 0075	150		130	

REGISTRATION FEES AND FEE INCLUSIONS

Delegates include access to the full three days proceedings, seminar teas and lunches, and all social Programmes and networking events associated with the seminar including the welcome cocktail party, official dinner and technical tour. The registration fee includes courtesy transport to and from the Kilimanjaro and Arusha Airports for foreign delegates.

Delegates to attend the international seminar are required to fill the **online registration** form available at the seminar website <http://www.piarcseminararusha.or.tz/> or fill the registration form attached and submit by e-mail to the Seminar Secretariat at PiarcSeminarArusha@gmail.com or by fax: **+25 2 2241 2019**. Each person attending should submit a separate registration form.

Companions Registration - The Companions' registration fee includes access to the opening ceremony, exhibitions, the welcome cocktail party, official dinner and technical tour. The registration fee includes courtesy transport to and from the Kilimanjaro and Arusha Airports for foreign delegates only. Information on persons expecting to accompany delegate to the conference are to be filled in on the same registration form for the delegate.

Exhibitors Registration - The registration fees for exhibitors cover:

- Provision of exhibition facilities:
 - 3m x 3m exhibition booth (in case you need more space, contact the Organising Committee)
 - Electricity socket connection
 - 1 table
 - 2 chairs
 - 1 waste basket
 - Your company name on the site of the event

- Exhibitor company data in the Official Guide
- 2 exhibitor badges per exhibition booth
- Attendance to the Opening Ceremony
- Conference dinner
- Conference documents
- Conference teas and lunches

Organisations wishing to exhibit are required to fill the **online registration** form available at the seminar website <http://www.piarcseminararusha.or.tz/> or fill the registration form attached and submit by e-mail to the Seminar Secretariat at PiarcSeminarArusha@gmail.com or by fax: +25 2 2241 2019.

Schedule of Fees

	Participation type	Details	Registration Fees in USD		Tick as suits
			Until 16 Sep 13	After 16 Sep 13	
1.	Participants from lower middle income and low income countries^	Non-members of the World Road Association (EURO 250)	335	385	
	Country:	Individual or collective members of the World Road Association Membership #:	250	300	
2.	Participants from upper middle income and high income countries^	Non-members of the World Road Association	400	450	
	Country:	Individual or collective members of the World Road Association Membership #:	300	350	
3.	Members of the Technical Committee TC 1.1*		160	210	
4.	ARMFA Members	Membership #:	160	210	
5.	Students	University:	60	110	
6.	Companions		160	210	
7.	Paper Presenters	Exempted from payment of registration fees	0*		
8.	Organising Committee Members (local & International), Chair & Secretaries of the Technical Committee, & Participants from PIARC General Secretariat	Exempted from payment of registration fees	0*		
	TOTAL			USD.....	
	Exhibitors	Exhibitors of technologies and services	1,000	1,500	

^ Please refer to the WRA Ranking of economies at the end of this document.

* Exempted from payment of registration fees: (you are still required to submit your completed registration form)

TERMS OF PAYMENT

Payment should be made by Bank Transfer to the Roads Fund Board Account as follows: -

Account Name: **Road Fund Board**

Account Number: **01J1042982501**

Bank Name: **CRDB Bank PLC**

Branch Name: **Tower**

Swift Code: **CORUTZTZ**

Bank Contact: Azikiwe Street, P.O. Box 268 Dar es Salaam, Tanzania; Tel: +255 22 2116714/2133067; General Line: +255 22 2117442-7; Fax: +255 22 2116714

Please note that for bank transfer:

- The bank transfer charges are fully paid by the participants
- Ensure that the name of the participant and the Seminar are included as part of the remittance information.

PAYMENT POLICY

Admission to the seminar and all social functions may be refused if payment has not been received by 24 September 2013.

CONFIRMATION OF REGISTRATION

Registrations will be acknowledged in writing to the e-mail or other address nominated in the registration form along with an invoice acknowledging receipt of payment. If you have not received confirmation within 7 days of submitting payment contact

PiarcSeminarArusha@gmail.com

CANCELLATION POLICY

Delegates who after registering are unable to attend the seminar are welcome to nominate a substitute delegate. If there is no one that can be nominated as a substitute a refund of registration fees will be made if written advice is received by 16 September 2013. No refunds will be given after that date however, nominations for substitute delegates will continue to be accepted.

