



Dear valued participant,

Thank you for joining us at our upcoming **Regional Business & Biodiversity Forum**. To assist with your travel and ensure a smooth experience, this document provides key guidance, logistical information, and recommended preparations for international guests. We trust you will find it helpful and look forward to your participation.

Venue:

African Pride Café

[Pretoria National Botanical Garden](#)

2 Cussonia Ave,

Brummeria, Pretoria,

Gauteng, South Africa

Accommodation options:

Below, we have highlighted three recommended suburbs located in close proximity to the event venue along with selected hotel options to support a convenient and comfortable stay during your visit.

Lynnwood (± 3km from venue)

- [Hudson House](#) (3.2km from venue)
- [City Lodge Hotel Lynnwood](#) (3.2km from venue)

Hatfield (± 4km from venue)

- [Garden Court Hatfield](#) (3.1km from venue)
- [City Lodge Hotel Hatfield](#) (4.3km from venue)
- [ANEW Hotel Hatfield](#) (4.5km from venue)
- [Protea Hotel by Marriot Pretoria Loftus Park](#) (5.6km from venue)

Menlyn (± 5km from venue)

- [The Capital Menlyn Maine](#) (5.5km from venue)
- [Menlyn Boutique Hotel](#) (4.8km from venue)
- [Protea Hotel Fire & Ice by Marriot Pretoria Menlyn](#) (5.4 from venue)
- [522 The Regency Menlyn](#) (5km from venue)



Convention on
Biological Diversity

Travel from Airport to Hotel

Gautrain: The high-speed Gautrain connects OR Tambo International Airport to **Pretoria** Sandton and Rosebank. Gautrain use straight from the Airport is recommended if staying at hotels in any of the above-mentioned suburbs (Lynnwood, Hatfield, Menlyn). Please note, the closest station to all three suburbs is the **Hatfield station**.

Instructions to find the Gautrain at OR Tambo International (ORTIA) from international arrivals:

1. Exit customs into the public terminal area and follow the overhead signs for "Trains" or "Gautrain."
2. Take the escalator/elevator up to the integrated upper-level station (one level above departures/check-in).

****Please note:** As you are travelling from OR International Airport to Pretoria, please listen out for instructions to switch trains at the Marlboro Station. Please rest assured, the instructions are straightforward, and the transfer process is very simple.

Payment on Gautrain:

1. Tap & Go: Use your debit, credit, or cheque card to tap in and out directly. Please ensure you use the exact same card at the exit as you did at the entrance gate.
2. Gautrain Card: Purchase and load money onto a physical card at stations using Ticket Vending Machines (cash/card).

Transportation from Gautrain Hatfield Station to Hotels:

****Please note:** At the Hatfield station exit, application-based e-hailing like ubers/bolt tend to not accept your ride request if you are standing exactly at the station exit as there is some rather fierce competition for passengers between them and the general metered taxis/cabs. To avoid being caught up between the two groups, you can either:

1. Take general metered taxi straight at the station exit **OR**;
2. Exit the station and take a 5-minute walk to the Hatfield Plaza where you can request and will be picked up freely by ubers/bolts.



Convention on
Biological Diversity

How to get to the Hatfield Plaza (5 minute walk):

1. Exit Hatfield Station using the exit on Grosvenor Street.
2. As you exit, turn left onto the walkway (you should be seeing foot traffic to and from this direction as students from the University of Pretoria commute between the station and their campus residences).
3. Walk straight towards the intersection with traffic lights (on your right you should be seeing a TyreMart car workshop with blue and red branding).
4. After crossing this intersection, continue straight still using Grosvenor street until you reach the second intersection with traffic lights. This intersection is the intersection between Grosvenor and Burnet Street.
5. Stand opposite the Protea Hotel and request your uber.

Please note this only applies to pick-ups from the station. This is not an issue when travelling from your hotel to the Hatfield station as ubers/bolts are able to do drop-offs freely.

Travel from Airport using Uber/Bolt

Please note that the pick-up point for general taxis and shuttles is separate from the pickup point of application based e-hailing services (uber/bolt).

1. General taxis and shuttles are located just outside of the terminals. Please see the numbered pillars with yellow boards for reference.
2. Application based e-hailing services like uber and bolt are located in Parkade 2. To locate Parkade 2:
 - Exit the terminal and cross to the shaded covered walkway (Piazza). This crossing is located right next to the pillar labelled “Lower 2”.
 - Immediately after getting onto the walkway, enter the building using the entrance on the left (same directions as “Car rentals”).
 - Use the escalators/stairs to get to parkade 2.



Convention on
Biological Diversity

Contact Information

For any questions or further assistance, please contact any of our event support team at:

Luvuyo Kani

Email: LuvuyoK@ewt.org

Phone: +27 83 945 1313

Brad Nelson

Email: BradN@ewt.org

Phone: +27 72 104 8857