



## UN Primer on Transfer Pricing Lusaka, Zambia, 17-18 June 2015



### INFORMATION NOTE

#### General

The UN Primer on Transfer Pricing will be held in Lusaka, Zambia from 17 to 18 June 2015, between 9:00 am and 5:00 pm.

#### Venue

The Event will be held at the Radisson BLU Hotel Lusaka, which is located at:

19029 Great East Road  
Lusaka, Zambia  
Phone: +260 211 368 900

#### Travel

##### Visa:

Participants should obtain a visa through the Consulate of Zambia in their home country, if required.

##### Air ticket:

Your air ticket will be issued by the UNDP office in your country. It will be the most economical ticket available at the time of travel. You will be alerted once the UNDP office has been authorized to issue your ticket and you will be provided a copy of the Financial Authorization document. Once that happens, please contact the UNDP representative in your country to facilitate the issuance of your ticket.

Please remember to **KEEP ALL YOUR BOARDING PASSES**. They are needed in order to collect your Daily Subsistence Allowance (see below).

##### Allowances:

You will also be provided with Daily Subsistence Allowance (DSA) for 3 nights at S\$237.00 per night and Terminal Expenses (TE) of US\$152.00 to cover your transportation between the airport and the hotel.

The UNDP office will disburse to you 75% of the DSA & TE prior to your trip. Upon your return, you will be required to submit a Reimbursement Voucher, together with your Boarding passes, to claim the remaining 25% balance of your DSA & TE.

Transportation from the airport:

Taxis are available from the airport to the hotel.

**Accommodations**

Hotel:

Participants are kindly advised to arrange for the booking of their own hotel accommodation.

Special rates have been provided by the Radisson BLU as follows:

Single Room                    US\$170.00 ++ per night, including breakfast

Block Code: **0415PLRDOA**

If you opt to stay at the Radisson BLU, reservations should be sent to [reservation.lusaka@radissonblu.com](mailto:reservation.lusaka@radissonblu.com), *no later than 8 June 2015*, after which the rate will be subject to availability.

Lunch:

Daily lunch break will be from 12:30 pm to 2:00 pm.

**Organization and programme of the Event**

Please see the concept note and programme of the Event (to follow).

**Language and Interpretation**

The working language of the meeting is English. Simultaneous interpretation will be provided in French.

**Contact Information**

For substantive information:

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For administrative/travel-related information:

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