INFORMATION NOTE TO PARTICIPANTS

Dear participants,

The organising team is pleased to welcome you to Yaoundé for the African Girls Can Code Initiative (AGCCI) Regional Training of Trainers, the launch of the intermediate course and the strategic reflection meeting.

Bringing together participants from **14 countries**, the five-day programme will combine discussions, experience-sharing and hands-on activities to strengthen the coding skills of young African girls.

Please review the practical information below to help you prepare for your journey and stay in Yaoundé.

We wish you a pleasant trip and an enriching stay in Yaoundé.

1. Training venue and dates



The training will take place from **Monday, 30 November to Friday, 4 December 2026** at the headquarters of the Telecommunications Regulatory Agency (ART) in **Yaoundé**, Cameroon's political capital.

The training venue is located at: ART Building, Boulevard du 20 mai 1972, Yaoundé – Cameroon.

We recommend arriving in Yaoundé no later than Sunday, 29 November 2026, to allow time to settle in and rest before the training begins.

2. Yaoundé: practical information

The city of seven hills: Yaoundé is set among wooded hills at an average altitude of approximately 750 metres.

The training period coincides with the transition to the dry season, when Yaoundé generally has sunny, pleasant weather. Daytime highs typically range from 28 °C to 31 °C, with milder nights and mornings around 20 °C. Occasional late-afternoon showers are possible.

3. Lunch and coffee breaks

A **buffet lunch** and a **morning coffee break** will be provided for all participants at ART headquarters on each of the five training days.

4. Internet access

Free Wi-Fi will be available to participants at the training venue.

5. Entry visas for Cameroon

Under Decree No. 2023/147 of 2 March 2023, ordinary passport holders must apply for an entry visa to Cameroon **exclusively online** through the official portal of the Ministry of External Relations.

Visa Application Portal: https://evisacam.cm/

The process involves online pre-registration, payment of fees and processing by the relevant diplomatic or consular mission. Depending on the applicant's circumstances, an authorisation for visa issuance with a QR code or a request to attend biometric enrolment will be issued. The visa sticker is then affixed to the passport at the relevant mission or point of entry, as specified in the authorisation.

The following documents are generally required:

- Ordinary passport valid for at least six months after return;
- Scanned copy of the passport identification page;
- Recent passport photograph;
- Invitation letter;
- Round-trip ticket or flight reservation;
- International yellow fever vaccination card.

Nationals of **CEMAC** member countries (Central African Republic, Chad, Congo, Equatorial Guinea, Gabon) are exempt from these formalities and are entitled to free movement on presentation of a CEMAC biometric passport.

Malian nationals benefit from a courtesy visa issued free of charge. The application can be submitted to the Embassy of Cameroon in Dakar, either by email to **contact@ambacamdakar.org** or by submitting the application on site.

Before applying, participants should confirm the requirements applicable to their nationality and travel document with the relevant Cameroonian diplomatic or consular mission, including supporting documents, exemptions and courtesy visa arrangements.

6. Arrival and airport transfers

Participants are expected to arrive at Yaoundé-Nsimalen International Airport (IATA code: NSI). Airport transfers to and from the hotel are at participants' own expense.

The airport is approximately 20 km south of Yaoundé. The journey to the city centre usually takes 30–45 minutes but may exceed 1 hour and 15 minutes during peak periods, particularly around Mvan and Olézoa. **The indicative taxi fare is XAF 10,000**; confirm and agree the fare with the driver before departure. Use official airport taxis. For your return journey, plan to arrive at the airport at least 3 hours before your international flight, subject to your airline's instructions.

7. Currency and exchange rates

Cameroon's official currency is the Central African CFA franc (XAF, also known as FCFA), issued by the Bank of Central African States (BEAC).

The CFA franc is pegged to the euro at a fixed exchange rate: **EUR 1 = XAF 655.957.**

The rates below exclude fees and commissions. The US dollar figure is rounded from the rate published by Exchange Rates UK on 4 November 2026 and is not a guaranteed rate offered by foreign exchange providers.

- **EUR 1 = XAF 655.957** (fixed exchange rate)
- **USD 1 ≈ XAF 584** (indicative exchange rate as at 4 November 2026)

For participants using the West African CFA franc: Although they share the same name, the **West African CFA franc (XOF)** and the Central African CFA franc (XAF) are two distinct currencies.

Both currencies have the same fixed exchange rate against the euro (655.957 to EUR 1), but their banknotes are not interchangeable. XOF banknotes are not accepted for payment in Cameroon. Confirm exchange availability and applicable commissions at Yaoundé-Nsimalen airport with the relevant service providers.

Keep a small amount of XAF cash for everyday expenses, including transport and meals outside the hotel, as international credit cards are not accepted at all establishments in Yaoundé.

