



**Fifth ITU-T FG-DPM meeting and second ITU
Workshop on Data Processing and
Management for IoT and Smart Cities &
Communities**

Tunis, Tunisia 17-20 September 2018

Practical Information



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1. MEETING VENUE

The fifth FG-DPM meeting and second ITU Workshop on Data Processing and Management for IoT and Smart Cities & Communities will take place at RAMADA PLAZA Gammarth on 17-20 September 2018 at the following address:

Title of the Venue

Address of the Venue Les Cotes De Cathage, Gammarth

Telephone: (+216) 71 911 100

Fax: (+216) 71 910 041

Website: www.ramadaplaza-tunis.com





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2. FOCAL POINTS

ITU

Secretariat of ITU-T FG-DPM
tsbfgdpm@itu.int

HOST

Bilel CHABOU
Deputy Director
Tel: +216 94529516
E-mail: bilel.chabou@tunisia.gov.tn

3. HOTEL RESERVATION

Special rates have been negotiated for participants in the recommended hotels below.

Participants are kindly requested to fill out the Hotel Reservation Form (Annex 1) and email it directly to the contact person of the selected hotel (see table below) **by the 03 September 2018 at the latest**, copy to **Mr Bilel CHABOU** (e-mail: bilel.chabou@tunisia.gov.tn), in order to guarantee preferential rates.

The final payment for the stay should be made by each participant at the hotel at the end of his/her stay.

#	Name of the hotel	Stars	Facilities included	Distance to the Venue	Single (Eur)	Contact
1	RAMADA PLAZA	5	BB HB	Venue	75 90	Miss Chedia Mbarek chedia.mbarek@ramadaplazatunis.com
2	Mouradi Gammarth	5	BB	3 KM	96	reservation@elmouradi.com
3	Movenpick Gammarth	5	BB	7 KM	175	Miss Hanene Jeddi

4. TRANSPORTATION

Transport from the venue of the events to the hotel and vice versa will NOT BE provided by the Ministry of communication technologies and digital economy to participants of the events. It is recommended that participants use only yellow national taxis.

Note: a journey of 10 kilometres costs around 15 TND.

A pick-up from/to the airport CAN BE PROVIDED for participants who booked the above-mentioned hotels. Participants are encouraged to tick a box "pick-up" in the Reservation Form accordingly (Annex 1). Otherwise, a taxi service is available at the Arrivals zone in the Airport.

Note: the Airport is located 20 min by car from Gammarth and the events venue.

5. VISA REQUIREMENTS AND ENTRY PERMITS

A valid passport and visa are required to enter Tunisia, except for nationalities from the following list of countries that **DO NOT REQUIRE A VISA**: <http://www.tunisia.org.ua/fr/travelling/visa/>



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Holders of an ordinary passport of countries not included in the above mentioned list will need a visa to enter into Tunisia. Participants are strongly advised to seek information on requirements applicable in their case from Tunisian diplomatic or consular missions in their home countries at least 15 days prior to the trip.

All requests for letters of invitation for visa purposes must be addressed to **Mr Bilel CHABOU** (e-mail: bilel.chabou@tunisia.gov.tn) with copy to ITU: tsbfgdpm@itu.int, bearing the words “**Letter of support for visa**” as the subject and should be sent by **20 August 2018** at the latest.

In case there is no Embassy or Consulate of Tunisia in your country, it is recommended to send, at least three weeks before the event, the present form (see Annex 2) duly completed specifying the name as written in the passport, date of birth, passport number, dates of issue and expiry of the passport of the individual(s) for whom the visa(s) is/are requested and a scanned copy of the passport to **Mr Bilel CHABOU** (e-mail: bilel.chabou@tunisia.gov.tn) in order to assist in the issuing of your visa.

6. VACCINATIONS

For information about vaccinations, requirements and health information for travellers please consult the World Health Organization’s (WHO) website at <http://www.who.int/countries/tun/en/>.

7. GENERAL INFORMATION AND TOURIST INFORMATION

Tunis is both the capital and the largest city of Tunisia. The greater metropolitan area of Tunis, often referred to as *Grand Tunis*, holds some 2,700,000 inhabitants.