PIARC Member Governments - Ranking of economies (2011)

Gross National Income per capita (July 2011) - Source: World Bank
<http://siteresources.worldbank.org/DATASTATISTICS/Resources/CLASS.XLS>

High income (GNI per capita > 12,276 USD)	Upper middle income (GNI per capita between 3,976 and 12,275 USD)	Lower middle income And low income (GNI per capita < 3975 USD)	
①	②	③	
39 countries	30 countries	49 countries	
Andorra	Algeria	Angola	Mauritania
Australia	Argentina	Bangladesh	Moldavia
Austria	Azerbaijan	Benin	Mongolia
Belgium	Brazil	Bhutan	Morocco
Canada	Bulgaria	Bolivia	Nepal
Canada-Québec	Chile	Burkina Faso	Nicaragua
Croatia	China	Burundi	Niger
Czech Republic	Colombia	Cambodia	Pakistan
Cyprus	Costa Rica	Cameroon	Papua NG
Denmark	Cuba	Cape Verde	Paraguay
Estonia	Dominican Rep	Chad	Philippines
Finland	Ecuador	Congo (DR)	El Salvador
France	Gabon	Congo (R)	Senegal
Germany	Iran	Côte d'Ivoire	Sri Lanka
Greece	Latvia	Egypt	Swaziland
Hungary	Lithuania	Ghana	Syria
Iceland	Malaysia	Guatemala	Tanzania
Ireland	Mauritius	Guinea	Togo
Israel	Mexico	Honduras	Tonga
Italy	Namibia	India	Uganda
Japan	Panama	Indonesia	Ukraine
Korea	Peru	Kenya	Uzbekistan
Kuwait	Romania	Madagascar	Vietnam
Luxembourg	Russian Federation	Mali	Yemen
Monaco	South Africa		Zimbabwe
The Netherlands	Thailand		
New Zealand	Tunisia		
Norway	Turkey		
Poland	Uruguay		
Portugal	Venezuela		
Saudi Arabia			
Singapore			
Slovak Republic			
Slovenia			
Spain			
Sweden			
Switzerland			
United Kingdom			
United States of America			

(highlighted in grey): countries with new WB classification

SPONSORSHIP OPPORTUNITIES

There are a range of sponsorship opportunities available for the seminar, including: -

Seminar Facilities (US\$ 10,000)

- Exposure and acknowledgement as Gold Sponsor at Opening and Closing Ceremonies
- Five-minute welcome address by Sponsor's Representative at the Opening Ceremony
- Corporate Banner displayed at Opening Ceremony
- Inclusion of logo on seminar banner
- Logo on cover of Seminar Programme
- Logo recognition in seminar brochure/advertisement
- Acknowledgement on all seminar advertising
- Acknowledgement on all seminar media releases
- Logo on opening screen of Proceedings CD and on CD Cover
- Exhibition booth
- Two free conference registrations
- 25% off registration for company staff & guests

Pre-Seminar Proceedings (US\$ 8,000)

- Inclusion of logo on seminar banner
- Recognition as sponsor of Printing of Pre-Seminar Proceedings
- acknowledgement at Opening and Closing Ceremonies
- Logo on cover of Seminar Programme
- Logo recognition in seminar brochure/advertisement
- Acknowledgement on all seminar advertising
- Acknowledgement on all seminar media releases
- Logo on opening screen of Proceedings CD
- Exhibition booth
- Two free seminar registrations
- 25% off registration for company staff & guests

Participants' Seminar Pack (Seminar Bags & other marketing materials) (US\$ 5,000)

- Inclusion of logo on seminar banner
- Recognition as sponsor of Participants Seminar Pack
- acknowledgement at Opening and Closing Ceremonies
- Logo recognition in seminar brochure/advertisement
- Acknowledgement on all seminar advertising
- Logo on opening screen of Proceedings CD
- Two free seminar registrations
- 25% off registration for company staff & guests

Welcome Cocktail Party (US\$ 10,000)

- Recognition as sponsor of Welcome Cocktail Party
- Ten minutes presentation by Sponsor's Representative at Welcome Cocktail Party.
- Corporate Banner displayed at Welcome Cocktail Party
- Opportunity to provide placemats/promotional items at Welcome Cocktail Party
- Two free of charge delegates

Seminar Dinner (US\$ 10,000)

- Recognition as sponsor of the Seminar Dinner
- Ten minutes presentation by Sponsor's Representative at Seminar Dinner
- Corporate Banner displayed at Seminar Dinner
- Opportunity to provide placemats/promotional items at the Dinner
- Two free of charge delegates

Registration Form - Delegates

Delegates are required to fill the **online registration** form available at the seminar website <http://www.piarcseminararusha.or.tz/> or send this completed registration form by e-mail to the Seminar Secretariat at PiarcSeminarArusha@gmail.com or by fax: **+25 2 2241 2019**.

