****

**Practical information for participants**

**1. 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>

**2. Contact person for hotel logistics**

Mr Mortadha Trabelsi
Email: it@lepalace.tn
Telephone: + 216 58 44 46 60

**3. Hosting organization overall contact point:**

Ms Rim Belhassine-Cherif;
Email: Rim.Belhassine-Cherif@tunisietelecom.tn;
Telephone: +216 98 60 25 80

**4. Contact person for visa support**

Ms Saida Mouelhi
Email: Saida.Mouelhi@TunisieTelecom.tn

Tel: +216 70 30 28 63

**5. Visa Formalities**

A valid passport is required to enter Tunisia. Visas can be issued from any Consulate or Embassy of Tunisia in your country of origin.

Participants, who require visa support from the host country to facilitate their entry into Tunisia, are requested to complete and return the Visa Support Form in **Appendix III** to the local host contact mentioned in form, indicating their passport information and fax number, **as soon as possible, and no later than 12 April 2014.** Please be aware that visa approval might take time so kindly make your request for the invitation letter as soon as possible.

**6. Hotel Accommodation**

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.

**7. Transportation**

Transportation will be provided by Tunisia Telecom 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: *Mr. Riadh Baghdadi; Email:* *Riadh.Baghdadi@tunisietelecom.tn**;* ***Telephone:* *+216 71 105749****,* indicating their flight details and their choice of hotel accommodation, **as soon as possible**, **and no later than 25 April 2014.**

**8. 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> .

**9. Weather**

Days with some rainfall. Approximate temperatures vary between 16-25 degrees Celsius.

**10. Time zone**

GMT + 1

**11. Banking facilities**

Exchange rate 1 TND = 0,460 Euro (average). 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.

**12. Electricity (voltage used)**

220V/50Hz

**13. Local Host Focal Point:**

Mr Mohsen Nahdi;
Email: Mohsen.Nahdi@tunisietelecom.tn
Telephone: +216 70 30 28 62 or +216 98 22 02 03

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: ***Mr. Riadh Baghdadi; Email:*** ***Riadh.Baghdadi@tunisietelecom.tn******; Telephone:* *+216 71 105749***indicating their flight details and their choice of hotel, **as soon as possible**, **and no later than 25 April 2014.**

|  |  |  |
| --- | --- | --- |
| **Hotel** | **Phone / Fax / Contact Person** | **Rate** |
| Le Palace HôtelComplex Cap GammarthLes Côtes de CarthageBP 86 2078 La MarsaTunisiaURL: <http://www.lepalace.tn>(Note: Event venue.) | **Contact person:** Ms Lamia LaaridhiEmail: thalasso@lepalace.tnTel : +216 71 91 20 00Fax : +216 71 91 14 42 / + 216 71 91 19 71 | 170TND 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 | Single :120 TND Double : 160 TNDBreakfast : 39 TND |
| Acropole HotelRue Rodrigo de Freitas2045 Les Berges du Lac Tunisia | **Contact person:**Mr Houssam NouiraEmail: acropole@planet.tn Tel: +216 71 65 60 00Fax: +216 71 65 60 44 | Single: 200 TND Breakfast includedDouble: 250 TND Breakfast included |
| Maison Blanche HotelAvenue Mohamed VTunisURL: <http://www.hotel-lamaisonblanche.com/>  | **Contact person:**Mr Karim LimamEmail: maison.blanche@planet.tn Tel: +216 20 27 02 21 /Fax:+216 98 70 33 85 | Suite Junior: 170 TND Breakfast includedSingle: 210 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* ***Mr. Riadh Baghdadi; Email:*** ***Riadh.Baghdadi@tunisietelecom.tn******; Telephone:* *+216 71 105749*** *indicating their flight details and their choice of hotel accommodation,* ***as soon as possible****,* ***and no later than 25 April 2014***

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

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

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

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

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

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

***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. |   |

APPENDIX III

 **Visa Support Form (Deadline 12 April 2014)**

*[Note: Visa approval might take time. Please send your request as soon as possible]*

Please use **CAPITAL** letters.

|  |  |
| --- | --- |
|  Surname & first name(s): |   |
| Sex: |   |
| Position: |   |
| Organization: |   |
| Address: |    |
| Telephone: |   |
| Fax: |   |
| Nationality: |   |
| Passport number: |   |
| Date of issue: |   |
| Date of expiry: |   |
| Country & city where you will obtain visa to Tunisia: |   |
| Date of birth: |   |
| Place of birth: |   |
| Date of arrival: |   |
| Date of departure: |   |

***Please return this form and a scanned copy of your national passport
no later than 12 April 2014 to:******Ms Saida Mouelhi; Email:*** ***Saida.Mouelhi@TunisieTelecom.tn***

 ***(Telephone: +216 70 30 28 63)*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**