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| ITU logo-07 | “ITU Regional Workshop on Bridging the Standardization Gap and Interactive Training session”Algiers – Algeria, 26 -27 - 28 September 2011 |  |

PRACTICAL INFORMATION

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| **Country Profile:** | |
| **Algeria** is situated in the north of Africa. Algeria is bordered in the northeast by Tunisia, in the east by Libya, in the west by Morocco, in the southwest by Western Sahara, Mauritania, and Mali, in the southeast by Niger, and in the north by the Mediterranean Sea. Its size is 2,381,740 sq km, and it has an estimated population of 35.7 million (2010). The area from the coast to the Tell Atlas is fertile. South of the Tell Atlas is a steep landscape, which ends with the Saharan Atlas; further south is the Sahara desert.  The Ahaggar Mountains are a highland region in central Sahara, southern Algeria. They are located about 1,500 km (932 mi) south of the capital Algiers and just west of Tamanghasset.  There are several UNESCO World Heritage Sites in Algeria including Al Qal'a of Beni Hammad, the first capital of the Hammadid empire; Tipasa, a Phoenician and later Roman town; and Djémila and Timgad, both Roman ruins; M'Zab Valley, a limestone valley containing a large urbanized oasis; also the Casbah of Algiers is an important citadel. The only natural World Heritage Sites is the Tassili n'Ajjer, a mountain range.  The capital of Algeria is Algiers Called *El-Bahdja* (البهجة) or alternatively *Alger la Blanche* due to the glittering white colour of its buildings as seen rising up from the sea, Algiers is situated on the west side bay of the Mediterranean Sea. |

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| The ITU Regional Workshop on Bridging the Standardization Gap and Interactive Training session will be held from 26 to 28 September 2011 at the:   SHERATON HOTEL  Club des Pins - Staoueli - Algiers - Algeria  Tel: (+213) 21 377 777  Fax: (+213) 21 377 610  E-mail: reservations.algiers@sheraton.com  Website: [www.sheratonclubdespins.com](http://www.sheratonclubdespins.com) |

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| **Working languages:** | |
| The workshop will be conducted in English, French and Arabic with simultaneous translation. |

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| **Delegates’ registration :** | |
| The registration and distribution of documents will start on Monday, 26th September 2011 from 8:00 a.m. | |
| **Working Hours:** | |
| The workshop will start at 9:30 am on the first day i.e. Monday, 26th September 2011. The proposed subsequent working hours are as follows: from 9:00 am to 6:00 pm. | |
| **Workshop Coordinators:** | | |
| **Mr. Slimane Djematene**  Technical Director - Workshop host Coordinator  Algiers – Algeria  Tel : +213 **21 479628**  Fax : +213 **21 233418**  Mobile: +213 661 92 61 39  E-mail: s.djematene@arpt.dz | **Mr. Faycal Medjahed**  Head of Communication, Protocol, Translation &Interpretation & international Relations Department - Workshop Coordinator  Algiers – Algeria  Tel and Fax : +213 **21 234014**  Mobile: +213 661 50 46 16  E-mail: [f.medjahed@arpt.dz](mailto:f.medjahed@arpt.dz) | |

**ITU contact person:  
Mr Venkatesen Mauree**  
Programme Co-ordinator  
Telecommunication Standardization Bureau  
International Telecommunication Union  
Tel: +41 22 730 5591  
Fax: +41 22 730 5853   
E-mail: [vijay.mauree@itu.int](mailto:vijay.mauree@itu.int)

