



LOGISTICS

ADVISORY NOTE

2026 JET-IDRC Conference

Making Africa's Energy Transition Work: Local Manufacturing,
Decent Work, and Sustainable Livelihoods



8–9 October 2026 | 09:00–17:00 daily



Southern Sun Rosebank, Johannesburg

Cnr Tyrwhitt & Sturdee Avenue, Rosebank, Johannesburg



Welcome

Welcome to the 2026 JET-IDRC Conference: Making Africa's Energy Transition Work: Local Manufacturing, Decent Work, and Sustainable Livelihoods.

This two-day hybrid conference brings together project partners, experts, organised labour, community representatives, policymakers, researchers, development partners and other key stakeholders to engage with the challenges and opportunities presented by Africa's energy transition.

Over the two days, we hope to create space for meaningful dialogue, knowledge exchange and collaboration around decent work, gender equality, sustainable livelihoods, green industrialisation, energy transition and inclusive economic development.

We look forward to welcoming you to Johannesburg for two days of engaging discussions, shared learning and collaboration



Conference Information — At a Glance

 Conference dates	Thursday, 8 October – Friday, 9 October 2026
 Conference time	09:00–17:00 daily
 Venue	Southern Sun Rosebank, Cnr Tyrwhitt & Sturdee Avenue, Rosebank, Johannesburg
 Format	In-person, with plenary sessions available online
 Participants	Project partners, experts, organised labour, communities, policymakers, researchers and invited stakeholders

Registration and Arrival

Registration opens a day early, at Southern Sun Rosebank, on Wednesday 7 October between 12:00 and 17:00. If your travel plans allow, we would encourage you to make use of this window — it makes for a more relaxed start to the first morning.

If you arrive later, registration will also be open from 08:00 on Thursday 8 October. Wherever possible, please try to arrive ahead of the scheduled start time, so there's time to register, enjoy some arrival refreshments, collect your conference materials and find your seat before proceedings begin.

Programme

The programme includes keynote discussions, country case studies from Kenya, Ghana and South Africa, panel conversations, policy discussions, interactive sessions, international lessons, a graphic harvest and closing reflections.

Day 1: Green industrialisation and the role of trade unions, and country case studies.

Day 2: Green industrial policy, advocacy and organising strategies, graphic harvest and closing.

The final programme will be shared with all registered participants ahead of the conference.

Meals, Refreshments and Dietary Requirements

Lunch and scheduled tea/coffee breaks will be provided throughout the conference. Meals, refreshments and personal expenses outside the official programme will be for your own account, unless otherwise specifically provided for under your conference travel arrangements.

Dietary requirements

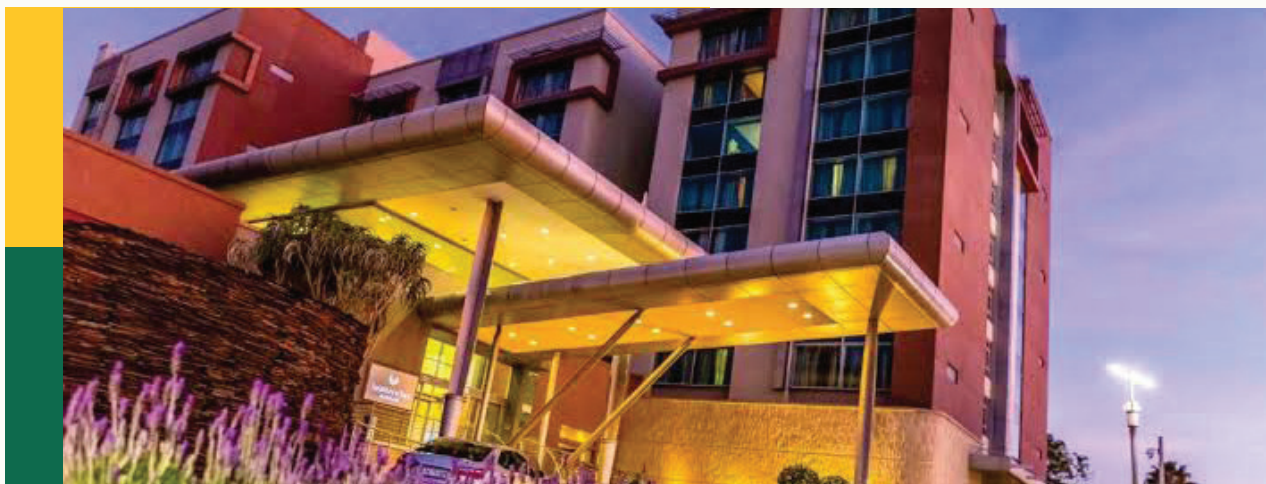
Dietary requirements, allergies and food restrictions — including vegetarian, vegan, halal, pescatarian and other needs — will be accommodated based on the information submitted during registration.

