INFORMATION STEWARDSHIP AFRICA

INTERNATIONAL SEMINAR ON ORGANIZATIONAL DIGITAL RECORDS AND INFORMATION MANAGEMENT, LEGAL ADMISSIBILITY, AND ELECTRONIC EVIDENCE



Strengthening Digital Records, Legal Compliance, and Electronic Evidence for Accountable and Resilient Organizations

Program Agenda

DATE: 24–27 November 2026 **VENUE:** Ocean View Hotel, Zanzibar

Welcome to Zanzibar

We are delighted to welcome you to the International Seminar on Organizational Digital Records and Information Management, Legal Admissibility, and Electronic Evidence, taking place from 24 to 27 November 2026 at Ocean View Hotel, Zanzibar.

This seminar brings together records and information management professionals, archivists, legal practitioners, compliance officers, ICT professionals, policymakers, auditors, researchers, and organisational leaders to examine emerging issues surrounding digital records, information governance, legal compliance, and electronic evidence.

As organisations increasingly rely on digital information to conduct their operations, effective management, preservation, protection, and retrieval of digital records have become critical to organisational accountability and resilience. The seminar will provide an opportunity to explore practical approaches to ensuring that digital records remain trustworthy, secure, accessible, and legally admissible.

We hope that your participation will be both professionally rewarding and personally memorable, and that you will also have an opportunity to experience the rich history, culture, beaches, and hospitality of Zanzibar.

PRE-ARRIVAL ESSENTIALS

Visa & Entry Requirements

Entry and visa requirements for Tanzania/Zanzibar vary depending on nationality. Delegates are strongly advised to confirm the requirements applicable to their nationality before travelling.

Many international visitors can obtain a Tanzanian visa online through the official e-Visa system, while visa-on-arrival arrangements may apply to eligible nationalities.

Delegates should ensure that their passports are valid for at least six (6) months beyond the intended date of entry and have sufficient blank pages.

Travellers may be required to provide supporting documents such as proof of accommodation, return or onward travel, and other immigration documentation.

Delegates should check the latest entry requirements before departure, as immigration regulations may change.

Health & Vaccinations

Delegates are encouraged to consult their doctor or a recognised travel health clinic before travelling to Zanzibar.

Routine vaccinations should be up to date. A Yellow Fever vaccination certificate may be required for travellers arriving from countries with a risk of Yellow Fever transmission or for travellers who have transited through such countries, depending on the circumstances of their journey.

Delegates should also seek professional medical advice regarding malaria prevention and other health precautions relevant to travel to Zanzibar.

It is recommended that delegates travel with appropriate travel insurance covering medical treatment and emergencies.

CURRENCY & PAYMENTS

- **Official Currency:** The official currency in Tanzania, including Zanzibar, is the Tanzanian Shilling (TZS). The United States Dollar (USD) is also widely accepted in hotels, tourist establishments, and many businesses serving international visitors.
- **Credit & Debit Cards:** Visa and MasterCard are accepted at major hotels, restaurants, and larger establishments. However, card acceptance may be limited at smaller businesses and local markets.
- **ATMs:** ATMs are available in Zanzibar, particularly in Stone Town and other major tourist areas. Delegates are advised to notify their banks before travelling and confirm international transaction fees.
- **Cash:** Delegates are encouraged to carry a reasonable amount of Tanzanian Shillings for smaller purchases, local transport, tips, markets, and other incidental expenses.

Foreign Exchange

Foreign currency can be exchanged at authorised banks, bureaux de change, airports, and other licensed financial institutions.

Delegates are advised to exchange currency only through authorised institutions and to retain exchange receipts where applicable.

WEATHER

Zanzibar enjoys a tropical climate throughout the year.

In November, the weather is generally warm and humid, with temperatures typically suitable for light and comfortable clothing. November falls within the period associated with the short rains, so delegates are advised to carry a compact umbrella or light rain jacket.

Delegates should pack comfortable clothing, sun protection, and suitable footwear for both conference activities and sightseeing.

ELECTRICITY & POWER

Tanzania generally uses 230V electricity at 50Hz.

The commonly used plug types are Type G and, in some locations, Type D.

Delegates are encouraged to bring a universal travel adaptor to ensure compatibility with local electrical sockets.

TIME ZONE

Zanzibar operates on East Africa Time (EAT), UTC+3 throughout the year.

There is no seasonal daylight-saving time change.

MOBILE CONNECTIVITY & INTERNET

Mobile network coverage is available throughout Zanzibar, particularly in Stone Town and major tourist areas.

Delegates may use international roaming services or purchase a local SIM card from one of the country's major mobile network operators, subject to registration requirements.

Wi-Fi is available at most major hotels and conference venues, although connection speeds may vary.

Delegates who require reliable internet connectivity for work are encouraged to consider having mobile data as a backup.

LOCAL TRANSPORTATION

Taxis and other transportation services are available throughout Zanzibar.

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 transfers and follow the schedules provided by the Secretariat.

Delegates should allow sufficient travel time, particularly when travelling during busy periods.

SAFETY & SECURITY

Zanzibar is a popular international tourist destination. Delegates are encouraged to observe normal travel precautions throughout their stay.

- Keep passports, cash, and valuables secure.
- Avoid displaying large amounts of cash or expensive items.
- Use reputable transportation providers.
- Exercise additional caution when travelling at night.
- Keep copies of important travel documents separately from the originals.
- Follow local laws, regulations, and guidance provided by the hotel and conference organisers.