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| **Booking of hotel rooms:** | | | | |
| Hotel bookings can be made either:  **(a)** **Via email** to **Mr. Faycal Medjahed** **(Email:** [**f.medjahed@arpt.dz**](mailto:f.medjahed@arpt.dz) ) or **(b)** directly with the hotel of your choice (see list of hotels below). In addition, delegates are requested to provide all travel information, including flight number, arrival and departure dates and times by completing and returning the “**Hotel and Delegate Information Form”** **no later than 15 September 2011,** to **Mr. Faycal Medjahed** **by Tel and fax: +213 21 234014; Mobile: +213 661 50 46 16; E-mail:** [**f.medjahed@arpt.dz**](mailto:f.medjahed@arpt.dz)**.** | | | | |
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| **List of suggested Hotels** | | | | |
| **Name & address of Hotel** | | **Telephone / Fax** | **Tariff in DA TTC**  **(For SHERATON duty-free)** | | |
| **SHERATON Hotel -5\***  meeting Venue  Boite postale 62, Club des Pins Staoueli 16101 ALGER | | TEL : + 213 21 37 77 77  FAX : + 213 21 37 77 00  Service : Wifi internet  e-mail : [reservations.algiers@sheraton.com](mailto:reservations.algiers@sheraton.com) | Classical room with garden view:  Single: 16 200 DA  Double : 19 200 DA  Classical room with sea view:  Single: 18 200 DA  Double : 21 200 DA  Club room:  Single: 24 200 DA  Double : 28 200 DA  Junior Suite:  Single: 27 200 DA  Double : 30 200 DA  Executive room:  Single: 30 200 DA  Double : 34 200 DA  Diplomatic suite:  Single: 40 200 DA  Double : 44 200 DA  Presidential suite:  142500dz  Breakfast 1800 Dinars. Lunch 2900 700 Dinars.  \* Rates quoted are net of commission, established per room per night excluding taxes. | | |
| **HOTEL HILTON - 5\***  (30 mn by car from the meeting venue)  Palais des Expositions, Pins Maritimes – ALGER | | TEL : + 213 21 21 96 96  FAX : + 213 21 21 96 94  Service : Wifi internet  Site web : [www.hilton.com](http://www.hilton.com) | * Single Room   - Sea view : 27 000 DA - Garden view :  23 000 DA   * Double Room:   -Sea vue: 31 000 DA -Garden vue: 27 000 DA  Without Breakfast = 1 700 DA | | |
| **HOTEL MERCURE - 5\***  (40 mn by car from the meeting venue)  Route de l’Université - BP 12  Bab Ezzouar – 16311 Alger | | TEL : + 213 21 24 59 70  FAX : + 213 21 24 59 10  Service : Wifi internet  e-mail : [h3173-sb@accor.com](mailto:h3173-sb@accor.com)  Site web : [www.mercure.com](http://www.mercure.com) | Single Room:   20 000 DA  Double Room:   20 000 DA  Without Breakfast = 1 700 DA | | |
| **Hotel Ibis 2\***  (40 mn by car from the meeting venue)  Route de l’université –Bab Ezzouar  BP 134, Dar El Beida 16011 ALGER | | TEL : + 213 21 75 40 40  FAX : + 213 21 75 46 46  Service : Wifi internet  e-mail : [H5682@accor.com](mailto:H5682@accor.com) | * Single Room :  10 000 DA   Without Breakfast =  1 000 DA | | |
| **Hotel Dey**  (20 mn by car from the meeting venue)  6, Rue Amar Bensamra – Hussein Dey 16040 – ALGER | | TEL : + 213 21 77 41 73  FAX : + 213 21 77 04 20  Service : Wifi internet | * Single Room : 5 500 DA * Double Room: 5 700 DA   With Breakfast | | |
| **Hotel SOFITEL 5\***  (30 mn by car from the meeting venue)  172, Rue Hassiba BEN BOUALI 16015 – ALGER | | TEL : +213 21 68 52 10  FAX : + 213 21 67 31 42  Service : Wifi internet  E-mail : [h1540@sofitel.com](mailto:h1540@sofitel.com)  E-mail : [h1540-sb@sofitel.com](mailto:h1540-sb@sofitel.com) | * Single Room :   - City view = 27 300 DA  -Garden view = 30 300 DA   * Exclusive VIP = 40 300 DA (With Breakfast) * Suite junior : 54 300 DA * Suite Senior : 71 300 DA   Without Breakfast = 2 400 DA | | |
| **Hôtel Hydra**  (20 mn by car from the meeting venue)  Bd. Ben Youcef Benkhedda (ex: Sidi Yahia) Bp.16 Bis Said Hamdine Hydra- Alger | | Tél: +213 21 54 89 42 à 44  Fax: +213 21 54 87 01 / 02  e-mail: [contact@hotelhydra.dz](mailto:contact@hotelhydra.dz)  Site Web : [www.hotelhydra.dz](http://messagerie/exchweb/bin/redir.asp?URL=http://www.hotelhydra.dz) | * Single Room : 6 300 DA * Double Room : 7 500 DA * Suite : 8 000 DA          With Breakfast  \* there will be a discount of 5% | | |
| **Hôtel El Biar :**  (20 mn by car from the meeting venue)  1, BOULEVARD DU 11 DECEMBRE 1960 - 16606 ALGER EL BIAR | | Tél: +213 21 91 60 30/25 43  Fax: +213 21 91 18 20 | * Single Room : 8 600 DA * Double Room : 9 200 DA   With Breakfast | | |
| **Hôtel Dar Diaf**  (15 mn by car from the meeting venue)  Chemin de la Redoute, Chéraga- Alger | | Tél : +213 21 36 10 10  Fax : + 213 21 36 10 11/12 | * Single Room : 8 078 DA * Double Room : 9 600 DA | | |
