

*SUBREGIONAL CONFERENCE ON THE DEVELOPMENT OF DIGITAL ECONOMY*  
*YAOUNDE, 23 - 25 MAY 2018*

**Practical information for participants**

**Venue of event**

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The Conference will take place from 23 to 25 May 2018, at the Conference Centre of Yaounde, located at the address below:



Tel: +237 222 21 27 40 / 222 20 12 18  
Fax: +237,222 21 03 94  
P.O. Box 5459 YAOUNDE - CAMEROON  
URL: [www.palaiscongresyaounde.com](http://www.palaiscongresyaounde.com)

## **Working hours**

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The registration of participants will be done on line at the below address <http://www.itu.int/en/ITU-D/Regional-Presence/Africa/Pages/default.aspx> and the handover of badges will take place at the venue of the meeting, on 23 May 2018 from 09:00 am. The opening session will begin at 10 am. The working hours will run from 8:30 am to 6:30 pm.

## **Booking of hotels**

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Participants are advised to book their hotel by phone, fax or e-mail, directly with the different hotel of their choice (ranges from 5 to 3 stars), by providing a copy to the contact persons of the organisation (see contact below). We will like to inform you that a medium of transportation, from the airport to the different hotels and from the hotels to the venue of the meeting, will be provided only to delegates who must have booked in one of the officially recommended hotels.

## **Presentation of Yaounde**

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The “Seven hills city” is the political capital of Cameroon. With over 2.8 million inhabitants in 2018, it is, after Douala, the second most populated city of this country in Central Africa.

Head town of the Centre Region and of the division of Mfoundi, Yaounde is home to the most important institutions of Cameroon. The local inhabitant has nicknamed the city “Ongola or Ngola”, stemming from the former name of the capital of Cameroon, Ongola, which means “fence” in the ewondo language and referred to the wall of the former German post<sup>3</sup>.

Located at an altitude of 750 metres, the city of Yaounde has the following geographical coordinates latitude: 3° 52’ 12 North and longitude: 11° 31’ 12 Est.

In February 1888, a first German team came with Lieutenants Kund and Tappenbeck as learders. While moving southward-Nachtigal from Grand-Batanga, they saw people planting groundnuts in this hilly area, they therefore ask them where they were from. The farmer replied that they were from Mia wondo, those who plant groundnut, an expression that the Germans perceived and translated as Jaundo or Jaunde 6 (Yaoundé). This explanation on the origin of the name of the city is however, despite it popularity, not proven, because Kund and Tappenbeck were making a difference between the landscape or the country “Jaunde” and the post that they named “Jeundo”. It is only during the period of Georg August Zenker (December 1889 - May 1895) that the name “Jaunde” became common in German colonial administrative texts.

## List of recommended hotels

### Hilton hotel \* \* \* \* \*



Standard room:	CFA F 120,000
Superior room:	CFA F 170,000
Executive suite	CFA F 473,500
Junior suite:	CFA F 407,900
Presidential suite:	CFA F 1,080,000

All taxes and breakfast included

Distance to the event venue: 5.3km

Duration: 11 minutes

Free and available shuttle between the Yaounde Nsimalen airport and the hotel. Kindly make a request by providing your arrival and departure time.

Tel : +237 222 23 36 36 E-mail: [reservation.yaounde@hilton.com](mailto:reservation.yaounde@hilton.com) [www.hilton.com](http://www.hilton.com)

### Hotel Mont febe \* \* \* \* \*



Standard room:	CFA F 65,000
Executive room:	CFA F 81,500
Junior suite:	CFA F 125,000
Senior Suite:	CFA F 175,000

A visitor tax of CFA F 4.770 is applied per night in the

Distance to the event venue: 4km

Duration: 07 minutes

Free and available shuttle between the Yaounde Nsimalen airport and the hotel. Kindly make a request by providing your arrival and departure time.

Tel : +237 222 21 40 02 E-mail: [reservation@hotel-montfebe.com](mailto:reservation@hotel-montfebe.com) [www.hotel-montfebe.com](http://www.hotel-montfebe.com)

### Djeuga Palace hotel \* \* \* \* \*



Single or Twin Comfort Room:	CFA F 118,000
Junior suite:	CFA F 213,000
Senior Suite	CFA F 273,000
Buffet at breakfast	CFA F 9,500

A visitor tax of CFA F 4.770 is applied per night in the room

Distance to the event venue: 4.6 km

Duration: 10 minutes

Available shuttle between the Yaounde Nsimalen Airport and the hotel, tariff to be negotiated during the booking process.

