**GENERAL INFORMATION FOR PARTICIPANTS**

**Event venue**

Le Palace Hôtel
Complex Cap Gammarth
Les Côtes de Carthage
BP 86
2078 La Marsa – Tunisia

Tel : + 216 71 91 20 00

Fax: + 216 71 91 14 42 / + 216 71 91 19 71

URL : <http://www.lepalace.tn>

**Contact person for logistics**

Ms. Ikram Gabsi
Email: Our contact person at ‘Le Palace’ hotel is :

 Ms. Ikram GABSI, Sales executive

T. +216 71 912 000/M. +216 58 444 678/F. +216 71 911 442/e-mail : gabsi.ikram@lepalace.tnTelephone: + 216 58 44 46 60

**Local host contact:**

Ms. Rakia BACCOUCHE
Email: r.baccouche@aicto.org

Telephone: +216 71 789 241 or +216 97 49 44 40

**Hotel Accommodation**

Participants will be responsible for meeting their accommodation costs. A list of suggested hotels in Tunis can be found in **Appendix I** of this document. Participants are requested to book their hotel rooms directly with the hotel of their choice. Airport pick-up will be provided to all participants upon arrival and departure.

**Transportation**

Transportation will be provided by ‘AICTO’ to all participants at no cost upon arrival and departure and to the meeting venue. In order to ensure airport pick-up upon arrival and departure, participants are requested to complete and return the Airport Transfer Form in **Appendix II** to the local host contact: Ms. Souhir Berguiga; Email: s.berguiga@aicto.org ;
Telephone: +216 71 284 187 or +216 +216 98 66 55 49, indicating their flight details and their choice of hotel accommodation, **as soon as possible**, **and no later than 24 January 2014 at noon.**

**Information about the country**

A travel guide as well as detailed information about Tunisia can be found at the following address: <http://www.planetware.com/tunisia-tourism-tun.htm> .

**Weather**

Days with some rainfall. Approximate temperatures vary between 6-15 degrees Celsius.

**Time zone**

GMT + 1

**Banking facilities**

1 Euro = 2,2454 TND (approx); 1 US$ = 1,6395 TND (approx). Banks are opened Monday till Friday from 08:00 to 16:00. Credit cards such as Visa, American Express, Access/Master Cards and Diners Club can also be used.

**Electricity (voltage used)**

220V/50Hz

**Local Host Focal Point:**

Ms. Rakia Baccouche Email: r.baccouche@aicto.org

M.: +216 97 49 44 40

APPENDIX I **- List of hotels**

Please reserve your hotel accommodation directly with the hotel of your choice. To ensure airport pick-up upon arrival and departure, participants are requested to complete and return the Airport Transfer Form in **Appendix II** to the local host contact: Mrs Souhir Berguiga;

Email: s.berguiga@aicto.org ; Telephone: +216 71 284 187 or +216 98 66 55 49 indicating their flight details and their choice of hotel accommodation, as soon as possible.

|  |  |  |
| --- | --- | --- |
| **Hotel** | **Phone / Fax / Contact Person** | **Rate** |
| Le Palace Hôtel Complex Cap GammarthLes Côtes de CarthageBP 86 2078 La MarsaTunisiaURL : <http://www.lepalace.tn>(Note: This hotel is also the meeting venue) | Tel : + 216 71 91 20 00Fax: + 216 71 91 14 42 /  + 216 71 91 19 71**Contact person:** Ms Ikram GABSIEmail: thalasso@lepalace.tnTel : +216 71 91 20 00Fax : +216 71 91 14 42 / + 216 71 91 19 71 | SGL : TND 155 Breakfast includedDBL : TND 180 TD Breakfast included |
| “Les Ambassadeurs” hotel75 Avenue Taieb M’hiri, 1002Le Belvédère | **Contact person:**Mr. Ghazi Ben Othman**ambassadeurs@topnet.tn**T. +216 71 788 011  | 130 TND Breakfast included |
| Diplomat HotelAvenue Hédi ChakerBP 166/1002 Tunis-BelvédèreURL: <http://www.diplomat-hotel-tunis.com>  | **Contact person:**Mrs Amel Bouargoub AjmiEmail: diplomat.hotel@planet.tn Tel: +216 71 78 52 33Fax: +216 71 78 16 94 | 120 TND Breakfast included |

APPENDIX II

 **AIRPORT TRANSFER FORM**

*To ensure transfer to and from the airport, participants are requested to
 complete and return this form to the local host contact: Mrs Souhir Berguiga;
Email: s.berguiga@aicto.org ; Telephone: +216 71 284 187 or +216 98 66 55 49 indicating their flight details and their choice of hotel accommodation,* ***as soon as possible****,* ***and no later than 24 January 2014 at 12.00 (GMT+1)***

*Family name    -------------------------------------------------------------------------------------*

*First name*     ----------------------------------------------------------------------------------------

*Address*    ---------------------------------------------   *Tel: -----------------------------------*

*----------------------------------------------------------------   Fax: ----------------------------------*

*---------------------------------------------------------------   E-mail:* -------------------------------

***Name of Hotel*** *----------------------------------------------------------------------------------------*

*------------ single/double room(s)* ***at preferential rate***

***from\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_        to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

*Date* ----------------------------------  *Signature*        -----------------------------------------------

**TRANSFER INFORMATION**

**Transportation will be provided from the airport to the hotels and to the meeting venue.**

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