



**Regional Development Forum (RDF-ARB): under the theme:
"ICT④SDGs: Towards the implementation of WTDC17 outcomes"
And the Regional Workshop on Emerging Technologies**

Algiers – Algeria, 12-15 February 2018

Information for participants

VENUE OF THE FORUM

The Forum will be held from 12 – 15 February 2018 at the following address:

Venue: Centre International de Conférences (www.cic-alger.com)
Address: BP 67-16098 Club des Pins, Staoueli - Alger

COORDINATORS

ITU Coordinator

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Forum Coordinator

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International Relations, MPTTN
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E-mail: h.laredj@mpttn.gov.dz

REGISTRATION AND WORKING HOURS

The on-site registration of participants and distribution of documents will take place in the venue on 12 February 2018 at 08:30 am. 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, indicating

their arrival schedules before **1 February 2018**, with a copy to the Forum Coordinator: Mrs. Hassina Laredj (E-mail: h.laredj@mpttn.gov.dz; Mobile: +213 661 570515). Please be aware of the fact that the transportation between the hotels and the airport will be provided only for delegates who are staying in the official recommended hotels located near the Conference International Center.

List of Recommended Hotels:

Name of the hotel	Star	Price (Dinar DZD)	Address	Phone	E-Mail
HOTEL SHERATON	5*	between 26 000 and 28 000 (breakfast not included)	Boite postale 62, Club des Pins, Staouali Alger	+213 21 37 77 77	www.sheratonclubdespins.com
HOTEL HOLIDAY INN (Cheraga)	4*	18 400 (breakfast not included)	02 Route d'Ouled Fayet, Dely Ibrahim, Cheraga-Alger 16320	+213 23 28 58 58	algct.reservations@ihg.com imen.louelhi@ihg.com
HOTEL EMIR (Cheraga)	4*	Between 8 000 and 11 800 (breakfast included)	Rue Tella Ahcen Route Dely Ibrahim Cheraga, Algérie	+213 21 34 23 31 +213 21 36 15 10	contacthotelemir@gmail.com
HOTEL DAR DIAF BOUCHAOUI	3*	8 000 et 12 000 (breakfast included)	Domaine Hamza Bouchaoui 3, Alger, Algérie	+213 023 22 82 82	info@dardiafbouchaoui.com
HOTEL EL MEHDI (Staouali)	3*	3 000 (breakfast included)	05, Rue du Stade Staouali Alger	+213 21 39 39 39 Fax : + 213 21 39 36 36	

Please note that the Focal Point for Hotel Reservations is : Mr. Merzak LAICHAOUI (m.laichaoui@mpttn.gov.dz).

VISA PROCEDURE

A valid passport & visa are required to enter Algeria. Each participant is requested to consult the Embassy of Algeria in his/her country of origin to obtain the visa.

In case there is no Embassy or Consulate of Algeria in your country, it is recommended to send, at least three weeks before the workshop, a copy of your passport to:

The Forum Coordinator:

Mrs. Hassina Laredj
Director of Cooperation and International Relations, MPTTN
Mob. : +213 661 570 515
Fax : +213 37 72 37 47
E-mail: h.laredj@mpttn.gov.dz

ARRIVAL AT AIRPORT

In order to secure reception at the airport and transportation to hotels, participants are requested to fill the Hotel Reservation Form and send it to the hotel they choose for accommodation.

TRANSPORTATION

Hotels officially recommended are located close to the event.

For those who wish to take a taxi, it is strongly recommended that you only use taxis with a light sign, available near the exit of the airport.



CURRENCY

The official currency is the Algerian Dinar (**DZD**).

Banks are opened from Sunday till Thursday, from 09:00 to 14:00.

Visa, American Express, Access/MasterCard, Diners Club cards and travelers checks **can be used**.

The exchange current rates in Algeria as of Jan. 2018 are as follows:

 Dollar	115 DZD
 Euro	138,34 DZD

CLIMATE

The event will take place in the winter, with temperatures in Algeria between 15°C and 08°C (average).

ELECTRICITY

AC power voltage in Algeria is 220V, frequency ~50Hz. Most electrical outlets are as shown below.



Services available for participants during the Forum

Information display

It will be located outside the main meeting room and will provide information on many issues of interest of the participants and will forward to other services, such as city tour and transfers, mail, medical care, communications, etc. It will also be the place where you should deliver or collect lost items.

Communication center:

Internet Access free of charge will be available at the event meeting room. Participants will also be provided with fax service.

Security:

For security reasons, all participants should be permanently using their badges during the meeting and in all social activities.

Medical Assistance:

Emergency and urgency medical assistance will be provided free of charge within the premises where the meeting 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 Algeria:

Government	People's Democratic Republic of Algeria
President	Mr. Abdelaziz BOUTEFLIKA
Prime Minister	Mr. Ahmed OUYAHIA
Area	2 381 741 km ²
Population	41,3 millions
Capital	Algiers
Official Language	Arabic, Tamazight
Country Code	213
Time Zone	GMT + 1