



ITU-T Study Group 5RG-AFR and 12RG-AFR meetings
and
ITU Regional Standardization Forum
Dakar, March 2015
Hotel Radisson Dakar



Autorité de Régulation des
Télécommunications et des Postes

INFORMATION NOTE FOR PARTICIPANTS

1 CONFERENCE VENUE

The meetings of the ITU-T Study Group 5 and 12 regional groups and the ITU Regional Standardization Forum for Africa will take place at:

RADISSON BLU HOTEL ****

MEETING VENUE

Route de la Corniche Ouest
BP 16868 Dakar Fann
Senegal

Website: www.radissonblu.com/hotel-dakar

Tel.: +221 33 869 33 33

Fax: +221 33 869 33 00

Contact: Baïtyr Diaw / Sokhna

Meeting & Event Supervisor

Tel: +221 33 869 33 14 / baityr.diaw@radissonblu.com

2 PARTICIPANT REGISTRATION

All information relating to participant registration is available on the ITU website.

3 DOCUMENTATION

Meeting and related information documents can be downloaded via the following ITU web addresses:

- <http://www.itu.int/en/ITU-T/studygroups/2013-2016/12/sg12rgafr/Pages/default.aspx>
- <http://www.itu.int/en/ITU-T/studygroups/2013-2016/05/sg5rgafr/Pages/default.aspx>
- <http://www.itu.int/en/ITU-T/Workshops-and-Seminars/bsg/042015/Pages/default.aspx>

4 HOTEL RESERVATIONS

Participants are responsible for the payment of their hotel expenses. However, the Organizing Committee has negotiated special rates, as shown in the attached list. Use of the designated hotels is strongly recommended. The Organizing Committee will not be organizing participant transportation to or from any other hotels.

The room reservation form is to be sent **direct to the selected hotel**, with a copy to:

Mme Reine Bassene and Mme Khady Niang Ndiaye

E-mail: reine.bassene@artp.sn / khady.niang@artp.sn

5 HEALTH

Vaccination against yellow fever is required. An international certificate of vaccination showing the yellow fever vaccine is recommended (to be presented at the airport on arrival).

Vaccination against hepatitis A and B is strongly recommended, as is an antimalarial treatment.

The Ministry of Health has set up medical facilities at the country's borders as part of measures to combat the Ebola virus. It is to be noted in this regard that only one case, from which the individual concerned recovered, has been detected.

6 TRAVEL AND AIRPORT TRANSFERS

Participants are responsible for organizing their international travel. All information relating to such travel, including the flight number and the date and time of arrival, should be communicated to the contact person whose details are provided on the registration form. Transportation for delegates will be provided:

- upon their arrival at and departure from the Léopold Sédar Senghor international airport
- from the recommended hotels to the conference venue
- during the various social events organized for delegates.

7 CLIMATE

Senegal's climate is characterized by two seasons: a dry season from November to June, and a rainy season from July to October. The temperatures in April range from 25 to 27°C.

8 TIME ZONE

Senegal uses Greenwich mean time (GMT).

9 CURRENCY, BANKS AND CREDIT CARDS

The currency in Senegal is the CFA franc (XOF).

The indicative exchange rate is:

- EUR 1 = XOF 655.957
- USD 1 = XOF 581.642

The main credit cards are universally accepted for transactions. Banking hours are 0800 to 1600 hours, Monday to Friday. Currency exchange bureaux are to be found at the airport, in hotels and at various city locations, and are open from 0800 to 1800 hours, Monday to Friday.

10 TELECOMMUNICATIONS

The country code for the Republic of Senegal is 221. There are three mobile telephony operators, namely Orange (77 and 78), Tigo (76) et Expresso (70). Sim card user identification is obligatory, either at the point of sale or by telephone.

11 ELECTRICITY

The main supply is rated at 220 V / 50 Hz. Please ask at your hotel reception if you require a lower voltage. The plugs have two round pins.

CONTACT PERSONS IN THE HOST COUNTRY

For transportation:

Mamadou Diouf

Mobile: +221 77 637 03 73

E-mail: mamadou.diouf@artp.sn

For hotel reservations:

NOTE – Hotel reservations are to be sent direct to the selected hotel

Mme Reine Bassene

Tel.: +221 33 869 03 69

Fax: +221 33 869 03 70

E-mail: reine.bassene@artp.sn

For visas:

M. Mamadou Gueye

Tel.: +221 33 869 03 69

Fax : +221 33 869 03 70

E-mail: mamadou.gueye@artp.sn

PROCEDURE FOR REQUESTING A VISA

As from 1 July 2013, a biometric visa for entry into Senegal is required by the citizens of those countries which charge Senegalese citizens for entry visas. Citizens of other countries must present a valid passport or, in the case of ECOWAS citizens, a valid national identity card.

A single-entry biometric visa for a stay of one to ninety days is issued following collection of the applicant's biometric (fingerprints, photo, iris image) and personal data. Applicants are also required to provide details of their travel and accommodation.

