



13th Pan-African Conference on Illicit Financial Flows and Taxation

 7-10, Oct 2025  Johannesburg, South Africa



LOGISTICS NOTE



Welcome to Johannesburg, South Africa!

Dear Participants,

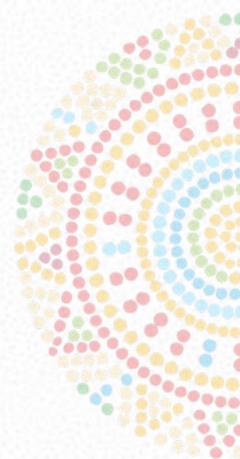
The Tax Justice Network Africa (TJNA), in collaboration with partners is co-organising the 13th Pan-African Conference on Illicit Financial Flows and Taxation (PAC) in Johannesburg, South Africa, from 7 to 10 October 2025.

The in-person conference sessions will be held at the Capital on the Park in Johannesburg, South Africa, from 7 to 10 October 2025.

The meetings will start at 18:00hrs and end at 22:00hrs (GMT+2) from Tuesday 7 October to Friday 10 October. Please refer to the latest Agenda for any updates to this schedule.

Below is general information on the Conference arrangements that may be helpful in planning your travel to Johannesburg and your participation in the Conference.





About South Africa

South Africa is renowned for its remarkable wildlife, particularly the iconic Big Five (lion, leopard, rhinoceros, elephant, and buffalo), which can be spotted on game drives and safaris. The country features a stunning variety of landscapes, from the dramatic peaks of the Drakensberg Mountains and the scenic Cape Winelands to the rugged coastlines where the Indian and Atlantic Oceans meet. A true cultural mosaic, South Africa is rich in traditions, languages, and cuisines. Must-visit destinations include Cape Town, home to the iconic Table Mountain and the bustling V&A Waterfront, and Johannesburg, a dynamic urban hub celebrated for its thriving arts and culture scene.

Conference Venue & contact Person	The Capital on Park Sandton, 101 Katherine St, Sandown, Sandton, Gauteng, +27 (0) 10 443 0000 Mr. Daniel Blakeway daniel.blakeway@thecapital.co.za
Logistical Queries	Xavier Ndalila, TJNA +254 715 332 255 xndalila@taxjusticeafrica.net
Media Queries	Christine Mutinda cmutinda@taxjusticeafrica.net
Conference Hosts	Christine Mutinda, TJNA +254 718 726 150 Francis Kairu, TJNA +254 721 153 494
Shuttle Services	ULYSSES TOURS & SAFARIS reservations@ulysses.co.za
Emergency	10111 Medical & Fire, 021 535 1100





Sustainable Event

The meeting promotes health and well-being towards our participants and our environment. In line with our greening initiative, there will be no printouts. The Conference will adopt a paper-smart organizational approach during the 13th PAC Conference: participants will be encouraged to use electronic media as much as possible, and every effort will be made to reduce the number of documents printed. To help achieve those objectives, wireless connectivity will be made available at the Conference, allowing for multiple devices to connect.

We also request all delegates to support this initiative by refraining from printing.



Travel and Accommodation

For delegates arranging their own travel arrangements, including flight and accommodation reservations, special negotiated rates have been arranged for a limited number of rooms with the The Capital on the Park Hotel under Group Code: **PAC2025**. All prices include a buffet breakfast. Please note that the rooms are subject to availability and will be allocated on a first-come, first-served basis. Kindly contact Daniel, daniel.blakeway@thecapital.co.za, for all your bookings. The Capital on the Park is also in partnership with Southern Sun Katherine Street, therefore, this serves as the second-best option if it is fully booked. The same rate will apply, and patrons will be transported from The Capital on the Park free of charge to the Southern Sun Kathrene's Street.

It is recommended that you start booking accommodation as early as possible. Below is a list of other hotels located close to the Conference venue. A credit card will normally be required for the reservation.

1. **The Catalyst:** +27101101100
2. **Mint Hotel:** 84 +27790389597
3. **Athol Place:** +27117837553
4. **Radisson Blu Sandton:** +27112458000
5. Other nearby facilities/apartments [click here](#)



Visa

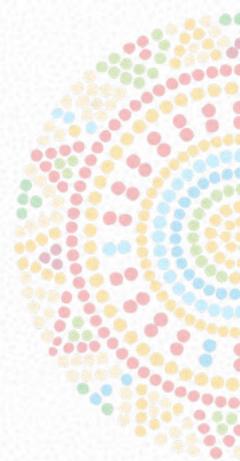
All delegates are responsible for ensuring that they are in possession of the correct documentation prior to their departure to Johannesburg and are advised to contact their embassy or consulate to verify whether they require a visa. Single entry visas are obtainable upon arrival at a cost of USD\$71.

For more information on visas, please visit the South African Immigration link: <https://www.dha.gov.za/index.php/immigration-services/apply-for-a-south-african-visa>



Registration and Accreditation

All participants attending in person or virtually via Zoom must confirm their participation to PAC 2025 and complete the online registration form link here. Participants attending in-person should complete the registration form for purposes of the accreditation process and the issuance of badges.



Participants joining virtually will be required to complete the link above, after which they will receive the link to attend the Conference sessions.

Badges

For security reasons, participants attending in person will be required to show a valid Conference badge in order to gain access to the Conference venue and meeting rooms. *Express check-in will be available for those checking in at The Capital on the Park. Conference badges, which must be worn at all times, will be issued at the registration desk. The loss of a badge should be reported immediately to the registration counter.

Info Hub

The Information Hub is a fixed feature for the duration of the Conference and is your first port of call for any questions or queries pertaining to the programme and event.

