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| [ITU logo](http://www.itu.int/) | | **International telecommunication union**  **Telecommunication Standardization Bureau** | |  |
|  | | | Geneva, 30 January 2018 | |
| Ref: | **TSB Collective letter 2/SG13RG-AFR** | | - To Administrations of Member States of the Union;  - To ITU-T Sector Members;  - To ITU-T Associates participating in the work of Study Group 13;  - To ITU Academia;  - To the African Telecommunications Union;  - To the ITU Regional Office for Africa Region | |
| Tel: | +41 22 730 5126 | |
| Fax: | +41 22 730 5853 | |
| Email: | tsbsg13@itu.int | |
| Web: | <http://itu.int/go/tsg13> | |
| Subject: | **Sixth meeting of ITU-T Study Group 13 Regional Group for Africa (SG13RG-AFR) and Bridging the Standardization Gap (BSG) Hands-on Training; Abidjan, Côte d'Ivoire, 28-29 March 2018** | | | |

Dear Sir/Madam,

It is my pleasure to inform you that, at the kind invitation of Autorité de Régulation des Télécommunications/TIC de Côte d'Ivoire (ARTCI), ITU-T Study Group 13 Regional Group for Africa (SG13RG-AFR) will hold its sixth meeting at Hotel Azalaï, Abidjan from 28 to 29 March 2018.

The meeting will be preceded by a two-day Workshop entitled *Sixth SG13 Regional Workshop for Africa on “Standardization of future networks: What are the future opportunities for Africa?”*, organized by the Telecommunication Standardization Bureau (TSB), which will take place from 26 to 27 March 2018 at the same location. Detailed information about the above Workshop is available at: <https://www.itu.int/en/ITU-T/Workshops-and-Seminars/standardization/20180326/Pages/default.aspx>.

In addition, a Bridging the Standardization Gap (BSG) Hands-on Training Session for delegates from developing countries participating in SG13RG-AFR will take place on Thursday morning, 29 March 2018.

The ITU workshop will start at 0930 hours on Monday 26 March 2018. The meeting of the SG13RG-AFR will start at 0830 hours on Wednesday 28 March 2018. The Regional Group meeting will be restricted to delegates and representatives from Member States, Sector Members and Associates of the Study Group 13 in the region, in conformity with clause 2.3.3 of WTSA Resolution 1 (Rev. Hammamet, 2016).

Participant registration will begin at 0800 hours on 26 March 2018 at the Hotel Azalaï. Detailed information concerning the meeting room will be displayed at the entrances of the venue. Additional information about the meeting is set forth in Annex A.

The draft Agenda and work plan of the meeting, as prepared by the Chairman of SG13RG-AFR, is set out in   
Annex B. Practical information relating to the venue is enclosed as Annex C.

I wish you a productive and enjoyable meeting.

|  |  |
| --- | --- |
| Yours faithfully,  *(signed)*  Chaesub Lee Director of the Telecommunication Standardization Bureau  **Annexes**: 3 | ITU-T SG13RG-AFR |
| Latest meeting information |

ANNEX A

**MAKING CONTRIBUTIONS**

**DEADLINES FOR CONTRIBUTIONS:** All contributions should be sent by e-mail to the following address: [tsbsg13@itu.int](mailto:tsbsg13@itu.int). Contributions will be published on the [SG13RG-AFR](https://www.itu.int/md/T17-SG13RG.AFR-170404/sum/en) website and must therefore be received by TSB **no later than 20 March 2018.**

**TEMPLATES:** Please use the provided set of templates to prepare your meeting documents. The templates are accessible at <http://itu.int/ITU-T/studygroups/templates>. The name, fax and telephone numbers and e-mail address of the person to be contacted about the contribution should be indicated on the cover page of all documents.

**MEETING LOGISTICS AND FACILITIES**

**WORKING LANGUAGE:** The working language of the meeting will be English.

**TRANSLATION:** Some documents for this meeting may be translated into French.

**PAPERLESS MEETING:** The meeting will be run paperless.

**REMOTE PARTICIPATION:** Remote participation will be provided. To benefit from this service please ensure that you have [pre-registered online](http://itu.int/reg/tmisc/3001052). Details on access will be made available on the regional group homepage.

