

ANNEX C

(to TSB Collective letter 2/SG3RG-AFR)

Practical information for participants

1 Event venue

Immeuble ARPCE

91 bis Avenue de l'Amitié
Town Centre
BP. 2490 Brazzaville
Republic of the Congo

Tel.: +242 05 510 72 72

Email: SG3RG-afr-2014@arpce.cg

Website: www.arpce.cg

2 Hotels

Hotel reservations may be made directly by delegates; please send a copy of the reservation to the e-mail address given below. However, those delegates who so wish may request ARPCE to make their reservations for them. For that purpose, they should simply let the ARPCE contacts know their flight details as well as the name of their chosen hotel.

Preferential rates have been obtained with certain hotels.

E-mail: SG3RG-afr-2014@arpce.cg

The hotels in question are no more than a 10 or 15 minute drive from the meeting venue.

Arrangements will be made by ARPCE to transport delegates from their respective hotels to the meeting venue.

However, delegates staying in hotels other than those proposed will have to make their own arrangements.

The list of proposed hotels may be found in **Annex D**.

3 Arrival and transportation

Arrangements will be made to meet delegates upon arrival at the airport and take them to their respective hotels. Delegates wishing to benefit from this service are requested to send their flight details and arrival time to the following contact person (see **form 2**):

Mr Olivier ATHYS (Reception and Mission Assistant)

Tel.: +242 05 510 72 72

Mobile: +242 06 864 00 00

E-mail: SG3RG-afr-2014@arpce.cg

4 Visa – Formalities for entering the Congo

A valid passport is required for entering the Congo. Entry visas may be obtained from the nearest Congolese diplomatic/consular mission. Certain nationalities may obtain a visa upon arrival at the airport in Brazzaville.

Please contact the nearest Congolese consular mission for further details on regulations concerning visas for your nationality.

For any questions regarding visas, please contact the following local coordinator:

Mr Olivier ATHYS (Reception and Mission Assistant)
Tel.: +242 05 510 72 72
Mobile: +242 06 864 00 00
E-mail: SG3RG-afr-2014@arpce.cg

5 Currency and exchange

The currency in the Congo is the CFA franc. Its exchange rate with the Euro is fixed:

1 Euro = 655.957 CFA francs

1 USD = 482.027 CFA francs.

Foreign currencies may be accepted in some restaurants or malls but a minimum of local cash would be necessary for small expenses. Foreign currency can be exchanged in all Congolese banks.

Banks opening hours:

Monday to Friday: 08:00 to 12:00 and 15:00 to 17:00;

Saturday : 09:00 to 12:00.

ATMs are available outside the banks when these are shut.

Only Visa credit card is accepted in most hotels and restaurants.

6 Language

The official working language is French.

7 Climate

The Congo has a tropical and humid climate, with a rainy season and a dry season. The rainy season lasts eight months, the dry season three to four months. The annual average temperature varies between 24° C and 28° C.

In February the weather is dry and the temperature varies between 20° and 25° C.

8 Local time

Standard time zone: UTC/GMT +1.

9 Telecommunications

The country code for the Republic of the Congo is **+242**.

The various fixed and mobile telephone operators have the following codes:

MTN CONGO:	06
AIRTEL CONGO:	05
WARID CONGO:	04
EQUATEUR CONGO TELECOM:	01
CONGO TELECOM:	02

A SIM card costs approximately 500 CFA francs. It must be registered in accordance with the Congo's official regulations.

10 Electricity

Electricity is supplied as 50Hz alternating current and the voltage is 220V

The following European standard plugs/sockets are used:



11 Health

Only the yellow fever vaccination is mandatory. A typhoid fever vaccination is nevertheless recommended.

12 Internet connectivity

Internet connection will be available at the meeting venue. Payment may be required at certain hotels.