Tel : +237 222 22 46 46 E-mail: [reservation@djeuga.com](mailto:reservation@djeuga.com) [www.djeuga.com](http://www.djeuga.com)

### Hotel la Falaise \* \* \* \* \*



Type of room	Tariff without breakfast (in CFA F)	Tariff with breakfast (in CFA F)
Standard	79,000	84,000
Superior	89,000	94,000
Twin	89,000	94,000
Suite	114,000	119,000

Distance to the event venue: 4.6 km

Duration: 12 minutes

Available shuttle between the Yaounde Nsimalen Airport and the hotel, price is CFA F 15 000 per trip.

Tel: +237 222 22 06 16 [www.lafalaisehotels.com](http://www.lafalaisehotels.com) Email : [reservations@lafalaisehotels.com](mailto:reservations@lafalaisehotels.com)

### Hotel Franco \* \* \* \* \*



Simple Small Room:	CFA F 45,000
Standard room:	CFA F 75,000
Standard room with twin bed:	CFA F 95,000
Suite :	CFA F 125,000

Buffet breakfast included.

Distance to the event venue: 4.2 km

Duration: 10 minutes

Available shuttle between the Yaounde Nsimalen Airport and the hotel, tariff to be negotiated during the booking process.

Tel : +237 222 20 13 07 E-mail: [hotelfranco@gmail.com](mailto:hotelfranco@gmail.com) [www.hotelfranco.cm](http://www.hotelfranco.cm)

### Congress Hotel \* \*



Type 1 room:	CFA F 40,000
Type 2 room:	CFA F 45,000
Type 3 room:	CFA F 70,000

Distance to the event venue: 1.1 km

Duration: 03 minutes

Tel: +237 243 59 56 70 E-mail : [contact.chic@gmail.com](mailto:contact.chic@gmail.com)

### Hotel Jolly Guest Quarter \* \* \* \* \*



Simple room: CFA F 69,770 taxes inclusive Distance to the event venue: 5km  
 Junior suite: CFA F 79,770 taxes inclusive  
 Senior Suite: CFA F 114,770 taxes inclusive Duration: 11 minutes  
 Breakfast included. No shuttle available

Tel: +237 691 23 24 28 / 222 22 40 61 / 6 99 41 16 58 Email : [info@jullyguest.com](mailto:info@jullyguest.com)

### Hôtel AZUR \*\*\*



Standard room: CFA F 35,000 Distance to the event venue: 1.8 km  
 Comfort room 1: CFA F 55,000 Duration: 5 minutes  
 Comfort room 2: CFA F 65,000  
 suite : CFA F 150,000  
 Breakfast included. Available shuttle between the Yaounde Nsimalen Airport and the hotel, price is negotiable between CFA F 10 000 and 20 000 per trip.

Tel: +237 656 15 49 61 / 654 97 72 69 / 222 21 16 40 Email : [hotafric2001@yahoo.fr](mailto:hotafric2001@yahoo.fr)

### MEUMI PALACE \*\*\*



Single room: CFA F 35,000 Distance to the event venue: 3.2 km  
 Flat with 1 room, 1 living: CFA F 45,000  
 Flat with 2 rooms, 1 living: CFA F 55,000  
 Flat with 3 rooms, 1 living: CFA F 70,000  
 Junior suite: CFA F 75,000 Duration: 10 minutes  
 Senior suite: CFA F 85,000  
 Prestigious suite: CFA F 75,000  
 Breakfast included. The visitor tax stands at CFA F 1,000 per day. Available shuttle between the Yaounde Nsimalen Airport and the hotel, from six (06) persons.

Tel: +237 694 02 01 65 / 699 68 88 32 Email : [neumipalace@yahoo.fr](mailto:neumipalace@yahoo.fr) [www.leshotelsmeumi.com](http://www.leshotelsmeumi.com)

### PRESTIGE HOTEL \*\*



Standard room: CFA F 29,500 Distance to the event venue: 6.5 km  
 Flat with 01 room, 01 living: CFA F 35,000  
 Standard room, 2 beds: CFA F 38,500 Duration: 14 minutes  
 Breakfast included. Shuttle not available

Tel: +237 222 22 60 55/222 22 60 39 Email : [info.prestigehotel@yahoo.fr](mailto:info.prestigehotel@yahoo.fr)

### YAAHOT HOTEL \*\*\*



Standard room: CFA F 35,000 Distance to the event venue: 4 km  
 Junior suite: CFA F 45,000 Duration: 9 minutes  
 Suite : CFA F 60,000  
 Shuttle not available  
 Breakfast included. The visitor tax stands at CFA F 2,000 per day

Tel: +237 651 08 14 39 / 671 48 53 53 Email : [info@yaahot.com](mailto:info@yaahot.com) [www.yaahot.com](http://www.yaahot.com)

### HOTEL DES DEPUTES \*\*\*



Standard room: CFA F 43,000 - 48,000 Distance to the event venue: 5.3 km  
 Junior suite: CFA F 53,000 - 58,000 Duration: 12 minutes  
 Senior Suite: CFA F 78,000  
 Shuttle not available  
 Breakfast CFA F 4,900.

