



THE JUDICIARY



ADMINISTRATIVE NOTES FOR THE SOUTHERN & EASTERN AFRICA CHIEF JUSTICES FORUM CONFERENCE, 2024

Dates: 1st To 2nd October, 2024 | **Venue:** Speke Resort Munyonyo, Kampala

Dear Participant,

You are most welcome to attend and participate in the Southern & Eastern Africa Chief Justices' Forum (SEACJF) Conference, 2024.

Below are administrative notes issued for proper conduct and management of the Conference.

1. Conference Venue

- The Conference will take place at Speke Resort Munyonyo, Kampala from the **1st to 2nd October, 2024**.
- As part of the accreditation for the Conference, all participants have received cards to the opening ceremony. Participants are advised to **display the car stickers enclosed in their invitation cards on their windscreens** to be permitted access through the check points in Munyonyo, to the conference venue.

2. Mode of the Conference

The Conference is **non-residential for participants from within Uganda** and **residential for participants from other countries**. Every participant is urged to attend all planned activities of the conference.

3. Name tags/Lapel pins

- All participants shall be provided with name tags/lapel pins upon registration on the first day. These are to be worn at all times during the period of the Conference, for security purposes.
- No person shall be allowed within the Conference venue without an authentic name tag/lapel pin.

4. Sitting Arrangement

During the Conference, arrangement and care have been taken appropriately to seat participants according to protocol and hierarchy. **Please allow the Protocol Officers to direct you where you are to sit.**

5. Housekeeping Rules

- All Conference activities start at 8:00 am each day. Participants are expected to keep time.
- On the first day of the Conference, please leave your electronic gadgets including mobile phones and laptops in your vehicle, home or wherever you are residing as no electronic gadgets will be allowed at the Conference venue during the opening ceremony for security reasons.

- c. At any other time during the Conference laptops and mobile phones will be allowed at the Conference venue with internet access available. Participants are however requested to use their gadgets responsibly.
- d. Participants are advised that for the duration of the Conference, mobile phones and any other noise-emitting gadgets should be switched off or kept in silent mode to avoid disruption of Conference proceedings.
- e. Participants are also requested to minimize unnecessary movements during the sessions to avoid distraction.

6. Conference Materials

- a. Participants will be provided with notebooks and pens at the Conference.
- b. Soft copies of presentations will be accessible during the conference via the Uganda Judiciary website at www.judiciary.go.ug under “releases and publications/show all publications”- [SEACJF Conference 2024](#)
- c. Conference bags shall be given to duly accredited participants.

7. Allowances to Participants

No Allowances shall be paid to participants of this Conference.

8. Drivers and Bodyguards

Persons assigned as Drivers and Bodyguards to participants of the Conference shall be paid a Safari Day Allowance on both days. This allowance is intended to cater for their needs, including meals during the span of the Conference. The relevant contacts for this payment are-

- a. **Hajji Sulaiman Hirome (PAS) on Tel: +256 772451168**, for drivers, and
- b. **SP Mutabazi Fred (DPC) on Tel: +256 780260511**, for body guards.

9. Meals

- a. The participants will be provided with meals and refreshments at the venue. Meal coupons shall be provided to participants who have registered and have Conference identity tags.
- b. Special care has been taken to ensure that a variety of meals are provided each day to avoid monotony.
- c. All those with genuine special dietary needs are advised to contact **Her Worship Pamella Lamunu Ocaya on Tel: +256 781892779** for special arrangements.
- d. As noted in (8) above, the safari day allowances paid to the drivers and bodyguards will cater for their meals for the duration of the Conference.

10. Cultural Gala

There shall be a Cultural Gala at the end of the conference as indicated in the Conference programme. The Conference participants are all invited to attend. Entertainment shall be provided by the renowned Ndere Troupe.

11. Medical Support/Emergencies

In case of any medical emergency, there is a medical team on standby to assist. Should you require medical assistance, please do not hesitate to call **Mrs. Tumwine N. Apophia on Tel: +256 782409810**

12. Care/Support Contacts

For any other queries relating to the conference please contact;

- a. **H/W Katushabe Prossy**, Head of Secretariat on **Tel. +256 703 462684**, or
- b. **H/W Patricia Amoko**, Secretary Local Organizing Committee on **Tel. +256 772 065075**.

Lastly, we wish you an enjoyable and successful SEACJF Conference.