| **Hôtel Mazafran**  (10 mn by car from the meeting venue)  Complexe Touristique de Zéralda | | Tél : +213 21 32 00 00  Fax : +213 21 32 90 00  e-mail : [reservation@safirmazafran.com](mailto:reservation@safirmazafran.com)  Site web : www.safirmazafran.com | * Single Room :6700 DA * Double Room :7500 DA * Buffet meal, soda and water included | | |
| **Hôtel El Riadh**  (5 mn by car from the meeting venue)  Sidi Fredj, Staoueli Wilaya d'Alger | | Tél : +213 21 39 04 42  Fax : +213 21 37 71 35/36  e-mail : [hotelriadh@gmail.com](mailto:hotelriadh@gmail.com)  e-mail : [elriadh@sidifredjhotels.com](mailto:elriadh@sidifredjhotels.com) | * Single Room : 6600 DA * Double Room : 7300 DA * Meal menu: 2000 DA | | |
| **Hôtel El Marsa**  (5 mn by car from the meeting venue)  Sidi Fredj, Staoueli Wilaya d'Alger | | Tél : +213 21 37 61 61/39 19 66  Fax : +213 21 37 69 36  e-mail : [elmarsa@sidifredjhotels.com](mailto:elmarsa@sidifredjhotels.com) | * Single Room : 6 100 DA * Double Room : 7 000 DA   With Breakfast | | |
| **Transportation:** | | | |
| Transportation from the airport to the hotels and meeting venue will be provided by the ARPT to all delegates. In order to ensure airport pickup and transfer**, it is imperative that delegates return the completed Hotel and Delegate Information Form (see below)** **and all travel information, including flight number, arrival and departure dates and times by completing and returning the** “**Hotel and Delegate Information Form”** **no later than 15 September 2011,** to **Mr. Faycal Medjahed** **by fax: +213 21 234014; Mobile: +213 661 50 46 16; E-mail:** [**f.medjahed@arpt.dz**](mailto:f.medjahed@arpt.dz)**.** | | | |
| **Others** | | |
| • Local time: GMT +1.  • Weather: (Algiers): 21- 27 ° C.  • Electricity: 220v / 50Hz  • Exchange rate: the currency of Algeria is: “Algerian Dinar (DA)”, for information: 1$ = 71.62 DA / 1 € = 104.043 DA (07/06/2011).   A bank is located at the airport, as well as in the international class hotels. Banking hours are: 8:30 a.m. to 3:30 p.m.  Credit cards: Visa, American Express, Access / Master Card, Diners Club cards and travellers cheques can also be used in international class hotels. | | |
| **Visa requirements** | | | |
| Visas can be issued at any consulate or embassy of Algeria in the country of origin. **A valid passport** is required to enter Algeria. Upon request, the Autorité de Régulation de la Poste et des Télécommunications (ARPT) will provide assistance in order to facilitate delivery of visas. Participants who require a visa support letter, are requested to send their requests, **at least three weeks in advance**, to:  **Mr. Faycal Medjahed Tel. and Fax: +213 21 234014; Mobile: +213 661 50 46 16;  E-mail:** [**f.medjahed@arpt.dz**](mailto:f.medjahed@arpt.dz)**.** | | | |

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| ITU globe2 | **BSG Regional Workshop and  Interactive Training Session  Algiers (Algeria) 26 -27 - 28 September 2011** |  |
| **HOTEL AND DELEGATE INFORMATION FORM** | | |
| **Returned to ARPT** (**Fax : +213 21 234014 or E-mail:** [**f.medjahed@arpt.dz**](mailto:f.medjahed@arpt.dz) **) before 15th September 2011** | | |

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| Mr  Mrs  Ms | |  | | Administration of the State Member of the ITU |
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| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Last Name | |  | | Sector Member of ITU |
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|  | | Partner of ITU |
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|  | | Non-Member |
| Recipient of a grant  Yes  No | |
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| **Complete name and address of the administration or the organization:** | | | | |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | Tel.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |  | |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | Fax:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | E-mail:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | |
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| **Arrival date and Flight No:** | | | **Arrival time in Algiers:** | |
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| **Departure Date and Flight No:** | | | **Departure time from Algiers:** | |
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| Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |

**- In case of cancellation, please inform us by Fax: +213 21 234014 or E-mail:** [**f.medjahed@arpt.dz**](mailto:f.medjahed@arpt.dz) **) at least 24 hours in advance**