Tel: +237 6 79 52 86 36 The visitor tax is included in the price of the rooms

### HOTEL LE DIPLOMATE\*\*



Standard room: CFA F 23,000 Distance to the event venue: 1.5 km  
 Junior suite: CFA F 32,000 Duration: 4 minutes  
 Senior Suite: CFA F 33,000  
 Shuttle not available  
 Breakfast included.  
 The visitor tax stands at CFA F 500 per day

Tel: +237 6 99 05 53 03 / 6 77 88 31 74 Email : [hotellediplomatchd@gmail.com](mailto:hotellediplomatchd@gmail.com)

## Procedure for obtaining visas

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A visa is mandatory to enter Cameroon. It is issued by the diplomatic missions or consular posts abroad. However, it is possible to obtain a visa from the airport for visitors from countries where Cameroon does not have a diplomatic mission. A valid passport is required to enter Cameroon.

The following documents are required:

- a currently valid passport;
- a to and fro flight ticket;
- an international certificate of vaccination (yellow fever);
- an invitation letter.

The visa fees stand at CFA F 50,000 for holders of ordinary passports. Holders of service and diplomatic passports are exempt from visa fees.

To ease the granting of visa in Cameroonian airports, participants in the Conference must make the request to the designated focal points of the Ministry of Posts and Telecommunications or to the representative of the ITU area office for Central Africa and Madagascar to the contacts specified in this document.

## Telephone operators

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The delegates can subscribe a service pack with mobile telephone operators. A valid passport is the prior document for subscription. The costs of this operation vary depending on the operator and desired pack. **The 3G/4G services are available.**



**Camtel** : Cameroon Telecommunications is the Cameroon Public Telephone Operator.



**Orange Cameroun** : Subsidiary of the French multinational company Orange



**MTN Cameroun** : Subsidiary of the South-African multinational



**VIETTEL Cameroun** : also known as NEXTTEL

## Transportation of participants

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The transport of participants will be done at arrival and departure to the airport, as well as from recommended hotels to the venue of the meeting and vice-versa. Please note that any delegate/participant residing out of the recommended hotels will personally take care of his transportation from the hotel of residence to the venue of the meeting and vice-versa.

Various vehicles are provided for lease in the international airports and down town (Yaounde and Douala). Taxi fees are also available at variable rates according to the following cases:

- At day (from 5 am in the morning to 10 pm in the evening) : if you are alone on-board (hired drop : CFA F 2,000, taxi on hire : CFA F 2,500/hour) or dropping together with other passengers (CFA F 250) ;
- At night (from 10 pm in the evening to 5 am in the morning) : if you are alone on-board (hired drop : CFA F 2,500, taxi on hire : CFA F 3,000/hour) or dropping together with other passengers (CFA F 300) ;
- Daily rental: over-the-counter negotiation.

## Currency

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Commercial transactions are done solely in CFA francs. The foreign currencies that are easily convertible into CFA francs are the dollar (US\$) and Euro (€). Credit cards (Visa, Master Card) are also accepted in some hotels.

1 Euro = 655.957 XAF

1 USD = 534.303 XAF on 21 March 2018

## Climate

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At time and at a specific area, it is difficult to predict the weather in Yaounde.

However, according to weather forecast, the month of May is wet with a temperature that varies from 22°C to 30°C and with a pluviometry of 248 mm over 30 days.

In the morning, the thermometer goes down to 21°C. During the day, it could increase to 24°C, and in the night, it could drop to 20°C.

Don't forget your rain protective clothing!

Considering climatic uncertainties, this information could turn out to be the contrary.

## Security

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Yaounde is known for the organisation of major conference and has a very low rate of insecurity for travellers. However, just like in any major city, it is important to take precautions for your personal safety and use your common sense all the time.



Consequently, delegates must make use of their common sense with regard to safety precautions and should not go out in commercial and tourist area alone without a trustworthy local guide

In the event of security incident, the visitors must call the **police** at 117 and 1500, and the the **Gendarmerie** at 113. The **fire-fighters** can be contacted at 118.

