|  |  |  |
| --- | --- | --- |
| C:\Users\aubinkoffi\Documents\logo ok-ARTCI.jpg | **ANNEX C**Practical information  | itu-with-name |

**1. Event venue:**

Hotel Azalaï,
bd Valery Giscard d'Estaing,
Marcory, Abidjan

Tel: +225 21 22 25 55 /07 06 17 73
URL: [www.azalaihotels.com/azalai-hotel-abidjan](http://www.azalaihotels.com/azalai-hotel-abidjan)

**2. Local Host Focal Point:**Mrs N'GUESSAN Harlette

Function: Head of Public Relations Department

E-mail : nguessan.harlette@artci.ci

Tel: + 225 20 34 43 73 poste 8028

Mobile : +225 05 98 28 12

Fax: + 225 20 34 43 75

Mr KODJO Celestin

Function: Head of Telecom Service

E-mail : kodjo.celestin@artci.ci

Tel : +225 2034 43 73 poste 8088

Mobile : +225 05 66 10 56
Fax: + 225 20 34 43 75

**3. Visa**

Entry into Côte d'Ivoire is subject to the presentation of a valid passport, a letter of invitation (when a visa is required), a certificate of air ticket reservation, a certificate of hotel or accommodation reservation, proof of means of stay and an international vaccination certificate. Participants are advised to contact the Embassy of Côte d'Ivoire in their country to find out if they require a visa to enter the country.

If you do not have any Embassy or diplomatic representation of Côte d'Ivoire in your country of origin, it is possible to obtain the visa online by following the steps of the procedure in **Appendix I**.

The persons mentioned above, Mrs N'GUESSAN Harlette and Mr KODJO Celestin, are available to address questions for clarifications.
 **4. Hotel Accommodation**
Participants are requested to book their hotel rooms directly with the hotel of their choice. It is recommended that participants book their own hotel reservation, by fax or email, and send a copy of this hotel reservation to the coordinators of the meeting. The booking form can be found in **Appendix III** of this document. The booking forms must indicate the day and time of arrival and departure and must be sent to the chosen hotel as soon as possible.
The choice of a hotel other than those proposed will not be the responsibility of the organizers.

|  |  |  |  |
| --- | --- | --- | --- |
| **HOTELS** | **TYPE OF ROOMS** | **PRICE (in CFA)** | **OBSERVATIONS** |
| **Hotel Azalaï (4\*)** (Meeting venue)Abidjan, Marcory, Bld VGETel : +225 21 22 25 55reservationsaha@azalaihotels.com  | Standard | 85 000 | Breakfast excluded Internet and Busesavailable |
| High quality room | 95 000 |
| Suite | 125 000 |
| **Ibis Abidjan Marcory (3\*)** Abidjan, Marcory, Bvd VGE Tel : 225 21 75 63 00 | High quality room | 63 000 | Breakfast included Internet and Busesavailable |
| **Hôtel Ile Maurice**Marcory RésidentielTél: +225 21 56 63 22/ 77 37 90 32hotelilemaurice@gmail.com  | High quality room | 45 000 | Breakfast included Internet available No Buses |

**5. Transportation**

Airport pick-up will be provided 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: Mrs N'GUESSAN Harlette at nguessan.harlette@artci.ci and Mr KODJO Celestin at kodjo.celestin@artci.ci indicating their flight details and
their hotel accommodation, **as soon as possible**, **and no later than 12 March 2018.**

**6. Information about the country**

A travel guide as well as detailed information about Côte d'Ivoire can be found at the following address: [www.tourismeci.org](http://www.tourismeci.org) or [www.cotedivoiretourisme.ci](http://www.cotedivoiretourisme.ci).

**7. Weather**

In March, in Abidjan, the maximum seasonal average is 33 °, and the minimum temperature recorded is 29 °.
The average temperature in this period of the year (Abidjan) is 31 ° C. The average duration of days is 12:05, the
sun rises at 6:22 am and sets at 06:27 pm.

**8. Payment**

The rules and methods of payment of the rooms are indicated in the booking form of each hotel contacted.