The said biometric visa is issued by diplomatic and consular missions in the following 13 countries: France, Spain, Belgium, United States, Italy, China, Cameroon, India, Germany, Mauritania, South Africa, Russia and Gambia, in addition to which it can possibly be issued at points of entry into Senegal.

The visa request (pre-enrolment) is made online via the website www.visasenegal.sn (which transfers the applicant to the website of SNEDAI, a concession company), and requires the payment (also online) of EUR 50, plus a processing fee of EUR 2.5 or EUR 5 according to the type of payment card used. These amounts are not refunded in the event that a visa application is turned down.

Once a visa request is accepted, the applicant receives a pre-visa (by e-mail where the request has been made online), which has to be presented at the point of entry into the country. A pre-visa will be accepted by airlines for the purpose of authorizing embarkation.

Foreigners who travel frequently to Senegal may, from within the national territory, request a 90-day multiple-entry visa or a long-stay multiple-entry visa. Such requests must be made to the Département de la police des étrangers et des titres de voyages (Department of immigration police and travel documents) (DPETV). Residents holding a foreign identity card must also contact the DPETV to obtain a non-biometric multiple entry/exit visa. Senegalese citizens holding more than one nationality and travelling on a foreign passport are exempted from any visa requirement if they are able to present a valid Senegalese passport or identity card.

NOTE – If there are problems with the above mentioned website, please go here:
<http://www.snedai.sn/fr/>

Documents required for an online application

The following documents must be prepared as electronic files for the online application:

- Passport with **at least six months remaining validity**
- Return travel document *or* detailed confirmation of an airline ticket
- Hotel reservation *or* accommodation certificate (legalized) *or* property ownership certificate.

For any further information regarding visas, please contact:

Mr Mamadou Gueye

Mobile: +221

Tel.: +221 33 869 03 69

Fax: +221 33 869 03 70

E-mail: mamadou.gueye@artp.sn

LIST OF RECOMMENDED HOTELS

<p>RADISSON BLU HOTEL **** MEETING VENUE Route de la Corniche Ouest BP 16868 Dakar Fann Senegal</p> <p>Tel.: +221 33 869 33 33 Fax: +221 33 869 33 00</p> <p>Contact: Baityr Diaw, Meeting & Event Supervisor Tel.: +221 33 869 33 14 E-mail: baityr.diaw@radissonblu.com Website: www.radissonblu.com/hotel-dakar</p> <p>Double room : XOF 118 000 including breakfast Double room with sea view: XCF 135 000 including breakfast <i>See booking form</i> Visitor tax: XOF 1 000 / day /person</p>	<p>HOTEL TERROU BI (western Corniche) **** Boulevard Martin Luther King BP 1179 Dakar</p> <p>Tel.: +221 33 839 90 39 Fax: +221 33 839 90 45 E-mail: reservation@terroubi.com Website: www.terroubi.com Contact: Cécilia</p> <p>Single/double with garden view: XOF 110 000 Single/double with sea view: XOF 130 000 Buffet breakfast: XOF 14 000 per person Visitor tax: XOF 1 000 / day /person Lunch and dinner à la carte</p>
<p>MIRAMAR ** (city centre) 25-27 rue Félix Faure</p> <p>Tel.: +221 33 849 29 29 Fax: +221 33 823 35 05 E-mail: miramar-book@orange.sn</p> <p>Single room: XOF 28 600 Double room: XOF 35 600 Breakfast: XOF 2 500 Visitor tax included</p>	<p>RYSARA HOTEL *** (city centre) 8 Avenue des Jambaars</p> <p>Tel.: +221 33 822 60 60 Fax: +221 33 822 60 01 E-mail: info@ryrasahotel.sn Website: www.ryrasahotel.sn Contact: Marie-Louise Sarr</p> <p>Double room: XOF 79 000 including breakfast Visitor tax: XOF 1 000 / day /person</p>
<p>IBIS HOTEL *** (city centre) 2 avenue Abdoulaye Fadiga Dakar Senegal</p> <p>Tel.: +221 33 849 49 94 Fax: +221 33 823 89 29 Website: www.ibis.com/fr/hotel-6777-ibis-dakar/index.shtml E-mail: dakar.reservation@accor.com</p> <p>Single room: XOF 65 000 Double room: XOF 70 000 Visitor tax: XOF 1 000 / day / person Breakfast included</p>	<p>Nina Hotel ** (city centre) Rue Saint Michel</p> <p>Tel.: +221 33 889 01 20 Fax: +221 33 889 01 81 E-mail: hotelnina@orange.sn</p> <p>Single room: XOF 38 000 Double room: XOF 50 000 Breakfast and visitor tax included Accommodation Manager: M. Ndoye</p>

NOTE – The Organizing Committee will not be providing participant transportation to or from any hotel that is not listed above.