Situated on a large Mediterranean Sea gulf (the Gulf of Tunis), behind the Lake of Tunis and the port of La Goulette, the city extends along the coastal plain and the hills that surround it. At its core lies its antic medina, a world heritage site. Beyond this district lie the suburbs of Carthage, La Marsa, and SidiBou Said.



8. LUNCH AND DINNER

The coffee breaks will be provided by the host, during the entire FG-DPM meeting.

9. TIME ZONE

Tunisia is GMT/UTC + 1 hour.



10. WEATHER

In September, average temperatures in Tunis range between 20°C and 30°C.

11. VOLTAGE AND POWER PLUG

The standard voltage in Tunis is 220V/50Hz. Plug Type C and E are used (see examples below).



12. MEDICAL SERVICES

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

13. EMERGENCY SERVICES

For any emergencies that can occur, participants are requested to call from any landline or mobile phone in Tunisia the following services:

Police: 197

Fire: 198

Ambulance: 190

14. CURRENCY AND CREDIT CARDS

The official currency of Tunisia is the **Tunisian Dinar (TND)**.

Visa, American Express, and Access/MasterCard can also be used. Banks are opened from Monday until Friday, from 8.00 to 16.00.

The exchange current rates in Tunisia as of September 2018 are as follows:

Dollar	2.6 TND (approx)
Euro	3.1 TND (approx)



15. TELEPHONE CALLS

The country code for Tunisia is +216.

Foreign visitors to Tunisia can utilize mobile telephony services in two ways:

- International Roaming, which is provided with nationwide coverage;
- Prepaid Sim Cards, which can be purchased from any mobile operator.

Visitors need a valid passport in order to purchase Sim Cards. Credit recharge can be done through several channels such as supermarkets, operators point-of-sale and newspaper kiosks.

16. SMOKING POLICY

Smoking is prohibited in public places in Tunis. Some bars, restaurants, theatres, museums and other public places have designated areas for smoking (please follow the signs).



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ANNEX 1

Hotel reservation request
For the fifth ITU-T FG-DPM meeting and related ITU Workshop
(Deadline for sending is 03 September 2018)
(PLEASE USE CAPITAL LETTERS)

1. Mr. / Mrs. _____		
(Family name)		(First name)
2. Country : _____		
3.Address : _____ _____		
4. Tel.: _____	Fax: _____	E-mail : _____
5. Name of the hotel: _____		
Check-in(dd/mm/yy): _____ Check-out(dd/mm/yy): _____		
Total of nights _____		
Pick-up from Airport :		
Yes	<input type="checkbox"/>	
No	<input type="checkbox"/>	
6. Arrival Date : ____/____/2018		
Flight No. : _____ Time : _____ Flight coming from (city): _____		
7. Departure date : ____/____/2018		
Flight No. : _____ Time : _____		

Date : _____	Signature : _____
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Participants are kindly requested to fill out the Hotel Reservation Form and email it directly to the contact person of the selected hotel (see table in the clause 3 of practical information) **by the 03 September 2018 at the latest**, copy to **Mr Bilel CHABOU** (e-mail: bilel.chabou@tunisia.gov.tn), in order to guarantee preferential rates.



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ANNEX 2

LETTER OF INVITATION FOR VISA REQUEST
For the fifth ITU-T FG-DPM meeting and related ITU Workshop

(Deadline for sending is 20 August 2018)

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

Please use **CAPITAL** letters.

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

All requests for letter of invitation for visa purposes must be addressed to **Mr Bilel CHABOU** (e-mail: bilel.chabou@tunisia.gov) with copy to ITU: tsbfgdpm@itu.int, bearing the words "Letter of support for visa" as subject and should be sent by **20 August 2018** at the latest.

Note: the email should also include as attachments the present form duly completed specifying the name as written in the passport, date of birth, passport number, dates of issue and expiry of the passport of the individual(s) for whom the visa(s) is/are requested, scanned copy of the passport and a copy of the notification of confirmation of registration for the FG-DPM meeting.