If your dietary requirements have changed, or were not captured in your original registration, please let the Conference Secretariat know as soon as possible at info@areteconsultancy.co.za.

Travel and Accommodation

Travel and accommodation arrangements for sponsored and eligible participants are confirmed directly by the Conference Secretariat. Please refer to your individual flight itinerary, ticket and accommodation confirmation for your specific travel arrangements.

Please don't make independent changes to confirmed travel or accommodation arrangements without first checking with the Conference Secretariat — this helps us keep everything running smoothly for you and for the group.



Flights

If you are travelling by air, the Conference Secretariat will send you your confirmed flight itinerary and ticket.

Please take a moment to review it and confirm that:

- Your full name is correct.
- Your travel dates are correct.
- Your departure and arrival airports are correct.
- Your flight times and routing are correct.
- Your baggage allowance is understood.
- Your travel documentation is valid.



International Travel and Transfers

International participants are responsible for ensuring they hold a valid passport, visa and all necessary entry documentation for South Africa.

Airport transfers in South Africa: transfers will be provided between OR Tambo International Airport and the hotel, and back to the airport for your departure.

Transfers at origin: reasonable airport transfers in your country of origin will be reimbursed upon submission of receipts or proof of payment.

Visa costs: visa application and related costs will also be reimbursed upon submission of the relevant receipts and supporting documentation.

Please retain and submit all receipts for eligible origin-side transfers and visa-related expenses for reimbursement, and keep your flight ticket, boarding passes and baggage receipts safe throughout your journey.



Ground Transportation

Ground transportation support is provided to eligible participants in accordance with the conference travel arrangements, as set out below.

Local participants — outside Gauteng

You will be provided with airport transfers between OR Tambo International Airport and the conference hotel. Transport to and from your departure airport in your home city or province is not covered under this arrangement.

Local project team

Ground transportation for eligible members of the local project team will be covered in accordance with the conference travel arrangements.

International participants

You will be provided with airport transfers between OR Tambo International Airport and the conference hotel.

International project team

International project team members will be provided with airport transfers between OR Tambo International Airport and the conference hotel.

Gauteng-based participants

Eligible Gauteng-based participants may claim approved local transportation expenses, subject

to the applicable conference travel arrangements and submission of supporting documentation. Government and private-sector Gauteng-based participants are not covered for local transport costs under the conference arrangements.



Ground Transport Claims

Reimbursement for ground transportation will be based on the eligible expenses submitted and the required supporting documentation:

- Private vehicle/mileage: R4.95 per kilometre.
- Uber / e-hailing: please retain and submit original receipts/slips.
- Gautrain: please retain and submit original receipts/slips.
- Taxis: IEJ will verify the applicable distance with the South African Taxi Association and determine the amount payable.

Please hold onto all original receipts, slips and supporting documentation for eligible ground transportation expenses, and submit these as instructed by the Conference Secretariat.



Accommodation

Participant category	Accommodation
Local — outside Gauteng	Provided
Local project team	Provided
Gauteng-based participants	Not provided
Gauteng-based speakers/facilitators	May be provided where required for programme and logistical purposes
International participants	Provided
International project team	Provided

You'll receive your individual accommodation details, including your check-in and check-out dates. Please try to keep to the dates provided, and let the Conference Secretariat know in advance of any circumstances that might affect your arrival or departure.



Per Diem

Per diem arrangements apply to eligible participants travelling from outside the city.

- Participants travelling from outside the city will receive a per diem.
- The daily incidental allowance is R70.
- Participants based in the city do not qualify for the standard daily per diem.
- For long layovers, meal allowances may be provided: Breakfast – R150; Lunch – R200; Dinner – R250.