A security post will be installed at the site of the event.

## Prohibitions

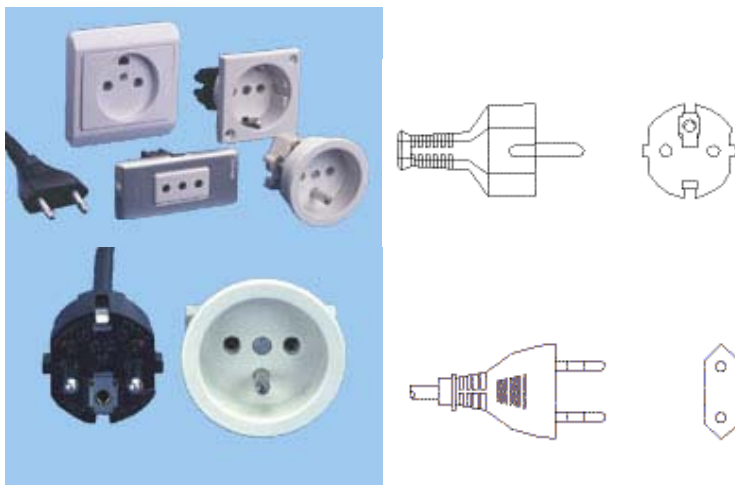
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- No prohibition.

## Electricity

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The power/voltage of the alternative current in Cameroon is 220V, with a frequency of 50Hz. The majority of electric sockets are of the format below with two entries.



## Services available for participants during the event

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### Venue of the meeting:

A free Internet access will be available in the meeting room.

### Medical assistance:

Mild climate, good health situation, controlled level of hygiene, there is no special risk of contracting diseases. Hospital infrastructures are modern and there are efficient medical possibilities.

## Flight, health and Insurance

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- **Flights**

Some teams will be deployed at the Yaounde Nsimalen and Douala international airports to welcome the delegates.

Kindly note that the final destinations are the Yaounde NSIMALEN International Airport (NSI) located at 18 kilometres from the city of Yaounde. Passengers that would come from Douala (located at 250 km from Yaounde) should inform the contact persons for them to facilitate (at the expense of the traveller) the activities of the reception service.

Everyday, the national air company Camair-Co services the cities of Yaounde and Douala. The flight programme can be consulted on the link below: <http://www.camair-co.cm/CM/fr/horaireVols>

- **Certificate of Vaccination against Yellow Fever**

In a bid to comply with the International Health Regulation, an valid International certificate of vaccination is required.

**It is worth specifying that any expense related to the inoculation of vaccine against yellow fever to any traveller entering the Republic of Cameroon, will be borne by the latter.**

**A health post will be installed at the site of the event.**

- **Insurance**

The delegates are personally responsible for their insurance, in the event of personal injury, of medical emergency and lost of luggages and currencies.

## General Information

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President	H.E. Paul BIYA.
Prime Minister	YANG PHILEMON
Minister of Posts and Telecommunications	Mrs Minette LIBOM Li LIKENG
Surface area	475,000 km <sup>2</sup>
Population	22 million
Political capital	Yaounde
Economic Capital	Douala
Official languages	French and English
Phone code	+237
TLD Internet	.cm
Time Zone	GMT+1



## **CONTACT PERSONS**

### **1. REPRESENTATIVE OF THE ITU AREA OFFICE FOR CENTRAL AFRICA AND MADAGASCAR**

**Jean-Jacques MASSIMA LANDJI**

Tel.: +237 222 22 92 91 /92

Email : [itu-yaounde@itu.int](mailto:itu-yaounde@itu.int)

### **2. MINISTRY OF POSTS AND TELECOMMUNICATIONS**

**NNEMETE BEYEME FRANCOIS JOSEPH**

Tel: +237 696 73 94 67 / 654 71 87 35

Email: [wyllies\\_nnemete@minpostel.gov.cm](mailto:wyllies_nnemete@minpostel.gov.cm)

**ONAMBELE NGUINI FRANCOIS JOSEPH**

Tel: +237 699 84 79 27 / 677 84 94 35

Email: [onambelefrancois@yahoo.fr](mailto:onambelefrancois@yahoo.fr)

**KEVIN ABOUEM**

Tel: +237 696 12 92 40 / 655 01 08 73

Email: [abouemk@minpostel.gov.cm](mailto:abouemk@minpostel.gov.cm)

**We wish a hearty welcome to all delegates and a pleasant stay in Cameroon.**