**WIRELESS LAN:** Facilities and free wireless Internet access will be available at the venue.

**REGISTRATION and FELLOWSHIPS**

**REGISTRATION:** To enable the organisers to make the necessary arrangements, please send by letter, fax (+41 22 730 5853) or e-mail ([tsbreg@itu.int](mailto:tsbreg@itu.int)), **no later than 28 February 2018**, the list of people who will be representing your Administration, Sector Member, Associate, Academic Institution, regional and/or international organization or other entity. Administrations are requested also to indicate the name of their head of delegation (and deputy head, if applicable).

**Please note that pre-registration of participants to ITU-T meetings is carried out *online* on the ITU-T website (**[**https://www.itu.int/en/ITU-T/studygroups/2017-2020/13/sg13rgafr/Pages/default.aspx**](https://www.itu.int/en/ITU-T/studygroups/2017-2020/13/sg13rgafr/Pages/default.aspx)**).**

**FELLOWSHIPS:** We are pleased to inform you that two partial fellowships per administration, within the Africa region only, will be awarded, subject to available funding, to facilitate participation from Least Developed or Low Income Developing Countries (<http://itu.int/en/ITU-T/info/Pages/resources.aspx>). An application for a fellowship must be authorized by the relevant Administration of the ITU Member State. Fellowship requests (please use enclosed **Form 1**) must be returned to ITU no later than **26 February 2018.** Please note that the decision criteria to grant a fellowship include: the available TSB budget, contributions by the applicant to the meeting, equitable distribution among countries and regions, and gender balance. Please kindly note that only those wishing to attend both the Workshop and the Regional Group meeting may apply for a fellowship.

**Key deadlines**:

|  |  |
| --- | --- |
| 26 February 2018 | - Fellowship requests (application form can be found below (Form 1)) |
| 28 February 2018 | - Pre-registration (online via the [study group homepage](https://www.itu.int/en/ITU-T/studygroups/2017-2020/13/Pages/default.aspx)) |
| 20 March 2018 | - Final deadline for contributions for SG13RG-AFR |

**FORM 1 - FELLOWSHIP REQUEST**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **6th SG13 Regional Workshop for Africa on "*Standardization of future networks: What are the future opportunities for Africa?"*** and **6th Study Group 13 Regional Group for Africa meeting**  (Abidjan, Cote d'Ivoire, 26-29 March 2018) | | | | | |  |
| **Please return to:** | | **ITU**  **Geneva (Switzerland)** | | **E-mail: [fellowships@itu.int](mailto:fellowships@itu.int)**  **Tel: +41 22 730 5227**  **Fax: +41 22 730 5778** | | | |
| **Request for one partial fellowship to be submitted before 26 February 2018** | | | | | | | |
|  | | | Participation of women is encouraged | | |  | |
| Registration Confirmation ID No: …………………………………………………………………………........................................ (Note: It is imperative for fellowship holders to pre-register via the online registration form  *(see Registration and Fellowships section)*  Country: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Name of the Administration or Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Mr/Ms \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (family name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (given name)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | |
| Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Tel: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fax: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­\_  PASSPORT INFORMATION:  Date of birth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Nationality: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Passport number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date of issue: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ In (place): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Valid until (date): \_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | |
| Please select your preference  (which ITU will do its best to accommodate) | | | | | | | |
| **□ Economy class air ticket (duty station / Abidjan / duty station)**  **□ Daily subsistence allowance intended to cover accommodation, meals & misc. expenses** | | | | | | | |
|  | | | | | | | |
| **Signature of fellowship candidate:** | | | | | **Date:** | | |
| TO VALIDATE FELLOWSHIP REQUEST, NAME, TITLE AND SIGNATURE OF CERTIFYING OFFICIAL DESIGNATING PARTICIPANT MUST BE COMPLETED BELOW WITH OFFICIAL STAMP.  N.B. IT IS IMPERATIVE THAT FELLOWS BE PRESENT FROM THE FIRST DAY TO THE END OF THE MEETING. | | | | | | | |
| **Signature:** | | | | | **Date:** | | |

**ANNEX B**

**Draft Agenda**

**6th ITU-T SG13RG-AFR meeting, 28–29 March 2018**

1 Opening of the meeting

2 Opening remarks and welcome addresses

- Welcome remarks by the ARTCI (Cote d’Ivoire)

- Opening remarks by TSB (on behalf of the TSB Director)