Per diem payments will be made on Day 1 of the conference, during tea breaks or lunch.

Conference Materials and Internet Access

Relevant background documents, the final programme and selected conference materials will be shared with you prior to the conference. Wi-Fi access details will be provided at the venue.

We would suggest bringing a laptop or other device if you need one for the sessions, and downloading important documents in advance in case of connectivity issues on the day.

Participation and Engagement

The conference is designed to encourage rigorous discussion, meaningful exchange and constructive engagement. To help make that possible for everyone in the room, we ask participants to:

- Contribute actively to discussions.
- Share relevant experiences and perspectives.
- Engage respectfully with different viewpoints.
- Keep mobile devices silent during plenary sessions.
- Avoid unnecessary movement while speakers are presenting.

Speakers and Facilitators

Speakers and facilitators will receive separate briefing information and relevant materials ahead of the conference. To help us prepare, please ensure the Conference Secretariat has received:

- A high-resolution photograph.
- A short professional biography.
- Your organisational affiliation.
- Your professional/personal title.

Further speaker briefing information will be shared directly with confirmed speakers and facilitators.

Exploring Johannesburg

What to Expect



The conference takes place at Southern Sun Rosebank, on the corner of Tyrwhitt and Sturdee Avenue in Rosebank, Johannesburg. The hotel is conveniently located about two blocks from Rosebank Mall and the Gautrain station, with restaurants, galleries and shopping all within easy reach.

Weather in October

October marks the start of spring/summer in Johannesburg, so you can generally expect warm days, cooler mornings and evenings, plenty of sunshine, and the occasional afternoon thunderstorm.

- Daytime: approximately 24–28°C.
- Early morning/evening: approximately 11–19°C.
- October falls within the rainy season, so afternoon showers are possible — alongside plenty of sunshine in between.
- What to pack: light clothing for the day, a light jacket or jumper for mornings and evenings, comfortable walking shoes, and a small umbrella or rain jacket.

Weather forecasts become far more reliable closer to the time, so it's worth checking again a few days before you travel.

Things to Do Around Southern Sun Rosebank

Rosebank makes a great base — there's plenty to do within easy reach, without needing to travel into central Johannesburg. The Gautrain also gives you quick access to other parts of the city, including Sandton.

Place	Distance from hotel	Good to know
Rosebank Mall & The Zone	Walking distance	Shops, restaurants, cafés and the Rosebank Art & Craft Market — a good option if you have a few free hours.
Keyes Art Mile	5–10 min by car	Contemporary African art, design and galleries, including Everard Read and CIRCA.
Museum of Illusions	Walking distance (The Zone @ Rosebank)	A fun, short activity if you have limited time between sessions.
City Sightseeing Hop-On Hop-Off Bus	Departs from The Zone @ Rosebank	A good option for international visitors wanting to see more of the city without arranging separate excursions.
Constitution Hill	15–20 min by car	Includes the Old Fort, Women's Jail, Number Four and the Constitutional Court — well worth a visit for South Africa's history and transition to democracy.
Johannesburg Holocaust & Genocide Centre	10–15 min by car	A meaningful cultural and historical stop in Forest Town; easily combined with the Zoo or Constitution Hill.
Johannesburg Zoo	10–15 min by car	A good outdoor option, especially if you're travelling with family.
Acrobranch Melrose	10–15 min by car	Outdoor treetop activities at James and Ethel Grey Park, for something more active.
Apartheid Museum	20–30 min by car	One of Johannesburg's key historical attractions. Open Tuesday–Sunday, 09:00–17:00.

Restaurants Within (or Very Close to) Rosebank

For an easy evening without travelling far:

- The Grillhouse Rosebank — classic Johannesburg steakhouse.
- Marble Restaurant — upscale dining at Keyes Art Mile.
- La Parada Rosebank — lively restaurant and social atmosphere.
- Tashas Rosebank — relaxed café/restaurant option.
- Doppio Zero Rosebank — casual dining and coffee.
- Pantry by Marble — another convenient Rosebank option.



