

INFORMATION NOTE

A. WORKSHOP VENUE: **AZALAI HOTEL ABIDJAN MARCORY**
TEL: 00 225 21 22 25 55
FAX: 00 225 21 22 25 50

B. COORDINATORS

Coordinator ARTCI :

Mme Régina Fleur A. BESSOU

Directrice de la Coopération Internationale

Email: bessou.regina@artci.ci;

Tel : +225 20 34 42 65

Fax : +225 20 34 43 75

Coordinator .I.T.U :

Mme Anne Rita SSEMBOGA

Chargée de programmes,

Bureau de zone de l'UIT pour l'Afrique Australe

Email: anne.rita.ssemboga@itu.int;

Tél: +263 4775939/40/41

Fax : +2634771257

C. REGISTRATION AND WORK HOURS: Registration of participants and distribution of documents will take place on 6th May 2019 at 8:30 a.m. at AZALAI Hotel.
The opening session will begin at 9 am. The proposed working hours will be as follows: 9:00 am to 5:00 pm (local time) and may be subject to change.

D. ENTRY VISA FORMALITIES: The objective is to organize and facilitate the reception of participants. Entry to Côte d'Ivoire is subject to presentation of a valid passport, a letter of invitation (when an entry visa is required) and an international vaccination certificate. Participants are advised to contact the Embassy of Côte d'Ivoire in their country to find out if they require an entry visa to the country.

However for participants who do not have this possibility, the visa could be granted upon arrival in Abidjan. In this case, they must inform the focal point of Côte d'Ivoire so that arrangements can be made. In this respect, it will be recommended to provide a photocopy of the valid passport. Other travel documents may be requested depending on the participant's country of origin.

E. DETAILS OF ARRIVAL DATES AND TRANSPORTATION : For a good organization of transport to the hotels and the venue of the meeting, delegates are requested to send the details of their flights to the workshop coordinator with a copy to ITU, at least two weeks before beginning of the meeting. It will be organized transportation of participants from the airport to the chosen hotel, as well as from the hotel to the airport.

F. HOTEL RESERVATION: It is recommended that participants make their own hotel reservation, by fax or email, and send a copy of this hotel reservation to the workshop coordinator. The booking form and the list of selected hotels are attached. Reservation forms must indicate the day and time of arrival and departure and must be sent to the chosen hotel as soon as possible.

G. LIST OF HOTELS IN MARCORY-ABIDJAN AREA, CLOSE TO THE MEETING SITE

HOTELS	ROOM TYPE	PRICE (in XOF)	OTHERS INFORMATION
Ibis Abidjan Marcory (3*) à 05 minutes du site de la réunion Bd V. Giscard d'Estaing Abidjan 01 Tel : 00 225 21 75 63 00 Fax: 00 225 21 35 89 10 H0667@accor.com	Standard	71 000	Breakfast included Wifi available Shuttle available
Hôtel Azalai (3*) Site de la réunion Abidjan, Marcory, Bld VGE Tel : +225 21 22 25 55 reservationsaha@azalaihôtels.com	Standard	104 000 / 174 000	Breakfast included Wifi available Shuttle available
	Superior	114 000 / 184 000	
	Executive	129 000 / 199 000	
Hôtel Hibiscus (2*) 10 minutes du site de la réunion Abidjan - Marcory Tel : 00 225 77 64 03 70 21 26 72 66 Fax : 00 225 41 14 08 70 Email: hotelhibiscus@yahoo.fr.ci	Standard	25 000	Breakfast included Wifi available Shuttle not available

H. OTHERS:

- **Currency exchange:** Ivory Coast is member of XOF zone of the Bank of West African States. 1Euro = 656 XOF and 1Dollar = 604 XOF / USD. Banks are open every working day from 9 am to 3 pm, from Monday to Friday. All credit cards are acceptable.
- **Climate:** The climate is hot during the month of May and temperature varies between 25 ° C and 33 ° C.
- **Electricity:** The voltage is 220 Volts on the distribution network of Energy Ivory Coast.
- **Water:** Running water is safe, however, it is recommended to use bottled mineral water.
- **Interpretation:** The workshop will be held in French and English. An interpretation service will be provided by Ivory Coast.
- Transportation of delegates from the proposed hotels to the meeting venue.