



STRATEGIC RECORDS
— & DIGITAL ARCHIVING AFRICA —

International Conference on Enterprise Information Governance, Digital Records Management, and AI-Driven Digital Transformation



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Conference Guide

DATE: 8–11th December 2026
VENUE: Protea Hotel, Livingstone, Zambia



Welcome Note

International Conference on Enterprise Information Governance, Digital Records Management, and AI-Driven Digital Transformation

8–11 December 2026

Protea Hotel, Livingstone, Zambia

Dear Esteemed Delegates, Speakers, Partners, and Distinguished Guests,

It is our great pleasure to welcome you to the International Conference on Enterprise Information Governance, Digital Records Management, and AI-Driven Digital Transformation, taking place from 8 to 11 December 2026 at Protea Hotel, Livingstone, Zambia.

Zambia Pre-Arrival Essentials

To help you prepare for your participation in the conference, please find below some useful information on travelling to and staying in Zambia.

Visa & Entry Requirements

International delegates are advised to confirm the visa and entry requirements applicable to their nationality before travelling to Zambia.

Depending on nationality, travellers may be eligible for visa-free entry, a visa on arrival, or an e-Visa. Delegates who require a visa are encouraged to apply well in advance of their travel date.

All travellers should ensure that their passports are valid for at least six (6) months beyond the intended date of entry into Zambia and have sufficient blank pages for immigration endorsements.

Delegates may also be asked to present supporting documents, such as proof of accommodation, a return or onward ticket, and evidence of sufficient funds.

Health & Vaccinations

Delegates are encouraged to consult their doctor or a travel health clinic before travelling to Zambia to obtain advice appropriate to their individual circumstances.

Routine vaccinations should be up to date. Travellers arriving from countries where Yellow Fever is a risk may be required to present a valid Yellow Fever vaccination certificate.

Malaria is present in parts of Zambia. Delegates should seek professional medical advice regarding appropriate malaria prevention measures before travelling.

Currency & Payments

• **Official Currency:** The official currency of Zambia is the Zambian Kwacha (ZMW). The United States Dollar (USD) is also accepted at some hotels, tourism establishments, and larger businesses.

• **Credit & Debit Cards:** Visa and MasterCard are widely accepted at major hotels, restaurants, shopping centres, and larger establishments, particularly in Lusaka. However, delegates should not rely solely on cards, as acceptance may be limited in smaller establishments or outside major urban areas.

• **ATMs:** ATMs are available in major cities and towns, including Lusaka. Delegates are advised to notify their banks of their travel plans and check applicable international transaction fees before departure.

- **Cash:** Delegates are encouraged to carry a modest amount of Zambian Kwacha for small purchases, local transport, tips, and incidental expenses.

Foreign Exchange

Foreign currency can be exchanged at authorised banks, foreign exchange bureaus, airports, and other licensed financial institutions.

Delegates are advised to exchange money only through authorised institutions and to retain exchange receipts where applicable. It is recommended to avoid using unofficial currency dealers.

Weather

Zambia generally experiences a warm climate, although temperatures vary depending on the season and location.

Delegates should check the weather forecast for Lusaka before travelling and pack clothing suitable for the prevailing conditions. A light jacket or sweater may be useful for cooler mornings and evenings.

Electricity & Power

Zambia generally uses 230V electricity at 50Hz. The standard plug type is Type G, which has three rectangular pins.

Delegates are encouraged to bring a suitable travel adaptor, particularly if travelling from a country that uses a different plug type.

Time Zone

Zambia operates on Central Africa Time (CAT), UTC+2 throughout the year. Zambia does not observe daylight saving time.

Local Transportation

Taxis and ride-hailing services are available in Lusaka. Delegates are encouraged to use reputable and recognised transportation providers, particularly when travelling between the airport, hotel, and conference venue.

Where conference transportation is provided, delegates are encouraged to use the designated conference shuttle services and follow the transportation schedule provided by the organisers.