The hotel itself is also home to Fresh Restaurant, Circle Bar & Lounge and The Grill Jichana, so you're welcome to eat without leaving the property.

Safety and Emergency Information

Important Emergency Contacts

We'd encourage you to save these numbers before you arrive in Johannesburg:

Emergency	Number
Police Emergency	10111
Ambulance	10177
Emergency from a mobile phone	112
Crime Stop / anonymous crime reporting	08600 10111
ER24 Emergency Medical Services	084 124

For reference: 10111 is South Africa's 24-hour police emergency line, 10177 connects you to ambulance services, and 112 can be dialled from any mobile phone in an emergency.

In an Emergency at the Conference Venue

If you're staying at, or attending the conference at, Southern Sun Rosebank, please also alert hotel reception/security immediately.

Southern Sun Rosebank
Cnr Tyrwhitt & Sturdee Avenue, Rosebank
Hotel: +27 11 448 3600
Reservations: +27 11 461 9744 / 0861 44 77 44

General Safety Reminder

Johannesburg is a major city, and we'd encourage you to take the same sensible precautions you would in any large urban centre: use reputable transport, avoid displaying valuables, don't walk alone in unfamiliar areas after dark, and check with hotel or conference staff before heading into unfamiliar parts of the city.

For conference guests, Rosebank itself is one of the more convenient areas to stay, with shopping, dining, galleries and the Gautrain all close to the hotel.

Safety and Security

We recognise and take seriously the concerns that recent anti-migrant rhetoric, mobilisation and xenophobic violence in South Africa may raise for delegates travelling from across the continent.

IEJ has been unequivocal in its opposition to anti-migrant hate and vigilante violence, recognising that these are not isolated incidents but part of a broader and deeply entrenched political and socio-economic crisis in which legitimate frustrations around poverty, unemployment and failing public services are being redirected towards migrants and other non-nationals.

We have therefore carefully considered both the political context and the practical safety implications of bringing colleagues from across Africa to Johannesburg. Our decision to proceed with the conference reflects our conviction that precisely in this moment, spaces for solidarity, dialogue and collective engagement across national borders are vital.

The safety of delegates remains a priority, and we are putting appropriate measures in place, including coordinated transport, venue security and ongoing monitoring of developments, while advising delegates to exercise appropriate caution and follow guidance from the conference team.

We want delegates to feel able to raise any concerns with us openly, whether these relate to their personal safety or to the broader political context of travelling to South Africa, and we will engage with those concerns directly and transparently.

Important Travel Reminders

- Have your passport or national ID available and valid for your journey.
- Have all required visa and entry documentation, where applicable.
- Keep your flight ticket and travel documents readily accessible.
- Check your baggage allowance.
- Keep medication, valuables, electronic devices and important documents in your hand luggage.
- Arrive at least two hours before domestic flights and three hours before international flights, unless otherwise advised by the airline.
- Monitor airline notifications and airport information screens for operational changes.
- Keep all baggage receipts/tags until you have collected your luggage.

If Your Baggage Is Delayed, Damaged or Missing

Please report the matter to the airline's baggage-services desk before leaving the airport. Retain all baggage receipts and request a reference number for your report.

If You Experience a Significant Travel Delay

Please contact the Conference Secretariat as soon as possible if a travel delay or disruption may affect your ability to attend the conference or your scheduled arrival.

Any changes to confirmed flights, accommodation or other sponsored travel arrangements must be communicated to, and approved by, the Conference Secretariat before changes are made.

Contact Information

Enquiry	Contact
Conference & logistical queries	Johnlyn van Reenen & Prudence Golding +27 83 865 3015 +27 69 849 9722 info@areteconsultancy.co.za
Travel & accommodation queries	Johnlyn van Reenen
Registration queries	Prudence Golding +27 69 849 9722
Emergency contact during the conference	Johnlyn van Reenen & Prudence Golding

We're looking forward to welcoming you to Johannesburg, and to two days of rich dialogue on Africa's energy transition. If anything in this note is unclear, or there's anything else we can help with ahead of the conference, please don't hesitate to get in touch with the Conference Secretariat.

Safe travels, and see you soon.

Funded by the International Development Research Centre
The 2026 JET-IDRC Conference Secretariat
Arete Consultancy House