Delegates are encouraged to save the contact details of the conference Secretariat and their accommodation for easy access during their stay.

DRESS CODE

Conference: Business or smart business attire is recommended for seminar sessions and official engagements.

Social & Cultural Activities: Comfortable, modest, and culturally appropriate clothing is recommended, particularly when visiting religious or traditional sites.

For beach and leisure activities, appropriate resort/beach attire may be worn in designated areas.

Delegates are encouraged to bring comfortable walking shoes, sunglasses, a hat, and sun protection for sightseeing and outdoor activities.

CULTURAL ETIQUETTE

Zanzibar has a rich Swahili and Islamic cultural heritage. Delegates are encouraged to be respectful of local customs and traditions.

When visiting Stone Town, mosques, markets, villages, and other cultural or religious sites, modest clothing is recommended.

Delegates should seek permission before photographing individuals, particularly in local communities.

AIRPORT ARRIVAL & RECEPTION

Conference Secretariat Airport Reception

To facilitate smooth arrivals, members of the Conference Secretariat will be available to receive and assist delegates arriving at Abeid Amani Karume International Airport (ZNZ) in Zanzibar.

Delegates are kindly requested to share their flight details, arrival date, arrival time, and accommodation information with the Secretariat in advance to enable appropriate airport reception and transfer arrangements.

Delegates should look out for the designated conference reception team upon arrival.

ACCOMMODATION

Delegates are responsible for making their own accommodation arrangements unless otherwise communicated by the organisers.

A range of accommodation options is available in and around Zanzibar, from luxury 5-star resorts to mid-range hotels and guest houses.

Indicative nightly rates may vary depending on the season, room category, availability, taxes, and booking conditions.

Suggested Accommodation Categories

Luxury / 5-Star

- Park Hyatt Zanzibar – approximately US$300–500+ per night
- Zanzibar Serena Hotel – approximately US$200–350+ per night
- Hyatt Regency Zanzibar Resort – approximately US$250–450+ per night
- Meliá Zanzibar – approximately US$250–500+ per night

Mid-Range

- Tembo House Hotel – approximately US$100–180 per night
- Tausi Palace Hotel – approximately US$70–130 per night
- Maru Maru Hotel – approximately US$100–180 per night

Budget / Guest Houses

- Various guest houses and budget properties in Stone Town – approximately US$30–80 per night, depending on room type and facilities.

Accommodation rates are indicative only and should be confirmed directly with the respective property before booking.

Exploring Zanzibar & Beyond

Your visit to Zanzibar provides an opportunity to combine professional learning with the discovery of one of East Africa's most fascinating destinations.

Recommended Experiences

- Stone Town – Explore the historic heart of Zanzibar, with its narrow streets, historic buildings, markets, and distinctive Swahili architecture.
- Forodhani Gardens – Experience Zanzibar's famous evening food market and sample local dishes.
- House of Wonders & Old Fort – Discover important landmarks reflecting Zanzibar's history and cultural heritage.
- Spice Tour – Explore Zanzibar's famous spice-growing heritage and learn about cloves, cinnamon, vanilla, nutmeg, and other spices.
- Prison Island (Changuu Island) – Take a boat trip to the island and experience its history and natural surroundings.
- Nungwi & Kendwa – Enjoy some of Zanzibar's beautiful northern beaches.
- Jozani Forest – Visit the island's famous forest and look out for the endemic Zanzibar red colobus monkey.
- Sunset Dhow Cruise – Experience a traditional dhow sailing excursion along the Zanzibar coastline.

Delegates extending their stay may also consider visiting other destinations in Tanzania, including Dar es Salaam, Arusha, Serengeti National Park, Ngorongoro Conservation Area, and Mount Kilimanjaro, subject to their travel schedules.

CONFERENCE INFORMATION

Conference Dates:

24–27 November 2026

Venue:

Ocean View Hotel
Zanzibar, Tanzania

Conference Theme

Strengthening Digital Records, Legal Compliance, and Electronic Evidence for Accountable and Resilient Organizations

Seminar Focus

The seminar will explore key issues including:

- Organizational digital records management
- Information governance and accountability
- Legal admissibility of electronic records
- Electronic evidence and evidential integrity
- Digital preservation and long-term accessibility
- Records retention and disposition
- Data protection and privacy
- Cybersecurity and information security
- Digital transformation and emerging technologies
- Artificial intelligence and records management
- Regulatory and legal compliance
- Audit trails, metadata, and authenticity
- Risk management and organisational resilience

IMPORTANT TRAVEL CHECKLIST

Before travelling to Zanzibar, delegates are encouraged to ensure that they have:

- A valid passport
- Appropriate visa or entry documentation
- Conference invitation/registration confirmation
- Confirmed accommodation
- Return or onward travel arrangements
- Travel and medical insurance
- Yellow Fever certificate, where applicable
- Copies of important travel documents
- Appropriate local and/or international payment options
- Mobile roaming or alternative connectivity arrangements
- Suitable clothing and footwear
- A universal travel adaptor
- Emergency and conference Secretariat contact details

Welcome To Zanzibar

We look forward to welcoming you to Zanzibar for four days of learning, dialogue, professional networking, and knowledge exchange.

We hope that the International Seminar on Organizational Digital Records and Information Management, Legal Admissibility, and Electronic Evidence will provide a valuable platform for strengthening professional practice, sharing experiences, and developing practical approaches to digital records, legal compliance, and electronic evidence.

Karibu Zanzibar – Welcome to Zanzibar!