Conference Secretariat Airport Reception

To facilitate smooth arrivals, members of the Conference Secretariat will be stationed at Harry Mwanga Nkumbula International Airport in Livingstone, Zambia, to receive and assist delegates upon arrival. Delegates are kindly requested to share their flight details in advance to enable the Secretariat to make appropriate airport reception and transfer arrangements.

Mobile Connectivity & Internet

Mobile network coverage is generally available in major cities and towns. Delegates may wish to contact their mobile service provider before travelling to confirm international roaming arrangements.

Wi-Fi is available at most major hotels and conference venues. Delegates who require continuous connectivity may consider purchasing a local SIM card or using an international eSIM, subject to device compatibility and registration requirements.

Safety & Security

Delegates are encouraged to take normal precautions while travelling in Zambia. Keep personal belongings secure, avoid displaying large amounts of cash or valuables, and exercise caution when travelling at night.

It is advisable to use reputable transportation providers and to keep important travel documents, including passports and visas, secure at all times.

Dress Code

Business or smart business attire is recommended for conference sessions and official engagements.

Delegates may wish to bring comfortable clothing and appropriate footwear for social events, networking activities, or excursions included in the conference programme.

Emergency Information

Delegates should keep important emergency contacts and the contact details of their hotel and conference organisers readily available throughout their stay.

In the event of an emergency, delegates should contact the appropriate local emergency service or seek assistance from their hotel, conference organisers, or relevant authorities.

Accommodation – Livingstone

Accommodation

Delegates are responsible for making their own accommodation arrangements. A range of accommodation options is available in Livingstone, from 5-star hotels and luxury lodges to mid-range hotels and guest houses.

The conference venue is Protea Hotel by Marriott Livingstone. Delegates who prefer to stay at alternative properties may consider the options below.

5-Star & Luxury Accommodation

- Radisson Blu Mosi-oa-Tunya Resort – approximately US\$265–395 per night
- Royal Livingstone Victoria Falls Zambia Hotel by Anantara – approximately US\$590–900+ per night
- Avani Victoria Falls Resort – approximately US\$300–400 per night

Mid-Range & Lodge Accommodation

- The David Livingstone Safari Lodge & Spa – approximately US\$300–350 per night
- Protea Hotel by Marriott Livingstone – approximately US\$180–220 per night

Budget & Guest House Accommodation

- Fawltly Towers Guest House – approximately US\$90–110 per night
- Tabonina Guesthouse – approximately US\$35–50 per night
- Victoria Falls Waterfront – approximately US\$30–60 per night

Exploring Livingstone & Beyond

Discover the beauty, history, culture, and adventure of Livingstone, Zambia, while making the most of your time beyond the conference.

As the gateway to one of the world's most spectacular natural wonders, Livingstone offers delegates an opportunity to experience the majesty of Victoria Falls, explore Zambia's rich heritage, enjoy local cuisine, and discover unforgettable wildlife and adventure experiences.

Must-See Experiences

- **Victoria Falls** – Experience the spectacular beauty of one of the world's Seven Natural Wonders and a UNESCO World Heritage Site.
- **Mosi-oa-Tunya National Park** – Enjoy a wildlife experience where visitors may encounter elephants, buffalo, giraffes, hippos, rhinos, and other wildlife.
- **Livingstone Island** – Take a guided excursion to the island on the Zambezi River, subject to seasonal river conditions.
- **Zambezi River** – Enjoy a sunset cruise or other river-based experiences while taking in the scenery and wildlife.
- **Livingstone Museum** – Discover Zambia's history, archaeology, culture, and the life and legacy of David Livingstone.
- **Mukuni Village** – Experience local culture, traditional crafts, and the heritage of the surrounding communities.
- **Adventure Activities** – Livingstone is well known for activities such as river rafting, bungee jumping, ziplining, helicopter or microlight flights, and other outdoor adventures.

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