



STRATEGIC RECORDS
— & DIGITAL ARCHIVING AFRICA —

SUMMIT INFORMATION GUIDE

Welcome Note

Welcome to Harare, the capital city of Zimbabwe! We are delighted to host you at Global Summit on Digital Document Management, Electronic Records, and Smart Archiving Solutions. This information pack provides key details to help you plan your trip, enjoy your stay, and make the most of this important summit.

+263 77 255 5838

P.O Box 4040 Harare

Contact us

info@strategicrecordsafrica.org

www.strategicrecordsafrica.org

Seminar at a Glance

- **Event:** Global Summit on Digital Document Management, Electronic Records, and Smart Archiving Solutions
- **Dates:** Tuesday, 21 – July, to 24 July 2026
- **Venue:** Crown Plaza Hotel, Harare.
- **Theme:** *Building Resilient Information Ecosystems Through Digital Records, Governance, and Smart Archiving*

Pre-Arrival Essentials

Visa & Entry Requirements

Most international visitors are eligible to obtain a visa upon arrival at Zimbabwe's major ports of entry, including Robert Gabriel Mugabe International Airport in Harare. Alternatively, visas may be obtained in advance through Zimbabwean embassies or consulates in the respective countries of residence. Delegates are advised to confirm the visa requirements applicable to their nationality before travel and ensure that their passports remain valid for at least six (6) months beyond the intended date of entry into Zimbabwe.

Health & Vaccinations

There are no mandatory vaccination requirements for entry into Namibia. However, travelers arriving from countries with a risk of Yellow Fever transmission may be required to present a valid Yellow Fever vaccination certificate upon entry.

Currency & Payments

- **Official Currency:** The Zimbabwe Gold (ZiG) is the official currency of Zimbabwe. However, the United States Dollar (USD) is widely accepted and commonly used for most transactions, including accommodation, transport, dining, and retail purchases. Delegates are advised to carry some cash in USD for convenience
- **Credit & Debit Cards:** Major international cards (Visa, MasterCard) are widely accepted at hotels, restaurants, and large retail outlets.
- **ATMs:** Readily available throughout Zimbabwe and accept most international cards.
- **Cash Transactions:** Delegates are encouraged to carry a modest amount of local currency in cash to cover small purchases, local taxis, tips, and incidental expenses where electronic payment options may not be available.

Foreign Exchange: Currency exchange services are available at Robert Gabriel Mugabe International Airport, commercial banks, and licensed foreign exchange bureaus throughout Harare and other major cities in Zimbabwe. Delegates are advised to exchange currency only through authorized institutions and retain exchange receipts where applicable.

Transport Options



- **Airport Shuttles & Taxis:** Available at the airport terminal; travel time to the city centre is approximately 20–30 minutes, depending on traffic.
- **Ride-Hailing Services:** Ride-hailing services and registered taxi operators are available in Harare. Delegates are advised to use reputable and licensed transport providers.
- **Hotel Transfers:** Many hotels in Harare provide airport transfer services upon request. Delegates are encouraged to contact their respective hotels in advance to arrange transportation.
- **Summit Secretariat Airport Reception:** To facilitate smooth arrivals, members of the Summit Secretariat will be stationed at Robert Gabriel Mugabe International Airport to receive and assist delegates upon arrival. Delegates are kindly requested to share their flight details in advance to enable appropriate reception and transfer arrangements.

Accommodation



- **Conference Venue**
Crown plaza Hotel – offering modern facilities, comfortable rooms, and easy access to seminar sessions. starting from USD \$150

Other Options Nearby

- Rainbow towers hotel. (5-Star) starting from USD \$153
- Regency Harare the Meikles (5-Star) Price starting from \$264
- Amanzi Lodge (5-Star) Price starting from \$219
- Bronte hotel (4-Star) price starting from \$90
- Holiday inn hotel (4-Star) Price starting from \$ 148
- Create Oasis hotel (3-Star, budget-friendly) Price starting from \$73
- Cresta Jameson hotel (3-Star, budget-friendly) Price starting from \$81
- Cresta lodge harare (3-Star, budget-friendly) Price starting from \$102

Guest Houses

Guest House	Approximate Rate (USD per night)	Area
Milton Park Guest House	From \$40–\$60	Milton Park
Sunbird Guest House	From \$80 per night	Greendale
Royal Guest House	From \$24–\$27 per night	Mandara
Las Palmas Guest House	From \$43 per night	Highlands
Daisy's Guest House Harare	From \$41 per night	Greendale North

Key Facts & Practical Information

- **Language:** English is the official language and is widely spoken throughout Zimbabwe. Other commonly spoken languages include Shona and Ndebele.
- **Weather:** Zimbabwe generally experiences mild to warm weather throughout the year. Delegates are advised to check the weather forecast closer to their travel dates and pack accordingly.
- **Safety:** Harare is generally safe for visitors. Delegates are encouraged to observe standard safety precautions, safeguard personal belongings, and avoid walking alone in unfamiliar areas late at night.
- **Time Zone:** Central Africa Time (CAT), GMT+2.
- **Electricity:** Zimbabwe uses Type D, G, and M electrical plugs with a standard voltage of 220–240V. Delegates are advised to carry a universal travel adapter if necessary.

Exploring Harare & Beyond

Zimbabwe offers visitors a unique blend of cultural heritage, vibrant city life, wildlife, and breathtaking natural attractions. Delegates are encouraged to take advantage of their stay to experience some of the country's most notable destinations.

Within Harare

- **National Gallery of Zimbabwe** – Showcasing contemporary and traditional Zimbabwean art.
- **Zimbabwe Museum of Human Sciences** – Offering insights into the country's history, archaeology, and cultural heritage.
- **Mukuvisi Woodlands** – A wildlife conservation area featuring guided nature walks and game viewing.
- **Harare Gardens** – A tranquil green space in the heart of the city, ideal for relaxation and recreation.
- **Avondale and Sam Levy's Village** – Popular destinations for shopping, dining, and entertainment.

Beyond Harare

- **Victoria Falls** – One of the world's most spectacular natural wonders and a UNESCO World Heritage Site.
- **Hwange National Park** – Zimbabwe's largest national park, renowned for its diverse wildlife and large elephant population.
- **Great Zimbabwe National Monument** – A UNESCO World Heritage Site featuring the remains of an ancient African civilization.
- **Lake Kariba** – One of the world's largest man-made lakes, offering fishing, boating, and wildlife viewing experiences.
- **Eastern Highlands** – A picturesque region known for its mountains, forests, waterfalls, and scenic landscapes.

Delegates wishing to extend their stay are encouraged to explore these attractions and experience Zimbabwe's rich culture, hospitality, and natural beauty.