Please visit our Info Hub and our event coordinator and qualified volunteers will assist you.

Transportation in Johannesburg

O.R Tambo International Airport is located a mere 25 km from the city and 27 km from the Conference venue. The capital on the park has trusted shuttle drivers who can transport you from the airport and back at a fee of \$30 one-way. The contact information is available on Page 1. You are also welcome to make use of Uber or Bolt taxi services, using your mobile app.

Digital Registration and Evaluation Forms

We would love to hear from you! Delegates attending in person are requested to complete a registration form using the QR code provided at the Registration Desk on the first day.

The evaluation form will also be made available digitally and the QR code will also be available at the Registration Desk on the last day. We would like to hear from you before you leave the Conference!

Documents, Website, and Internet

Please note all conference documents are available to delegates on the TJNA website here. Paper copies of presentations will not be available during the Conference, but can be found on the conference website after the event, where authorized.

Connection to Wi-Fi is available in public areas and meeting rooms.

Printing

Should you require any printing to be done, please approach the hotel staff directly. This will be to your own account.

Agenda/Programme

Attached, please find the Concept Note and Programme. The PAC will strive to start all



sessions on time as per the agenda. Delegates are requested to respect these times, and should you be late, please use the side entrance to the main PAC venue.

Conference Languages

The working languages of the Conference are English, French and Portuguese. All plenary sessions will have interpretation in the 3 languages. French and Portuguese delegates are welcome to address the PAC in their home language and therefore ALL delegates should take a headset in case it is needed. Please note the PAC pays dearly for missing equipment, therefore, proof of identity (passport or identity card) will act as security. Please ensure you return your headset to the Registration Desk at the end of each day.

Volunteers

PAC volunteers are easily recognizable in their colored t-shirts. Please ask them if you are lost or need assistance with any aspect of the Conference.

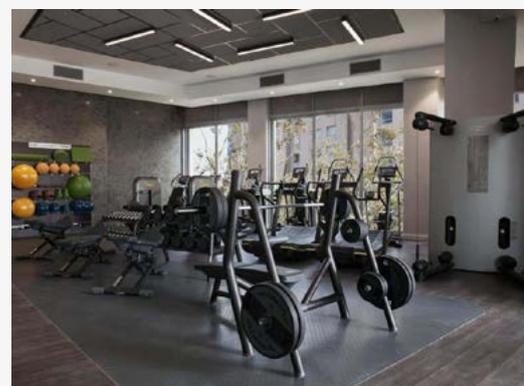
Wi-Fi

Please take note of the conference room wi-fi code. These codes will be displayed in the meeting venues.

Facilities at the Capital on the Park

The hotel is fully equipped with a fitness centre for those staying at the The Capital on the Park. The hotel also has a Concierge service for anyone wanting to explore the city.

Check-in is from 02:00 PM, and check-out is until 11:00 AM. You may request early check-in or late check-out during booking, subject to availability. Guests checking in or out before or after the designated periods may be charged an additional fee. The hotel offers luggage storage to guests before check-in and after check-out. The front desk is always open, day or night.



Resource Materials

Should organizations have literature/resources that they would like to share, please arrange with the event coordinator, Xavier Ndalila at xndalila@taxjusticeafrica.net or [+254 715 332 255](tel:+254715332255) prior to the Conference.

Security Requirements

While you are at the Conference, please do the following:

- Wear your conference badge visibly and show it to any authorized person who asks to see it.
- Do not leave bags and parcels unattended, as they may be confiscated or destroyed.



- Do not bring unauthorized persons or children into the conference facilities.
- Look after your valuable property.
- Check that you have all your documents and personal items before you leave the conference halls and meeting rooms.
- Inform the Security and Safety Service or a security officer on duty if you lose anything valuable.

When you are in your hotel, please follow the following safety advice:

- Upon entering or leaving your hotel room, make it a habit to lock the door.
- Before leaving, inspect your room to make sure that no money, jewelry, cameras or other valuables are visible.
- Deposit valuables or any other important portable items at the reception desk and obtain a receipt or leave them in the safe in your hotel room before going out.
- Should you observe anything suspicious or out of the ordinary, please contact the Security and Safety Service.

Meals

Lunch and tea/coffee breaks are included in the daily delegate package and paid for by the organizers. All other meals and expenses are to the delegate's own account.

Dietary requirements

All delegates should indicate their dietary requirements (vegan, vegetarian; pescatarian; Halaal; allergens) by no later than 1st September 2025, allowing us to prepare for your arrival and to ensure that your dietary requirements are met.

Social media

Please follow the PAC conversation on our platforms ([Twitter](#); [Facebook](#); [YouTube](#)).

Breakaway Sessions

A highlight of the PAC is our small group participation in the format of breakaway sessions. Each delegate will be required to sign up for 1 of 4 breakaway sessions at the start of each day. Each session has a maximum capacity of 50. This will be on a first come first serve basis.

Other Useful Information

Climate and Weather: The average Spring temperatures are a hot 24.3° C during the day in October; the average low temperature is 9°C. The days are hot, while the nights are a bit cooler. During October, you can expect 12 hours of daylight with very high UV levels; you'll need to use plenty of sun cream and be careful in the midday sun. Sunset is around 6 pm in October.

Currency: The unit of currency in South Africa is the Rand (ZAR). US dollars are widely used in South Africa.

Electric voltage and adaptor type: South Africa operates on a 230V supply voltage and 50Hz.

Time Zone: GMT/UTC + 2 - For the time difference between South Africa and your country, please refer to <http://www.timeanddate.com/worldclock>

Telephone Area Code: The international country code for South Africa is + 27.





Tax Justice Network Africa (TJNA)

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www.taxjusticeafrica.net