13 Contact

For any questions, please contact:

Ms Monique OBILI (Responsible for international affairs)

Tel.: +242 06 679 65 49

Mobile: +242 05 785 48 01

E-mail: SG3RG-afr-2014@arpce.cg

Mr Olivier ATHYS (Reception and Mission Assistant)

Tel.: +242 05 510 72 72

Mobile: +242 06 864 00 00

Email: SG3RG-afr-2014@arpce.cg

Ms Raissa BOUEBARRET (Charge du Protocole)

Tel.: +242 06 971 29 05

E-mail: SG3RG-afr-2014@arpce.cg

ANNEX D

(to TSB Collective letter 2/SG3RG-AFR)

List of hotels with preferential rates

NAME OF HOTEL	TYPE OF ROOM	PRICE including tax (in CFAF)	CONTACT
LEDGER PLAZA Avenue Auxence Ickonga Town centre BP. 1178 Brazzaville	Standard***	135.000	Tel.: +242 05 666 95 95 +242 05 666 96 96 Fax: +242 06 948 35 48 Email: reservations.manager@ledgerplaza-mayamaya.com http://www.laicohotels.com/fr/hotel/congo/brazzaville/ledger-plaza-maya-maya.html
	Junior suite***	300.000	
OLYMPIC PALACE BRAZZAVILLE Avenue de l'amitié Town centre Brazzaville	Standard***	150.000	BP 1050, Brazzaville Congo Tél. +242 22 281 12 49 Fax +242 05 730 16 16 http://www.hotel-olympic-palace.com
	Junior suite***	300.000	
PARADIS Avenue de l'amitié Town centre Brazzaville	Standard**	55.000	Tel.: +242.05.521.00.21 E-mail: haidar-na@hotmail.com
	Standard 2**	65.000	
	Luxe**	90.000	
ADONIS Opposite Caïman swimming baths (Congo Pharmacy) Brazzaville	Standard**	90.000	Tel.: +242 06 666 31 30/ +242 05 558 85 85 Email: contact@hoteladonis-brazzaville.com
	Luxe **	115.000	
PLATINIUM Avenue de l'amitié Town centre	Standard***	60.000	Tel.: +242 05 311 11 13 Email: contact@platinumhotelcongo.com http://www.platinumhotelcongo.com/
	Mini suite***	100.000	

NAME OF HOTEL	TYPE OF ROOM	PRICE including tax (in CFAF)	CONTACT
LA PERLE 175, Avenue de l'amitié Town centre Brazzaville	Standard***	65.000	Tel.: +242 05 350 13 13/ +242 829 99 99
	Luxe***	65.000	
CLASS A Marien University Bayardelle Brazzaville	Standard ***	75.000	Tel.: +242.06.663.44.44 E-mail: Classhotel2012@gmail.com
	Luxe***	85.000	
Hotel Royal Avenue de l'amitié Town centre Brazzaville	Standard*	30.000	Tel. : +242 06 655 80 80
Hôtel Brazza Avenue Auxence Ickonga Town centre Brazzaville	Standard*	30.000	Tel. : +242 06 655 80 80
Hotel MERCURE Avenue de l'amitié Town centre Brazzaville	Standard*	25.000	Tel. : +242 06 661 44 44

***: includes breakfast, Internet/WiFi and laundry service.

** : includes breakfast, Internet/WiFi.

* : Aucun service inclus.

NB: Tous ces hôtels sont à 5 minutes en voiture et 20 minutes à pied du lieu de la réunion (siège de l'ARPCE). **Les réservations doivent nous parvenir au plus tard le 05 février 2014**

