



Practical information



1. Event venue:

Transcorp Hilton Hotel

1 Aguiyi Ironsi Street Maitama, Abuja, 900001, Nigeria

Tel: 234-708-060-3000

Email: hilton.abuja@hilton.com

URL: <http://www3.hilton.com/en/hotels/nigeria/transcorp-hilton-abuja>



2. Local Host Focal Point:

Ms Olutosin Oduneye

Nigerian Communications Commission

Tel: +234 9 4628749

Email: ooduneye@ncc.gov.ng

3. Visa

(i) Application in Delegates' Country

All foreign visitors entering Nigeria must possess a valid passport, which should be valid for at least six months beyond the date of arrival. Visitors from countries whose citizens require a visa are advised to apply ***no later than 31st December, 2019***. In general, the visa requirements are as follow:

1. Fully completed application Form
2. Biodata page of E-Passport with at least 6 months validity
3. 2 recent passport photographs

4. Invitation letter (from NCC)
5. Evidence of sufficient funds (3 months bank statement)
6. Receipt visa fees.

Delegates are strongly advised to check all entry and visa requirements from the website of the Nigerian Immigrations Service using the following link: <https://portal.immigration.gov.ng/visa/freshVisa>

(ii) Invitation / Visa Support Letter

Invitation letters will be issued upon request to assist delegates with visa process. Delegates who require this assistance should make the request as soon as possible and **at least four (4) weeks before the start date** of the meeting by scanning the following documents to the Invitation Letter Coordinator:

1. Duly Completed Appendix 1 (page 7 below)
2. Biodata page of International Passport
3. Air Ticket

Invitation Letter Coordinator:

Mrs Ifeoma Uzochukwu

Nigerian Communications Commission

Tel: +234 9 4628748

Email: iuzochukwu@ncc.gov.ng

(iii) Visa on Arrival

The host Country is currently liaising with the Nigerian Immigration Service with a view to processing visa on arrival (online) at point of entry for registered delegates from countries that do not have a Nigerian High Commission/Embassy. However, delegates are advised to commence the application process **at least 1 month before the start of the meeting**.

4. Hotel Accommodation

Participants are requested to book their hotel rooms directly with the hotel of their choice. The rates below include one buffet breakfast and 15% service charge.

HOTELS	Distance from the Venue	Room rate
Transcorp Hilton Abuja (Meeting venue) Address: Aguiyi Ironsi Street Maitama, Abuja, 900001, Nigeria Website: https://www3.hilton.com/en/hotels/nigeria/transcorp-hilton-abuja-ABUHITW/index.html Tel: +234-708-060-3000 Email: hilton.abuja@hilton.com	The meeting Venue	Twin Hilton Guest Room (double beds) – NGN 95,000.00 (rate is inclusive of breakfast and exclusive of 5% VAT & 10% service charge) Kind Hilton guest Room (King Size bed) – NGN 100,000.00 (rate is inclusive of breakfast and exclusive of 5% VAT & 10% service charge) Please Note: The above rates are valid from 1 to 9th February 2020. Please use the following link for booking: https://bit.ly/2NFjM3V Hotel is unable to guarantee availability of

		the rooms or rates quoted above after 8 th of January 2020.
Rockview Royale Hotel Address: 194 CAD Zone A5, Adetokunbo Ademola crescent Abuja Website: http://royale.rockviewhotels.com/ Tel: +2348034519963 Email: reservationroyale@rockviewhotels.com	5 min	N28,000
Rockview Classic hotel Address: 194 CAD Zone A5, Adetokunbo Ademola crescent Abuja Website: http://rockviewhotels.com/ Tel: +2348034519963 or 09-4614600-30 Email: reservationclassic@rockviewhotels.com	5 min	N25,000
Rose Bud Hotels (Nanet Suites) Address: Plot 1042 Kur Mohammed Street Ekiti House Central Business District Abuja Website: https://www.hotelrosebud.com/ Tel: +2348029999138 Email: ocheemanuel79@gmail.com ; suitesandapartments@hotelrosebud.com	5 min	N25,000
Valencia Hotel Address: 44 Blantyre Street, Wuse II Abuja Website: https://www.valenciahotelsabj.com/ Tel: +2347064878663 Email: valenciahotels@yahoo.com	10 min	N25,000
Barcelona Hotels Address: 23 Blantyre Street, Wuse II Abuja Website: www.barcelonahotelsnigeria.com Tel: +2348068964884 Email: tunrayo@barcelonahotelsnigeria.com	10 min	N22,000

About the meeting venue hotel, Transcorp Hilton Hotel

1 Aguiyi Ironsi Street Maitama, Abuja, 900001, Nigeria

Tel: 234-708-060-3000

Email: hilton.abuja@hilton.com

URL: <http://www3.hilton.com/en/hotels/nigeria/transcorp-hilton-abuja>

- 40 minutes from Nnamdi Azikiwe International Airport
- Extensive recreational facilities and outdoor areas
- On-site casino and arcade
- Seven restaurants and bars

- 24-hour Business Centre
- 24 multi-purpose meeting rooms accommodating up to 1,200 people

The Hotel has 667 guest rooms and is centrally located in the capital's commercial district, minutes from government ministries, embassies and diplomatic offices. Easily accessible from the Nnamdi Azikiwe International Airport, the hotel is near a number of local businesses and attractions.