Radisson Blu Hotel, Dakar – Route de la Corniche Ouest – BP 16868 DAKAR FANN - SENEGAL

HOTEL BOOKING FORM –/ FORMULAIRE HOTELIER DE RESERVATION

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March 22nd to March 27th, 2015 / 22 Mars 2015 au 26 Mars 2015

IDENTIFICATION / IDENTIFICATION (Please type clearly / rédiger clairement en lettre capital s'il vous plaît)

GUEST NAME / NOM DU/ DE LA CLIENT (E):

NO. OF GUEST / NO DU CLIENT: [_____]

- Mr / Mrs / Ms //// Mr. / Mme / Mlle [_____]
[_____]

[_____]

First Name / Prénom

Mid Name Last Name / Nom de Famille

INSTITUTION / COMPAGNIE, ENTREPRISE

Company Name / Nom de la Société _____
Fonction _____

Job Title /

Mailing Address / adresse email

City / Ville _____ State /Etat _____ Postal Code / Code postal _____

Country / Pays _____

Country / Area Code / Indicatif Pays _____ Phone / Telephone _____

Fax / Fax _____

E-Mail Address

Adresse Email _____

IF WITH FAMILY / SI ACCOMPAGNE (E) DE LA FAMILLE:

No. of children / Nombre d'enfants: _____

Names & Ages /Noms & Ages _____

ACCOMODATION / HEBERGEMENT

GROUP ROOM RATE / TARIF GROUPE DE CHAMBRE

Business Class Sea View Room Single at 135 000 CFA /205.81 Euros / room / night Breakfast included // Vat included.

Standard Garden View Room Single at 118 000 CFA / 179.9 Euros / room / night Breakfast included // Vat include

City tax of 1000 CFA / 1.60 € /person / night is applicable

Special request / Preferences: _____

Arrival Date / Date d'arrivée: _____

Arrival Time / Date d'arrivée: _____

Departure Date / Date de départ: _____ Departure Time Heure de départ:

Check in time : 3.00 pm Check out time : 12.00 pm

PAYMENT METHOD / CREDIT CARD GUARANTEE //// METHODE DE PAIEMENT/ CARTE DE CREDIT EN

GARANTIE*

CREDIT CARD: VISA MASTERCARD AMERICAN EXPRESS

Please select the credit card type to be used / Selectionner le carte

CREDIT CARD N° / Numéro de carte de crédit : _____

Expiry Date / date d'expiration: _____

Please provide us a copy of the both sides of your credit card to verify your signature.

Merci de nous fournir s'il vous plaît une copy de votre carte de crédit (recto et verso) pour vérification de signature

GENERAL SELLING TERMS / Conditions Generals De Vente

1. Closing date for reservations / Conditions de réservation



All reservations have to be sent to the hotel no later than 2 weeks prior arrival date. After this date, all bookings will be confirmed upon availability by the hotel.

1. Toutes les réservations doivent être envoyées à l'hôtel pas plus tard que deux semaines avant la date d'arrivée.

Après cette date, toutes les réservations seront confirmées selon la disponibilité en chambres de l'hôtel.

2. Cancellations policy / Clause portant sur les annulations de réservations

Any cancellation or reduction of the contracted booking must be made by the Customer in writing and will entail by rights the obligation for the Customer to pay cancellation fees to the Hotel under the following conditions:

- Until 7 days prior to the arrival date: your stay can be cancelled totally or partially without any charge.
- Between 6 days and 1 day prior to the arrival date: 50 % of your stay may be cancelled without any charge. For any cancellation above those 50%, a penalty equal to 50% of the cancellation is due to the hotel.
- From the arrival date: any cancellation, early departure or 'no show' is charged 100% of the total amount of the booking.

2. Toute annulation ou modification à la baisse de la réservation contractée doit être faite par le client par écrit et nécessitera selon le droit l'obligation pour le client de payer des frais d'annulation à l'hôtel dans les conditions suivantes :

- Jusqu'à 7 jours avant la date d'arrivée : votre séjour peut être annulé totalement ou partiellement sans frais d'annulation à payer
- Entre 6 jours et 1 jour avant la date d'arrivée : 50 % de votre séjour peut être annulé sans paiement de frais d'annulation. Pour toute annulation au-dessus de ces 50%, une pénalité égale à 50% du montant de l'annulation est due à l'hôtel.
- A partir de la date d'arrivée : toute annulation, tout départ anticipé ou toute non présentation au comptoir de réception comme initialement prévu (No Show) sera facturé à hauteur de 100% du montant total de la réservation

SIGNATURE: _____

**this part is mandatory*

PLEASE SEND THIS RESERVATION FORM TO

ENVOYER S'IL VOUS PLAÎT CE FORMULAIRE DE RESERVATION A L'ADRESSE:

Reservation Department / Département réservation: reservations.dakar@radissonblu.com

Or by fax / où par fax:

+221 33 869 33 66