



PRE-AGM WORKSHOP AND ANNUAL GENERAL MEETING INFORMATION TO DELEGATES

16th - 19th JULY 2024

This is to inform you that the Institute will be holding its 39th Annual General Meeting on Friday, 19 July 2024 at Avani in Livingstone.

The Annual General Meeting and Cocktail Night will be preceded by the Pre-AGM workshop, which will be held on 17 and 18 July 2024 simultaneously at Avani Victoria Falls Resort & Radisson Blu with sessions starting at 08:30hrs to 14:00hrs.

Kindly take note of the registration and other housekeeping issues below:

- 1. CAUTION – Please ensure you are always safe. Livingstone City has seen unprecedented number of elephants roaming around. Always keep a safe distance from wild animals whose behaviors is unpredictable.**
2. For purposes of AGM registration, all members are required to carry **OFFICIAL IDENTITY CARDS** i.e. **NRC, DRIVERS'S LICENCE, PASSPORT, VOTER'S CARD** or any other ID that has your photo.
3. For those who paid for participation with accommodation, Check-in will be on Tuesday 16th July 2024 starting at 14:00 hours. Checkout will be on 20th July, 2024. ***Note that all rooms have been booked for single occupancy ONLY.*** Members are required to pay for any accompanying guests directly to the respective Hotels.
4. On Tuesday 16th July 2024, registration will run from 10:00 hours to 21:00 hours at Avani Victoria Falls Resort, Livingstone. Members lodging at other hotels are advised to proceed to Avani Victoria Falls Resort for registration once they arrive in Livingstone in readiness for the workshop starting on Wednesday 17 July 2024.
5. Kindly **NOTE** that there will be no registration on Wednesday 17 July 2024.
6. The Workshop will commence at 08:30 hours on 17 July 2024 and all delegates are required to be **seated by 08:15 hours at their RESPECTIVE WORKSHOP VENUES**
7. On Friday, 19 July 2024, the AGM will start at 09:00 hours. All Members must register between 08:00 hours and 08:45 hours in readiness for the commencement of the AGM proceedings.
8. All presentations will be posted on the ZICA website www.zica.co.zm at the end of the workshop.
9. All certificates will be emailed to members by 9th August 2024.
10. Participants paid with accommodation will be entitled to **BREAKFAST** at their respective hotels on **Wednesday 17th July 2024 to Saturday 20th July 2024**
11. Participants paid with accommodation will be entitled to **DINNER** at their respective hotels on **Tuesday 16, Wednesday 17, Thursday 18 and Friday 19 July 2024.**

12. Lunch for delegates will be served at their **respective workshop Venues on Wednesday 17 July 2024 to Friday 19 July 2024**. All delegates will receive **LUNCH COUPONS**.
13. **ALL MEALS ARE FOR ONE PERSON/PARTICIPANT ONLY. ANY MEALS AND DRINKS TAKEN OUTSIDE THIS ARRANGMENT WILL BE AT YOUR OWN COST.**
14. The Dress Code during the workshop is smart casual. All members are required to wear **ZICA branded Golf T-shirts** during the AGM on **Friday 19 July 2024** which will be given during registration.
15. Members will not be allowed to **TRY** on the ZICA branded shirts from the distribution point. Members who will have a challenge with the shirt size should call the following line; 0979 168368 (Mr. Samuel Olaniyan) and they will be advised when to pass through for the exchange of the shirt.
16. **VENUE** for the COCKTAIL DINNER will be at **Zambezi Junction Lodge on Friday 19th July 2024** starting at **18:00 hours**.
17. Members will not be allowed to attend the COCKTAIL DINNER without their **Pre-AGM Delegate Badge**.
18. Members with **accompanying guests who wish** to attend the COCKTAIL DINNER must pay **K1,500.00** for their guest. Attendance of COCKTAIL DINNER for **accompanying guests** should be paid by 12hrs on Thursday **18 July 2024** at Secretariat.
19. For any queries: contact Mr. Samuel Olaniyan on solaniyan@zica.co.zm or Mr. Moses Chitoshi on mchitoshi@zica.co.zm cell # 0979168368/0962340705