**GENERAL INFORMATION FOR PARTICIPANTS**

**Event venue**

Le Palace Hôtel
Complex Cap Gammarth
Les Côtes de Carthage
BP 86
2078 La Marsa – Tunisia

Tel : + 216 71 91 20 00

Fax: + 216 71 91 14 42 / + 216 71 91 19 71

URL : <http://www.lepalace.tn>

**Contact person for logistics**

Mr Mortadha Trabelsi
Email: it@lepalace.tn
Telephone: + 216 58 44 46 60

**Local host contact:**

Mr Mohsen Nahdi
Email: Mohsen.Nahdi@tunisietelecom.tn
Telephone: +216 70 30 28 62 or +216 98 22 02 03

**Hotel Accommodation**

Participants will be responsible for meeting their accommodation costs. A list of suggested hotels in Tunis can be found in **Appendix I** of this document. Participants are requested to book their hotel rooms directly with the hotel of their choice. Airport pick-up will be provided to all participants upon arrival and departure.

**Transportation**

Transportation will be provided by Tunisia Telecom 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: Mr Mohsen Nahdi; Email: Mohsen.Nahdi@tunisietelecom.tn ;
Telephone: +216 70 30 28 62 or +216 98 22 02 03, indicating their flight details and their choice of hotel accommodation, **as soon as possible**, **and no later than 13 January 2013.**

**Visa Formalities**

A valid passport is required to enter Tunisia. Visas can be issued from any Consulate or Embassy of Tunisia in your country of origin.

Participants who require visa support from the host country to facilitate their entry into Tunisia, are requested to complete and return the Visa Support Form in **Appendix III** to the local host contact mentioned above, indicating their passport information and fax number, **as soon as possible, and no later than 13 January 2014.** Please be aware that visa approval might take time so kindly make your request for the invitation letter as soon as possible.

 **Information about the country**

A travel guide as well as detailed information about Tunisia can be found at the following address: <http://www.planetware.com/tunisia-tourism-tun.htm> .

**Weather**

Days with some rainfall. Approximate temperatures vary between 6-15 degrees Celsius.

**Time zone**

GMT + 1

**Banking facilities**

1 Euro = 2,2454 TND (approx); 1 US$ = 1,6395 TND (approx). Banks are opened Monday till Friday from 08:00 to 16:00. Credit cards such as Visa, American Express, Access/Master Cards and Diners Club can also be used.

**Electricity (voltage used)**

220V/50Hz

**Local Host Focal Point:**

Mr Mohsen Nahdi;
Email: Mohsen.Nahdi@tunisietelecom.tn
Telephone: +216 70 30 28 62 or +216 98 22 02 03

APPENDIX I **- List of hotels**

Please reserve your hotel accommodation directly with the hotel of your choice. 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: Mr Mohsen Nahdi;
Email: Mohsen.Nahdi@tunisietelecom.tn ; Telephone: +216 70 30 28 62 or +216 98 22 02 03 indicating their flight details and their choice of hotel accommodation, **as soon as possible**, **and no later than 13 January 2014.**

|  |  |  |
| --- | --- | --- |
| **Hotel** | **Phone / Fax / Contact Person** | **Rate** |
| Le Palace Hôtel Complex Cap GammarthLes Côtes de CarthageBP 86 2078 La MarsaTunisiaURL : <http://www.lepalace.tn>(Note: This hotel is also the meeting venue) | Tel : + 216 71 91 20 00Fax: + 216 71 91 14 42 /  + 216 71 91 19 71**Contact person:** Ms Lamia LaaridhiEmail: thalasso@lepalace.tnTel : +216 71 91 20 00Fax : +216 71 91 14 42 / + 216 71 91 19 71 | 170TND Breakfast included |
| Diplomat HotelAvenue Hédi ChakerBP 166/1002 Tunis-BelvédèreURL: <http://www.diplomat-hotel-tunis.com>  | **Contact person:**Mrs Amel Bouargoub AjmiEmail: diplomat.hotel@planet.tn Tel: +216 71 78 52 33Fax: +216 71 78 16 94 | 120 TND Breakfast included |
| Acropole HotelRue Rodrigo de Freitas2045 Les Berges du Lac Tunisia | **Contact person:**Mr Houssam NouiraEmail: acropole@planet.tn Tel: +216 71 65 60 00Fax: +216 71 65 60 44 | 220 TND Breakfast included |
| Maison Blanche HotelAvenue Mohamed VTunisWeb : <http://www.hotel-lamaisonblanche.com/>  | **Contact person:**Mr Karim LimamEmail: maison.blanche@planet.tn Tel: +216 20 27 02 21 /Fax:+216 98 70 33 85 | 220 TND Breakfast included |

APPENDIX II

 **AIRPORT TRANSFER FORM**

*To ensure transfer to and from the airport, participants are requested to
 complete and return this form to the local host contact: Mr Mohsen Nahdi;
Email:* *Mohsen.Nahdi@tunisietelecom.tn* *; Telephone: +216 70 30 28 62 or +216 98 22 02 03 indicating their flight details and their choice of hotel accommodation,* ***as soon as possible****,* ***and no later than 13 January 2014***

*Family name    -------------------------------------------------------------------------------------*

*First name*     ----------------------------------------------------------------------------------------

*Address*    ---------------------------------------------   *Tel: -----------------------------------*

*----------------------------------------------------------------   Fax: ----------------------------------*

*---------------------------------------------------------------   E-mail:* -------------------------------

***Name of Hotel*** *----------------------------------------------------------------------------------------*

*------------ single/double room(s)* ***at preferential rate***

***from\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_        to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

*Date* ----------------------------------  *Signature*        -----------------------------------------------

**TRANSFER INFORMATION**

**Transportation will be provided from the airport to the hotels and to the meeting venue.**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  Date of Arrival |   |   | Time of Arrival  |   | FLIGHT NO. |   |
| Date ofDeparture |  |   | Time of Departure  |   | FLIGHT NO. |   |

APPENDIX III

 **Visa Support Form (Deadline 13 January 2014)**

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

Please use **CAPITAL** letters.

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

***Please return this form and a scanned copy of your national passport
no later than 13 January 2014 to:******Mr Mohsen Nahdi; Email:*** ***Mohsen.Nahdi@tunisietelecom.tn*** ***;
 (Telephone: +216 70 30 28 62 or +216 98 22 02 03)***

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