



**ITU Arab Centres of Excellence Training
Workshop on
"Project Management For ICT
Implementation"**

**Khartoum - Sudan, 1-3 December
,2014**



Information for participants

VENUE OF THE TRAINING

The training will be held from **1-3 December ,2014** in the premises of the **SUDATEL Telecommunication Academy (SUDACAD)** at the following address:

Mohamed Khair Street, Khartoum South, Khartoum, Sudan.

P.O.Box: 5009.

Tel: +249-183481888.

e-mail: info@sudacad.sd.

Website: www.sudacad.sd

COORDINATORS

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REGISTRATION AND WORKING HOURS

The registration of the participants and distribution of documents will take place in the Training venue on 1st of December 2014, at 08:00 hrs. The opening session will start at 09:00 am. Working hours are from 09:00 to 17:00

HOTEL RESERVATION

Kindly be advised that it is recommended for participants to reserve their hotel accommodations via telephone, fax or E-mail, directly with the hotels of preference (ranging from 5 to 4 stars). Please be aware of the fact that the transportation between the hotels and the airport and between the hotels and the venue will be provided only for delegates who are staying in the official recommended hotels.

List of Recommended Hotels

Alsalam Rotana Hotel * * * * *	
Single room	\$ 180 (with breakfast)
Double room	\$ 200 (with breakfast)
Tel : + 249 187 007777	
Fax : + 249 187 007788	
www.rotana.com	E-mail: sales.alsalam@rotana.com
Holiday Villa Hotel * * * * *	
Single room	\$ 142 (with breakfast)
Double room	\$ 166 (with breakfast)
Tel : + 249 183 774039	
Fax : + 249 183 773961	
www.holidayvillakhartoum.com	E-mail: reservation@holidayvillakhartoum.com
Kanon Hotel * * * * *	
Single room	\$ 130 (with breakfast)
Double room	\$ 150 (with breakfast)
Tel : + 249 183 595959	
Fax : + 249 183 595555	
www.kanonhotel.com	E-mail: sales@kanonhotel.com
Regency Hotel * * * * *	
Single room	\$ 95 (with breakfast)
Double room	\$ 120 (with breakfast)
Tel : + 249 183 775970	
Fax : + 249 183 779087	
www.khartoumregencyhotel.com	E-mail: info@khartoumregencyhotel.com

VISA PROCEDURE

A valid passport is required to enter Sudan. In this case, participants are strongly advised to seek information on requirements applicable in their case from the Sudanese Embassy / Consulate in their home countries **at least 15 days prior to the trip**.

In case there is no Embassy or Consulate of Sudan in your country, it is recommended to send, **at least two weeks before the training** a clear scanned copy of your passport to the Training Coordinator to order to assist in issuing your visa.

The following documents are required:

- Valid passport.
- A round-trip airline.
- Hotel booking in your name or in the name of the person with whom you will be staying, including the address/phone number of your place of stay.
- Confirmation of registration for the event.
- If applicable, invitation letter received from country of the venue.

TRANSPORTATION FOR PARTICIPANTS

Transfers to and from Khartoum Airport and official hotels will be provided to participants who have provided their flight details through the identified channels. They will be greeted on arrival by an authorized representative in the arrival hall of the airport who, in addition to welcoming, may assist them upon their arrival to solve any problems.

SUDACAD will provide guidance for transportation between the recommended hotels and the venue of the training.



CURRENCY

The official currency is the **Sudanese Pound (SDG)**.

Visa, American Express, Access/MasterCard, and Diners Club cards can also be used.

American dollars are **NOT ACCEPTED** for payment. Foreign currencies may be changed into Sudanese Pounds at banks or private exchange offices. Most banks are open from Sunday until Thursday, from 8.30 to 14.00.

The exchange current rates in Sudan as of August 2014 are as follows:

 Dollar	5.6 SDG
 Euro	7.5 SDG

CLIMATE

Winter starts in December and lasts up to March, and the weather is beautiful to moderate, dry. Approximate temperatures will vary between 35-25 degrees Celsius.

SECURITY

Khartoum is a venue for major conferences and presents a low risk to business travelers. However, as with travel to any major city, it is important to take responsibility for your personal safety and exercise common sense security precautions at all times.

Delegates should observe common sense security precautions and not venture outside the main business and tourist areas unless accompanied by a trusted local guide. For any security incident, visitors should contact the police on 999.

PROHIBITIONS

- **Customs and traditions**
 - Alcohol is not allowed.

ELECTRICITY

AC power voltage in Sudan is 220 V, frequency 50Hz. Most electrical outlets are British standard both 2 and 3 outlets.



SERVICES AVAILABLE FOR PARTICIPANTS DURING THE TRAINING

Communication Center:

Internet Access free of charge will be available at the event meeting room.

Medical Assistance:

Emergency and urgency medical assistance will be provided free of charge within the premises where the workshop will take place. Nevertheless, it is advised to take out international travel insurance to cover any medical expenses in case of medical treatment.

GENERAL INFORMATION

General Information about the Sudan:

Government	Federal dominant party presidential republic
King/president	H.E. Omar Hassan Ahmad Al-Bashir
Prime Minister	
Area	1,886,068 km2
Population	30,894,000
Capital	Khartoum
Official Language	Arabic
Country Code	+249 / .sd
Time Zone	GMT+3