All hotel rooms feature luxurious beds, marble baths and internet access. All suites and executive floor rooms offer access to the Executive Lounge, with WiFi, refreshments, international daily newspapers and city views.

Transcorp Hilton Abuja has seven distinctive bars and restaurants featuring Nigerian, Mediterranean, and Asian cuisines. Sample local specialties at Bukka, enjoy the sports bar scene at Capital Bar, or savor Chinese, Mongolian and Thai dishes at The Oriental restaurant, all situated within the hotel premises.

5. Transportation

Airport shuttle services will be provided, as well as transport facilities to and from the meeting venue each day for delegates who choose to stay in any of the recommended hotels. The host will have a liaison officer to help coordinate the arrival of delegates at Nnamdi Azikiwe International Airport Abuja. Delegates are advised to forward their itinerary to the Airport Shuttle coordinator as soon as possible to:

Mr Abubakar Shanono

Nigerian Communications Commission

Tel: +234 9 4628747

Email: ashanono@ncc.gov.ng

6. International Travel

Nigeria has 2 Major International Airports:

- The Nnamdi Azikiwe International Airport in Abuja and
- The Murtala Mohammed International Airport in Lagos

Most international airlines serve one or both airports. However, since the venue of the meeting is in Abuja, delegates are advised to schedule their itinerary through the Nnamdi Azikiwe International Airport Abuja, for ease of movement.

7. Weather

During the meeting (February 2020) daytime maximum temperatures are expected to hover between 32°C (89°F) and 34°C (93°F), whilst at night, 20°C (68°F) to 21°C (70°F) would be considered normal.

8. Internet Access

All meeting rooms will have a wireless network with access to the Internet. Every guest room within the conference venue offers a high-speed Internet access for free.

Local SIM cards will be sold by representatives of mobile phone operators at the conference venue. Copy of ID or passport for foreign visitors is required for the purchase of SIM cards.

9. Electricity (voltage used) and water

The electrical supply is 220V AC, 50Hz. Plugs used in most hotels are three-pin (British Standard, Type G). It is advisable to come along with Global adaptors.



10. Opening Hours

Offices of Government Agencies: 8:00 am to 5:00 pm.

11. Language

The official language in Nigeria is English.

12. Banking facilities

The unit of currency is the Naira (N), which is made up of 100 Kobo. Major credit cards are accepted in most places in Abuja, such as Visa, MasterCard, American Express and Diners Club. Please visit <http://www.xe.com/> for online exchange rates.

Exchange rate as of 15th January 2019 are approximately:

1 USD = N360

1 GBP = N466

Bureau de change operators are available at the airport and throughout the country.

Banking hours are from Mon to Fri: 08:00 – 16.00 hrs

13. Recommended Vaccinations

Proof of Vaccination for yellow fever is mandatory for travellers to Nigeria from yellow fever endemic Countries. International certificates of yellow fever vaccination may be checked upon arrival at Murtala Mohammed International Airport, Lagos and Nnamdi Azikwe International Airport, Abuja. Travellers from endemic Countries who do not have proof of vaccination will be vaccinated, for a fee, before entering Nigeria.

14. Water

Bottled water is recommended for drinking purposes.

15. Registration

There will be a registration counter at the Transcorp Hilton.

16. Local time

+ 1 hour Greenwich Mean Time.

17. Information about the country

Abuja is the capital city of Nigeria located in the centre of the country within the Federal Capital Territory (FCT). It is a planned city and was built mainly in the 1980s, replacing the country's most populous city of Lagos as the capital in December 1991. Abuja's geography is defined by Aso Rock, a 400-metre (1,300 ft) monolith left by water erosion. The Presidential Complex, National Assembly, Supreme Court and much of the city extend to the south of the rock. Zuma Rock, a 792-metre (2,598 ft) monolith, lies just north of the city on the expressway to Kaduna State.

At the 2006 census, the city of Abuja had a population of 776,298, making it one of the ten most populous cities in Nigeria. According to the United Nations, Abuja grew by 139.7% between 2000 and 2010, making it

the fastest growing city in the world. As of 2015, the city is experiencing an annual growth of at least 35%, retaining its position as the fastest-growing city on the African continent and one of the fastest-growing in the world. As at 2016, the metropolitan area of Abuja was estimated at six million persons, placing it behind only Lagos, as the most populous metro area in Nigeria.

Major religious sites include the Nigerian National Mosque and the Nigerian National Christian Centre. The city is served by the Nnamdi Azikiwe International Airport. Abuja is known for being one of the few purpose-built capital cities in Africa, as well as being one of the wealthiest.

Abuja is Nigeria's administrative and political centre. It is also a key capital on the African continent due to Nigeria's geo-political influence in regional affairs. Abuja is also a conference centre and hosts various meetings annually.

APPENDIX 1



Procedure for obtaining invitation letter



Please return this form duly completed no later than **31 December 2019** to Mrs Ifeoma Uzochukwu at iuzochukwu@ncc.gov.ng Ms. Olutosin Oduneye at ooduneye@ncc.gov.ng

Name and surname (as written on Passport):

.....

Nationality:

A clear scanned copy of the data page of the passport:

Copy of Air Ticket

E-mail address:

Date of Arrival: Date of Departure:

Hotel Booking:
