**Practical information for participants**

**1. Event venue**

**Azalai Hôtel de la plage**Rue du Consulat de France N° 870 A
Boîte Postale : 05 BP 347Cotonou

Tel: + 229 21 31 72 00

Fax: + 229 21 31 72 69

Email: hoteldelaplage@azalaihotels.com

Website: <http://www.azalaihotels.com/hotel-benin/index.html>

**2. Hotels**

Participants are responsible for meeting their accommodation costs.
**Hotel reservation must be made directly by delegates**.
However, **upon request**, ATRPT-Benin will make hotel reservations for participants who indicate their travel itinerary as well as the name of the hotel of their choice to Mr Tatian DOSSOU
(Fax: +229 21 31 00 67; Email: dtatian@atrpt.bj) and Mr Géraud-Constant AHOKPOSSI
(Fax: +229 21 31 00 67; Email: aconstant@atrpt.bj) from the ATRPT.

Arrangements will be made by the ATRPT to transport delegates from their respective hotels to the event venue. The proposed hotels are less than fifteen minutes away from the event venue.

Special rates have been negotiated by ATRPT with Azalai, Rivera, Rivoli and Benin Horizon hotels
The list of hotels is available in **Appendix 1**.

**3. Arrival and transportation to hotel**

Arrangements have been made by the host to meet delegates upon arrival at the airport and take them to their respective hotel. In order to ensure airport pick-up upon arrival and departure, participants are requested to send their travel itinerary by completing and returning the **Arrival and Transportation Form** in **Appendix 2** (see **Form 1**) to the following contacts:

|  |  |
| --- | --- |
| Mr. Tatian DOSSOUTel: +229 21 31 01 65Mobile: +229 95 54 35 26Fax: +229 21 31 00 67Email: dtatian@atrpt.bj | Mr. Géraud-Constant AHOKPOSSITel: +229 21 31 01 65 Mobile: +229 97 93 87 45Fax: +229 21 31 00 67 Email: aconstant@atrpt.bj |

**4. Formalities to enter Benin**

A valid passport is required to enter Benin.
Citizens from certain countries also require a visa, although citizens from the member countries of ECOWAS do not. These countries are: Burkina Faso, Côte d’Ivoire, Cape Verde, Gambia, Ghana, Guinea, Liberia, Mali, Niger, Nigeria, Senegal, Sierra Leone, Guinea Bissau and Togo. For citizens

of countries requiring a visa but who do not have a consular representation of Benin in their country, arrangements will be made by the ATRPT and the Immigration Service of Benin to have their visa ready upon arrival at the airport in Cotonou. In order to do so, please send your travel itinerary, full address and a clear photocopy of the first three pages of your valid passport **at least two weeks before the date of entry** to:

*Mr. Tatian DOSSOU*
Tel: +229 21 31 01 65
Mobile: +229 95 54 35 26
Fax: +229 21 31 00 67
Email: dtatian@atrpt.bj

*Mr. Géraud-Constant AHOKPOSSI*Tel: +229 21 31 01 65
Mobile: +229 97 93 87 45
Fax: +229 21 31 00 67
Email: aconstant@atrpt.bj

**5. Health**

An international vaccination certificate against yellow fever will be required upon arrival at Cotonou airport. Vaccination against hepatitis is also recommended.

**6. Currency and exchange**

The local currency is the CFA Franc, usually written FCFA. The indicative exchange rate is as follows:

**1 Euro = 655.91 FCFA**

**1 USD = 482.02 FCFA**.

Currency converter: <http://fr.exchange-rates.org/rate/USD/XOF>
foreign currency may be changed either at the airport or at the exchange bureaux in the city of Cotonou.

**7. Opening hours**

Government offices: 07:00 to 11:30 and 14:00 to 17:20 (Monday to Friday)
Shops: 08:00 to 18:00
Banks : 07:00 to 16:00 (Monday to Friday), Saturdays from 08:00 to 12:00

**8. Language**

The official working language is French.

**9. Climate**

The climate in Benin is generally hot and humid, with two heavy rain seasons (May to July and September to October). Temperatures on the coast are milder than they are in the North of the country (40°C). In July the temperature varies from 26 to 30 degrees.

**10. Local time**

Official time in Benin is one hour ahead of the Greenwich meridian (GMT +1). There is no difference between summer and winter.

**11. Telecommunications**

The country code for the Republic of Benin is +229.
5 operators: MTN, MOOV, GLO MOBILE, BBBCOM and Bénin Telecoms SA (fix and mobiles)

Mobile codes are: 64, 66, 67, 68, 90, 91, 93, 94, 95, 96, 97, 98, and 99.

A SIM card costs approximately 1.500 FCFA. It must be registered according to Benin regulations.

**12. Electricity**

Main tension is **220 Volts/50Hz.** Should you require a weaker tension, please inquire at reception.

Available sockets are the following:



**13. Water**

Although tap water is safe to drink, you may wish to drink bottled water. It can be acquired at your hotel.

**14. Contact**

For any questions, please contact:

*Mr. Tatian DOSSOU*
Tel: +229 21 31 01 65
Mobile: +229 95 54 35 26
Fax: +229 21 31 00 67
Email: dtatian@atrpt.bj

And

*Mr. Géraud-Constant AHOKPOSSI*
Tél: +229 21 31 01 65
Mobile: +229 97 93 87 45
Fax: +229 21 31 00 67
Email: aconstant@atrpt.bj

APPENDIX 1

**List of hotels**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **NAME** | **TYPE OF ROOM** | **PRICE(tax included) in FCFA** | **PRICE(tax included) in USDapprox** | **CONTACT** | **INTERNET** |
| **AZALAI HOTEL DE LA PLAGE** **Event venue** | Double + breakfast + free wifi | 74 000 | 148 | Tel:: +229 21 31 72 00 | E-Mail : cominterne.benin@azalaihotels.com[www.azalaihotels.com](http://www.azalaihotels.com)  |
| **BENIN MARINA HOTEL**(on the Airport road) : | Double (city view or sea view according to availability) + internet  | 69 500Breakfast: 9 000 | 139 Breakfast: 18 | Tel: (+229) 21 30 01 00Fax: (+229) 21 30 11 55Mobile: (+229) 97 00 76 76 | Email : info@benin-marina-hotel.com[www.benin-marina-hotel.com](http://www.benin-marina-hotel.com) |
| Bungalow + internet | 150 000Breakfast: 9 000 | 300Breakfast:: 18 |
| **NOVOTEL**(on the Airport road) | Simple + free wifi |  95 000Breakfast: 9 000 | 190Breakfast: 18 | Tel : (+229) 21 30 41 7721 30 56 74 /75Fax : (+229) 21 30 41 88 | E-mail : novotel.orisha@intnet.bjorh1826-re@accor.com |
| Suite + wifi | 150 000Breakfast: 9 000 | 300Breakfast: 18 |
| **IBIS**(on the Airport road) | Single + breakfast + free wifi  | 59 500 | 119 | Tel : (+229) 21 30 56 77Fax : (+229) 21 30 56 78 | [www.ibishotel.com](http://www.ibishotel.com) |
| Double + breakfast +free wifi | 65 500 | 131 |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **HOTEL RIVERA**(commercial area) | Simple + breakfast +wifi | 35 500(preferential rate) | 71 | Tel : (+229) 21 31 26 20(+229)21 31 83 28Fax : (+229) 21 31 83 27 | Email : hotelrivierabenin@hotmail.fr[www.hotelrivierabenin.com](http://www.hotelrivierabenin.com) |
| Double + breakfast +free wifi |
| Suite + breakfast + free wifi | 77 100 | 154.2 |
| **HOTEL RIVOLI**(commercial area) | Simple + breakfast +free wifi | 35 000 | 70 | Tel : (+229) 21 31 46 4721 31 41 8821 31 07 82Fax : (+229) 21 31 24 16 | Email : gmksaint@yahoo.com[www.rivolihotelbenin.com](http://www.rivolihotelbenin.com) |
| Simple Grand + breakfast +free wifi | 37 500 (preferential rate) | 75 |
| Double + breakfast +free wifi |
| **HOTEL DE L’ENTENTE**(on the airport way) | Standard A + free wifi | 35 500 Breakfast : 3 000 | 70Breakfast : 6 | Tel : (+229) 21 30 59 61 | Email : hotelentente@yahoo.fr |
| Standard B + free wifi | 35 500 Breakfast: 3 000 | 70 Breakfast : 6 |
| Standard C +wifi gratuit | 25 500Breakfast : 3000 | 51Breakfast : 6 |
| **HOTEL BENIN HORIZON**(city center) | Single + breakfast +free wifi | 20 500(preferential rate) | 41 | Tel : (+229) 21 30 96 84Fax : (+229)21 30 99 12 | Email : hotel@beninhorizon.com[www.beninhorizon.com](http://www.beninhorizon.com) |
| Double + breakfast +free wifi | 25 500(preferential rate) | 51 |

APPENDIX 2

**FORM 1 – ARRIVAL AND TRANSPORTATION TO HOTEL**

|  |  |  |
| --- | --- | --- |
|  | **ITU Workshop on Specific Absorption Rate (SAR) Measurement (Cotonou, Benin, 19 July 2012)** |  |
|  |  |  |
| **To ensure transfer to and from the airport, participants are requested to complete and return this form to Mr. Dossou and Mr. Ahokpossi, by 2 July 2012 at the latest by fax: 00229 21 31 00 67or by e-mail** **dtatian@atrpt.bj** **/** **aconstant@atrpt.bj**For inquiries, Tel: +229 21 31 01 65 |

Family name………………………………………………………………………………………

First name…………………………………………………………………………………………

Job Title …………………………………………………………………………………………..

Organization…………………………………………………………… Country …………..........

Telephone: …………………………………………………

Email:………………………………………………………

Hotel where you are residing:

Hotel Name ……………………………………………………………

Address …………………………………………………………

**Transportation will be provided from the airport to the hotels and to the meeting venue. Please provide your arrival and departure flight information to facilitate arrangements for transportation.**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Date of Arrival |  |  | Time of Flight Arrival |  | FLIGHT NO. |  |
| Date ofDeparture |  |  | Time of Flight Departure |  | FLIGHT NO. |  |