

From: [Jyoti Mallik](#)
To: ["douglaswaynemartin7@gmail.com"](#); [Melissa Cheng](#); ["drstevejoyce@sbcglobal.net"](#); ["isnabeel@gmail.com"](#); ["a2mconsulting@ymail.com"](#); ["yhwkns@gmail.com"](#); ["saramuteba7@gmail.com"](#); [Bulas, Kristina](#); ["jpnymbo@wwetu.com"](#); ["laumbach@eohsi.rutger.edu"](#); [Laila Lobo](#); ["ivorie.stanley2@va.gov"](#)
Cc: [Christopher Addison](#); [Dawn Davis](#)
Subject: ACOEM Delegation to South Africa - Commencement Notice
Date: 23 June 2026 18:07:00

Dear ACOEM Delegates and Accompanying Guests,

I am writing with news regarding your upcoming delegation for **ACOEM**, convening in **South Africa** on October 24, 2026. We are pleased to confirm the program will proceed. The latest information for your Delegation can be found at [Delegation Communication Site \(DCS\)](#).

Flight Arrangements

As you make your international flight arrangements, plan to **arrive** throughout the day on **October 24, 2026** via [Cape Town International Airport](#).

For those departing after the main program, plan on departing from the [O. R. Tambo International Airport](#), on the morning of October 30, 2026.

For those participating on the Optional Cultural Extension, plan on departing the [O. R. Tambo International Airport](#) on the afternoon of November 1, 2026.

Airport Transfers

We reviewed the available flights arriving and departing from the US and found that most flights arrive and depart in similar time windows. We will arrange group transfers to coincide with most arrivals and departures.

Based on this information:

Arrival Transfers will depart Cape Town International airport for delegation hotel at the following times:

- 12 noon- morning flight arrivals
- 4pm -afternoon flight arrivals
- 10pm- evening flight arrivals

Departure Transfers will depart the hotel for the O. R. Tambo International Airport at the following times:

- 5:30am- morning flight departures
- 9:- afternoon flight departures
- 4:30pm -evening flight departures

Please note these times may be slightly adjusted to accommodate as many arrivals and departures as possible.

We ask that you provide a copy of your flight itinerary so that our ground team can coordinate these transfers no later than 30 days prior to your delegation convene date.

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Should you choose to schedule flights which do not align with the planned arrival and departures, or you do not wish to join the transfers, you are responsible for arranging your own transportation. All independent travel arrangements are at your own expense.

Additional Hotel Accommodations

If you choose to arrive early/later or depart earlier/later, additional nights may be available at the hotel by contacting the hotel directly. The most competitive hotel rates can be found on the hotel website or by calling the hotel directly.

US Citizen Travel Visa and Passport Information

If you are a citizen of the United States, visas are not required for visits lasting less than 90 days. If you are a citizen of another country, visit the [Embassy of South Africa, Consular Services](#) website for the most current visa information. Passports must also have at least six months of validity at time of entry and a valid passport with at least one blank page.

Action Items

- Please submit the [Flight Information Form](#) as soon as you book your flights.
- Complete the [Passport documentation form](#): Needed for our ground team to coordinating travel, accommodations, and meeting sites associated with your delegation.
- Complete the [Professional Profile Form](#): Needed for the ground team to provide background of the delegation and meet delegate expectations.
- [Join the WhatsApp Group](#): Functions as a space for delegates to make travel arrangements together. **Please note: WhatsApp will help you communicate with your fellow delegates before, during and after the delegation.** (Cultural Vistas will not be monitoring this WhatsApp Group until 30 days prior to departure)

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Optional Program Action Items

- If you wish to bring a travel companion, non-professional guests can share this unique experience with you by taking part in the parallel guest program. You may enroll your guest on the [ACOEM Delegation Application form](#).
- Enroll for the [Optional Cultural Extension to Kruger National Park](#).
- [Register for Pre-Arrival Cultural Day](#)
- If you wish to purchase travel insurance, we suggest checking with the credit card company for the card used to purchase your flights.

Thank you for your participation in this exciting exchange program. If you have any additional questions, please contact Citizen Ambassador Programs via email at citizenambassador@culturalvistas.org.

Warm Regards,

Jyoti Mallik

Program Coordinator, Citizen Ambassadors Program

202-545-6830 (office)

JMallik@culturalvistas.org

www.citizenambassador.org

Cultural Vistas

1250 H Street NW Suite 300

Washington, DC 20005