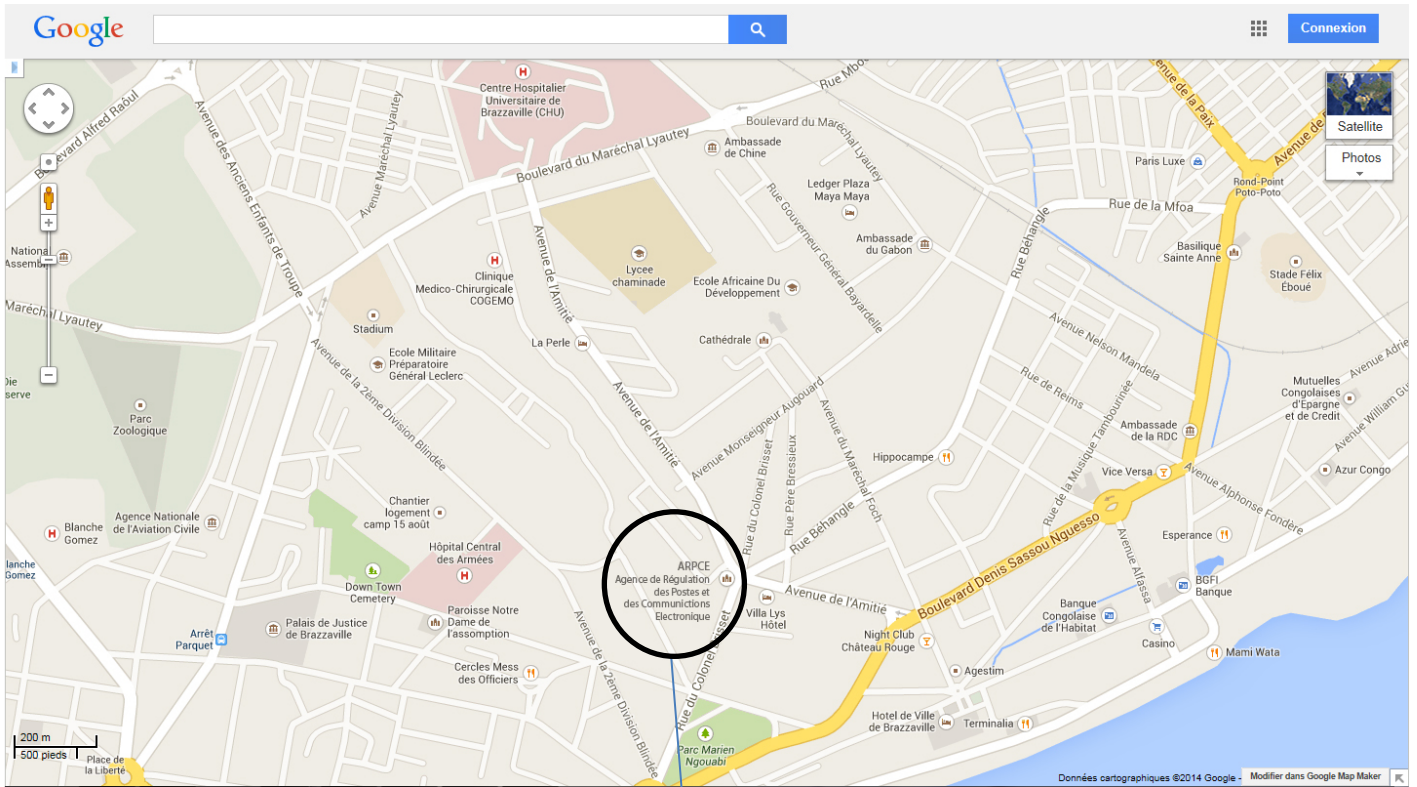
Google map localization

The following hotels are in the below map

A: La perle

B: Ledger Plaza

C: Adonis



Immeuble ARPCE

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Email: SG3RG-afr-2014@arpce.cg - Website: www.arpce.cg



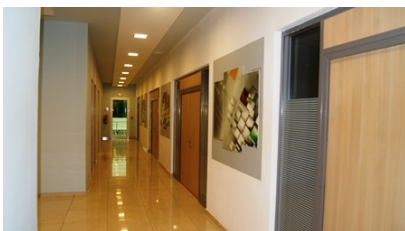
Siege ARPCE



Accueil



Salon VIP



Couloir Salle de Réunion



Salle de Réunion



Salle de Réunion



Salle de Réunion



Salle de Réunion



Salle de Réunion