- Opening remarks by the Study Group 13 Chairman

- Opening remarks by ATU

- Opening remarks by the SG13 Regional Group Chairman

3 Approval of the agenda

4 Approval of the Draft Work Plan for the 6th ITU-T SG13RG-AFR meeting

5 Presentation of Reports:

a) 6th ITU-T Regional Workshop for Africa Report

b) SG13RG-AFR performance in 2017

c) Implementation of critical WTSA-16 decisions to Africa

6 Presentation and Discussion of Contributions from Members

7 Review of SG13RG-AFR Action Plan and Priorities for this study period

- Cloud computing & Big Data

- IMT 2020

- Artificial Intelligence and Machine Learning

- Trusted Networks

8 Training from TSB

9 Future work

10 Approval of the Report

11 Any other business

12 Closure of Meeting

**Proposed Work Plan for ITU-T SG13RG-AFR meeting  
28 and 29 March 2018, Abidjan**

|  |  |
| --- | --- |
| **28 March 2018** | |
| **Time** | **Activity** |
| **08:30-09:30** | Formal Brief Opening of the Meeting (Agenda Items 1, 2) |
| **09:30-10:45** | Agenda Items 3, 4, 5 |
| **10:45-11:00** | Morning Break |
| **11:00-13:00** | Agenda Item 6 |
| **13:00-14:30** | Lunch Break |
| **14:30-15:45** | Agenda Items 6, 7 |
| **15:45-16:00** | Afternoon Break |
| **16:00-17:30** | Agenda Item 7 |
| **29 March 2018** | |
| **09:00-10:45** | TSB Training Session 1 |
| **10:45-11:00** | Morning Break |
| **11:00-13:00** | TSB Training Session 2 |
| **13:00-14:30** | Lunch Break |
| **14:30-15:45** | TSB Training Session 3 or report drafting |
| **15:45-16:00** | Afternoon Break |
| **16:00-17:00** | Future activities, Review and approval of the Report |
| **17:00-17:30** | Closing Ceremony |

|  |  |  |
| --- | --- | --- |
| 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](mailto: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](mailto: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.

|  |  |  |  |
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| **HOTELS** | **TYPE OF ROOMS** | **PRICE  (in CFA)** | **OBSERVATIONS** |
| **Hotel Azalaï (4\*)** (Meeting venue)  Abidjan, Marcory, Bld VGE  Tel: +225 21 22 25 55  [reservationsaha@azalaihotels.com](mailto:reservationsaha@azalaihotels.com) | Standard | 85 000 | Breakfast excluded  Internet and Buses  available |
| 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 Buses  available |
| **Hôtel Ile Maurice**  Marcory Résidentiel  Tél: +225 21 56 63 22/ 77 37 90 32  [hotelilemaurice@gmail.com](mailto:hotelilemaurice@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](mailto:nguessan.harlette@artci.ci) and Mr KODJO Celestin at [kodjo.celestin@artci.ci](mailto: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 addresses: [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 1 Euro = 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 Vaccinations**

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

APPENDIX I  
  
**PROCEDURE FOR OBTAINING E-VISA**

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| --- |
| **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.ci](mailto:contact@snedai.ci)  To 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-visa  3- Click on: Step 1: Pre-enrolment  4- Follow the different steps  **STEPS OF VISA ONLINE (E-visa)**  Step 1: Pre-enrolment  Step 2: Payment  Step 3: Receipt of the confirmation document (case of pre-enrolment online) |

APPENDIX II

|  |  |  |
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| 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**](mailto:nguessan.harlette@artci.ci) **and** [**kodjo.celestin@artci.ci**](mailto:kodjo.celestin@artci.ci)

APPENDIX III

|  |  |  |  |
| --- | --- | --- | --- |
| C:\Users\aubinkoffi\Documents\logo ok-ARTCI.jpg | | **Hotel Reservation Form** | itu-with-name |
| ***(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**](mailto:nguessan.harlette@artci.ci) **and** [**kodjo.celestin@artci.ci**](mailto:kodjo.celestin@artci.ci)***)*** | | |

**(IN CAPITAL LETTERS)**

|  |
| --- |
| **1. Mr/Mrs** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **(Family Name) (Given Name)**  **2. Country:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **3. Address:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **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 No.:*** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **7.Date of departure:**  ***Day:*** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ***time:*** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  ***Flight No.:*** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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