



PRE-AGM WORKSHOP & 41ST ANNUAL GENERAL MEETING

IMPORTANT DELEGATE INFORMATION

20TH – 22ND MAY 2026 | LIVINGSTONE, ZAMBIA

The Zambia Institute of Chartered Accountants (ZICA) is delighted to welcome you to the 41st Annual General Meeting (AGM) to be held on Friday, 22nd May 2026 at the Avani Victoria Falls Resort in the tourist city of Livingstone.

As the event draws closer, delegates are encouraged to take note of the following important information and make the necessary preparations ahead of the workshop and AGM proceedings. The Pre-AGM Workshop will take place from 20th – 21st May 2026, bringing together professionals, industry leaders, and stakeholders for engaging discussions, networking, and professional development opportunities.

To ensure a smooth and enjoyable experience for all delegates, kindly take note of the following arrangements and housekeeping matters:

REGISTRATION & IDENTIFICATION

1. All delegates are required to present an official photo identification document during registration. Accepted IDs include NRC, Driver's License, Passport, Voter's Card, or any valid photo ID.
2. Delegates who paid for participation with accommodation may check in from 14:00 hours on Tuesday, 19th May 2026 at their respective hotels. Check-out will be on Saturday, 23rd May 2026. Kindly note that all rooms have been reserved on a **single occupancy basis only**. Any accompanying guests will be required to settle their accommodation and food costs directly with the respective hotels.
3. Registration on **Tuesday, 19th May 2026** will run from **10:00 hours to 21:00 hours** at **Avani Victoria Falls Resort**. Delegates staying at other hotels are encouraged to proceed to Avani upon arrival for registration in readiness for the workshop commencing on Wednesday, 20th May 2026.
4. Please NOTE that there will be NO registration on Wednesday, 20th May 2026.

WORKSHOP & AGM SCHEDULE

5. The Pre-AGM Workshop will commence at 08:30 hours on Wednesday, 20th May 2026. Delegates are kindly requested to be seated by 08:00 hours at their respective venues.
6. The AGM proceedings on Friday, 22nd May 2026 will begin promptly at 09:00 hours. AGM registration will take place between 08:00 and 08:45 hours.
7. **ALL ASSOCIATES AND FELLOWS** physically present in Livingstone are kindly required to attend the AGM at the Avani Victoria Falls Resort to facilitate the smooth and orderly conduct of the meeting
8. All workshop presentations and Electronic CPD certificates will be emailed to delegates by Friday, 29th May 2026.

MEALS & HOSPITALITY

9. Delegates who paid for accommodation will have their breakfast at their respective hotels from Wednesday, 20th May to Saturday, 23rd May 2026 and dinner from Tuesday, 19th May to Thursday, 21st May 2026.
10. Lunch will be served at the respective workshop venues from Wednesday, 20th May to Friday, 22nd May 2026. Delegates will be required to present their Pre-AGM Delegate Badge to access lunch services.
11. Members are encouraged to keep their delegate badges secure and wear them throughout the three-day event, as **NO REPRINTS OR REPLACEMENTS** will be issued once the badges have been collected.
12. Kindly note that all meals are strictly for one registered delegate only. Any meals or drinks outside this arrangement will be at the delegate's own cost.

DRESS CODE & DELEGATE EXPERIENCE

13. The dress code for the workshop is Smart Casual. All delegates are requested to wear the official ZICA branded T-shirts during the AGM on Friday, 22nd May 2026. T-shirts will be distributed during registration.
14. Delegates will not be permitted to try on T-shirts at the distribution point.

ZICA SOCIAL NIGHT

15. The much-anticipated ZICA Social Night will take place on Friday, 22nd May 2026 at 19:00 hours at Zambezi Junction Lodge.
16. Dress code for the Social Night is Smart Casual.
17. Please note that access to the Social Night will only be granted upon presentation of a valid Pre-AGM Delegate Badge.
18. Delegates with accompanying guests wishing to attend the Social Night are required to pay K1,900.00 per guest by 21st May 2026 at the Secretariat. No cash payments will be accepted. All payments must be made through our official bank account.

EXTRA CURRICULA ACTIVITY

19. Please note that there will be an aerobics session at Fallsway Park Mall, Livingstone starting at 16:00 hours on Wednesday 20th May, 2026. Please carry suitable attire for the occasion. Delegates are encouraged to wear their ZICA branded aerobics T-shirts together with suitable fitness attire. Let us all strive to keep fit and socialize as one group of professionals. NOTE that t-shirts for aerobics will be given during registration.

Enquiries

For any queries or assistance, kindly contact:

Mr Samuel Olaniyan - Cell: +260 979 16836

We look forward to welcoming you to an engaging, insightful, and memorable Pre-AGM Workshop and 41st AGM experience in Livingstone.