Each person attending should submit a separate registration form.

<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Dr <input type="checkbox"/> Other:	
First Name	
Last Name	
Name as it should appear on Name Badge	
Country	
Organisation	
Position	
<input type="checkbox"/> Telephone or <input type="checkbox"/> Mobile	+
Email	
Special requirement - dietary	
Special requirement - mobility	

Yes, I will: [please tick appropriate box(es)]

- participate in the seminar
- attend the welcome cocktail party on Tuesday 24 September
- attend the official dinner on Wednesday 25 September
- attend the technical site visit on Friday 27 September

Yes, I will be accompanied

First Name Last Name:

- Yes, my accompanying person will participate in the companion Programme
- Special requirements - dietary:
- Special requirements - mobility:.....

TRAVEL INFO REQUIRED

Flight Arrival Details (Kilimanjaro International Airport or Arusha Airport):

Arriving From: _____

Date: _____ Flight Arrival Time: _____

Flight Number: _____

Flight Departure Details (Kilimanjaro International Airport or Arusha Airport):

Departing To: _____

Date: _____ Flight Departure Time: _____

Flight Number: _____

Transport to and from airport required: YES: _____ NO: _____

- Please note that a welcome desk to assist with transfers will be available on Sunday 22nd, Monday 23rd and Tuesday 24th September 2013 only.
- Airport transfers will be available on the 26th, 27th, and 28th September 2013 only and can be confirmed at the transfer desk at the seminar.

Accommodation

I will attend and would like the organisers to reserve accommodation for me at _____ Hotel at the rate (including taxes and breakfast) of \$ _____

I will attend but will make my own accommodation arrangement. I will be staying at _____ Hotel.

PRIVACY

I agree that particulars stated in this form can be displayed in conference documentation

YES: _____ NO: _____

TERMS OF PAYMENT

Payment should be made by Bank Transfer to the Roads Fund Board Account as follows: -

Account Name: **Road Fund Board**

Account Number: **01J1042982501**

Bank Name: **CRDB Bank PLC**

Branch Name: **Tower**

Swift Code: **CORUTZTZ**

Bank Contact: Azikiwe Street, P.O. Box 268 Dar es Salaam, Tanzania; Tel: +255 22 2116714/2133067; General Line: +255 22 2117442-7; Fax: +255 22 2116714

Please note that for bank transfer:

- The bank transfer charges are fully paid by the participants
- Ensure that the name of the participant and the Seminar are included as part of the remittance information.

Registration Form – Exhibitor

Delegates are required to fill the **online registration** form available at the seminar website <http://www.piarcseminararusha.or.tz/> or send this completed registration form by e-mail to the Seminar Secretariat at PiarcSeminarArusha@gmail.com or by fax: +25 2 2241 2019.

Please complete a separate registration form per Exhibitor.

REGISTRATION DETAILS

PERSONAL DETAILS

Title (Prof/Dr/Mr/Ms/Student/Others) _____

First Name _____

Last Name: _____

Initials: _____

Organisation: _____

Position /Title _____

Address: _____

City/Suburb/Town _____

State _____ Country _____

Office Telephone: _____

Cell phone: _____

Fax: _____

E-mail: _____

I wish to exhibit on _____

ACCOMPANYING PERSON(S)

No. of Persons: _____

Title: _____ First Name: _____

Last Name: _____

TRAVEL INFO REQUIRED

Flight Arrival Details (Kilimanjaro International Airport or Arusha Airport):

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Date: _____ Flight Arrival Time: _____

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Sponsorship Commitment Form

Delegates are required to fill the **online registration** form available at the seminar website <http://www.piarcseminararusha.or.tz/> or send this completed registration form by e-mail to the Seminar Secretariat at PiarcSeminarArusha@gmail.com or by fax: +25 2 2241 2019.

Please tick your sponsorship selection:

- Seminar Facilities
- Pre-Seminar Proceedings
- Participants' Seminar Pack
- Welcome Cocktail Party
- Seminar Dinner

Sponsor Details

Signed:

Name:

Position:

Company Name:

Address:

Tel:

Fax:

E-mail:

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Please note that sponsorship application will be processed in strict order of receipt