Currency can be exchanged at banks, authorised exchange bureaux or the airport. Use authorised providers to avoid unfavourable rates on the parallel market.

Note: *The euro exchange rate is fixed, while the US dollar rate varies daily. Check the applicable rate and any fees or commissions with the provider before exchanging currency.*

8. Accommodation

Hotel contact details are listed below. Telephone numbers are shown in local format; when calling from abroad, dial the country code **+237** followed by the listed number. Confirm rates, availability and booking arrangements directly with each establishment. Blank cells indicate contact details not provided in this list.

Hotel / residence	Telephone number	Email address
Starland Hotel	672 11 11 11	sales@starlandhotel.com
Djeuga Palace	676 56 37 26	sales@djeuga.com

Hilton Hotel	650 00 29 29 / 677 67 48 92	reservations.yaounde@hilton.com
Hotel Mont Febe	696 20 58 68	mnyuyki@gmail.com
Merina Hotel	699 89 02 21	directeur@hotel.merina.com
Congress Hotel	683 89 51 89	annelaurenguiele.chyc@gmail.com
Mundi Complex	678 78 54 00	
Boun's Hotel	695 99 50 61	reception@bounshotels.com
Micheline and Emile Residence Hotel	696 81 65 87	kouamloick4@gmail.com
United Hotel Mbankomo	677 64 08 63	info@unitedhotelsgroup.com
Hotel Suite	695 90 72 22	directeur-general@suita-hotel.com
Hotel Franco	697 82 81 36	samanthatchato@yahoo.fr
Felicia Hotel	699 75 19 25 / 694 84 93 59	reservations@feliciahotel.com
PINK FLAMINGO RESIDENCE	677 76 64 09 / 691 87 21 45	ngarose92000@gmail.com
RESIDENCE RACHOL		
THE Lagoon Club and Business	691 41 61 72	sales@lagonclub.com
LUXTRAL HOTEL	651 80 90 21	
UNITED INTERNATIONAL S.A	659 00 48 70	jean.biyo@unitedhotelinternational.com
JC PRESTIGE HOTEL		
Albatros Premium Hôtel	640 29 70 09 / 677 64 69 08	management@albatroshotel.cm

9. Vaccination and malaria prevention

- **Yellow fever**

Vaccination against yellow fever is **mandatory** to enter Cameroon, regardless of the country of origin. It is subject to systematic **control on arrival** at Douala and Yaoundé-Nsimalen airports.

Present your **international vaccination record** (yellow card) as proof of vaccination on arrival. The vaccine must have been administered at least 10 days before arrival. Protection is lifelong; no booster is required.

Before departure, check that your vaccination record is up to date and keep it with you throughout your journey for inspection when required.

This general information does not replace medical advice. If vaccination is contraindicated, consult a healthcare professional and confirm the applicable entry conditions and supporting documentation with the Cameroonian authorities.

- **Malaria**

In Cameroon, as in the whole of Central Africa, **malaria is transmitted all year round**, including in Yaoundé.

Participants are encouraged to take the following precautions:

- Consult a doctor or travel health clinic before departure for advice on preventive measures and, where appropriate, antimalarial medication;
- Reduce exposure to mosquito bites by using insect repellent, wearing clothing that covers the skin in the evening and choosing a room with a mosquito net or air conditioning;
- Seek medical advice promptly if you develop a fever during your stay or after returning home, and mention your travel to Cameroon, as malaria symptoms may appear after an infected mosquito bite.

10. Electricity and plug types

The electricity supply is 220 V at 50 Hz. Power sockets are mainly **types C and E**.

11. Cameroon at a glance

- **Location**: Cameroon is in Central Africa, with a coastline on the Gulf of Guinea and borders with Nigeria, Chad, the Central African Republic, Congo, Gabon and Equatorial Guinea.
- **Area and population**: Cameroon covers approximately 475,442 km² and has an estimated population of more than 29 million people.
- **Capitals**: Yaoundé is the political and administrative capital of Cameroon. Douala is its economic capital and its most populous city.
- **Official languages**: English and French.
- **Phone code**: From abroad, dial +237 followed by the local number.
- **Emergency numbers**: police: 17 from a landline or 117 from a mobile phone; fire brigade: 118.
- **Time zone**: UTC+1.

12. Organising team contacts

For questions about your participation or stay, please contact the organising team:

☐ **Mr. Serge Valery ZONGO, Programme Officer**

- Mobile phone (Cameroon): +237 694 32 10 01
- Email: serge.zongo@itu.int

☐ **Mrs. Brigitte KAPTUE, Administrative Assistant**

- Mobile / WhatsApp: +237 677 52 58 21
- Email: brigitte.kaptue@itu.int

We look forward to seeing you very soon in Yaoundé!