 **9. Internet Access**

WiFi Internet access will be available to participants during the meeting.

**10. Electricity (voltage used) and water**

* Electricity: The voltage is 220 Volts on the power distribution network of Cote d'Ivoire; the main voltage is 220 Volts / 50 Hz.
* Water: Running water is safe; however, it is recommended to use bottled water.

**11. Opening Hours**

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

 **12. Language**

The official language in Côte d'Ivoire is French.

**13. Banking facilities**

Côte d'Ivoire is a member of the FCFA zone of the Central Bank of West African States (ECOWAS).

Exchange rate 1Euro = 655,957 XOF/1 dollar = approximately 600 XOF. Banks are opened Monday till Friday from
8:00 am to 3:00 pm.

Credit cards such as Visa, American Express, Access/Master Cards and Diners Club are accepted.

**14. Recommended Vaccination**

* For all: Tetanus-poliomyelitis, Diphtheria, Yellow Fever
* For some at-risk subjects: Hepatitis B.

Visa Application
**PROCEDURE FOR OBTAINING E-VISA**

|  |
| --- |
| **NB:** An Info Line is available 24 hours a day for all information related to the visa application and for helping to solve all types of technical problems encountered online.Info line : **(00225) 22 52 82 80** / **(00225) 03 62 62 19** or contact@snedai.ciTo obtain the E-visa, you should follow these steps:1- Go to the website [www.snedai.ci](http://www.snedai.ci)2- Click on the icon: E-visa3- Click on: Step 1: Pre-enrolment4- Follow the different stepsSTEPS OF VISA ONLINE (E-visa)Step 1: Pre-enrolmentStep 2: PaymentStep 3: Receipt of the confirmation document (case of pre-enrolment online) |
|  |
|

|  |
| --- |
|  |

 |

Airport Transfer application

|  |  |  |
| --- | --- | --- |
| C:\Users\aubinkoffi\Documents\logo ok-ARTCI.jpg | **Application for airport transfer** | itu-with-name |

PARTICIPANT INFORMATION:

Name and surname (in capital letters): ……………………………………………………………………................................

Title or Function / Service: ………………………………………………………………………………........................................

Name of the organization: ……………………………………………………………………………............................................

Country / Entity: ………………………………………………………………………………………................................................

Business address: …………………………………………………………………………………..……............................................

Telephone number: …………………………….………... Fax number: ………………………….........................................

E-mail address: …………………………………………………………………………………………................................................

Arrival Date: ………..……………… Arrival Time: ……………..…..…………...... Flight number: ...................…………….

Departure date: …………………… Departure time: ……………………………. Flight number: ……………....................

**Please return this form duly completed no later than 12 March 2018 to the following contacts:** **nguessan.harlette@artci.ci** **and** **kodjo.celestin@artci.ci**

Hotel Reservation Form

|  |  |  |
| --- | --- | --- |
| C:\Users\aubinkoffi\Documents\logo ok-ARTCI.jpg |  | itu-with-name |
| **HOTEL RESERVATION FORM*****(participants are requested to complete and return this form,*** ***indicating their flight details and their choice of hotel accommodation, as soon as possible and no later than 12 March 2018 to*** **nguessan.harlette@artci.ci** **and** **kodjo.celestin@artci.ci*****)*** |

**(IN CAPITAL LETTERS)**

|  |
| --- |
| **1.**  **Mr / Mrs**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**(Family Name)(Given Name)****2. Country:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**3. Adress:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**4. Tel.:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Fax:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **E-mail :** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **SEND DIRECTLY TO THE HOTEL CHOSEN, WITH COPY TO FOCAL POINTS - THANK YOU** |
| **5. Name of the hotel** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Fax Number of the hotel**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Reservation of a single room** **Reservation of a double room****Reservation from :** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **to :** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***Number of nights :*** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **6. Date of arrival :** ***Day:*** *\_\_\_\_*\_\_\_\_\_\_\_ ***time :*** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  ***Flight N*:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **7.Date of departure :** ***Day :*** \_\_\_\_\_\_\_\_\_\_\_\_ ***time :*** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ***Flight N*:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Date :**   **Signature :**  |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_