

1st Digital African Week

Abuja, Nigeria
27-30 August, 2019

PRACTICAL INFORMATION

1. VENUE OF THE MEETING

The Nigerian Communications Commission is pleased to welcome the participants of the [1st Digital African Week](#) which will take place in Abuja, Nigeria from 27 to 30 August 2019. The meetings will be held at [Transcorp Hilton Hotel](#), Abuja.

TRANSCORP HILTON HOTEL



- 40 minutes from Nnamdi Azikiwe International Airport
- Extensive recreational facilities and outdoor areas
- On-site casino and arcade
- Seven restaurants and bars
- 24-hour Business Centre
- 24 multi-purpose meeting rooms accommodating up to 1,200 people



Address: 1 Aguiyi Ironsi Street
Maitama, Abuja,
900001, Nigeria

Tel: 234-708-060-3000

Fax: 234-9-904-4025

E-mail: hilton.abuja@hilton.com

Website: <https://www3.hilton.com/en/hotels/nigeria/transcorp-hilton-abuja-ABUHITW/index.html>

The Hotel has 667 guest rooms and is centrally located in the capital's commercial district, minutes from government ministries, embassies and diplomatic offices. Easily accessible from the Nnamdi Azikiwe International Airport, the hotel is near a number of local businesses and attractions.

All hotel rooms feature luxurious beds, marble baths and internet access. All suites and executive floor rooms offer access to the Executive Lounge, with WiFi, refreshments, international daily newspapers and city views.

Transcorp Hilton Abuja has seven distinctive bars and restaurants featuring Nigerian, Mediterranean, and Asian cuisines. Sample local specialties at Bukka, enjoy the sports bar scene at Capital Bar, or savor Chinese, Mongolian and Thai dishes at The Oriental restaurant, all situated within the hotel premises.

2. LOCAL HOST FOCAL POINTS

Visa Issues Coordinator

Mrs Ifeoma Uzochukwu

Nigerian Communications Commission

Tel: +234 9 4628748

E-mail: ijuzochukwu@ncc.gov.ng

Ms Olutosin Oduneye
Nigerian Communications Commission
Tel: +234 9 4628749
E-mail: ooduneye@ncc.gov.ng

Airport Shuttle Coordinator

Mr Abubakar Shanono
Nigerian Communications Commission
Tel: +234 9 4628747
E-mail: ashanono@ncc.gov.ng

3. INTERNATIONAL TRAVEL

Nigeria has 2 Major International Airports:

- The Nnamdi Azikiwe International Airport in **Abuja** and
- The Murtala Mohammed International Airport in Lagos.

Most international airlines service one or both airports. However, since the venue of the meeting is in Abuja, delegates are advised to schedule their itinerary through the **Nnamdi Azikiwe International Airport Abuja**, for ease of movement.

4. LOCAL TRANSPORTATION

Airport shuttle services will be provided, as well as transport facilities to and from the meeting venue each day for delegates who choose to stay in any of the recommended hotels.

The host will have a liaison officer to help coordinate the arrival of delegates at Nnamdi Azikiwe International Airport Abuja.

Delegates are advised to forward their itinerary to the aforementioned Airport Shuttle coordinator as soon as possible.

5. VISA REQUIREMENTS

All foreign visitors entering Nigeria must possess a valid passport, which **should be valid for at least six months beyond the date of arrival**. Visitors from countries whose citizens require a visa should apply for a visa well in advance of their travel date at a Nigerian Embassy. Delegates are strongly advised to check all entry and visa requirements from the website of the Nigerian Immigrations Service using the following link:

<https://portal.immigration.gov.ng/visa/freshVisa> You may need a letter of invitation from the host country, which you will need to present to the Embassy in your area in order to obtain your visa.

Those who require a personal invitation letter are invited to contact **Ifeoma Uzochukwu** by e-mail at iuzochukwu@ncc.gov.ng (Tel: +23494628748) with copy to tsbsg5@itu.int and tsbsg20@itu.int bearing the words “**Letter of support for visa**” as the subject and should be sent before the deadline of **27 July 2019**.

The host Country is currently liaising with the Nigerian Immigration Service with a view to processing visas at point of entry for registered delegates from countries that do not have a Nigerian High Commission/Embassy. Modalities for securing this service will be available soon.

Invitation letters will be issued upon request to assist delegates with visa process. Delegates who require this assistance should submit the following information to the host:

- Full Name as written on Passport
- Date and Place of Birth
- Nationality
- Date of Arrival
- Date of Departure
- Hotel Booking
- A clear scanned copy of the data page of the passport
- A valid email address

6. ABUJA WEATHER IN AUGUST

In August 2019, daytime maximum temperatures are expected to hover between 28°C (82°F) and 35°C (95°F), whilst at night, 21°C (70°F) to 24°C (75°F) would be considered normal.

7. HOTELS

The rates below include one buffet breakfast and 15% service charge.

Hotel reservation should be made by participants directly with the hotel as soon as possible.

	HOTEL	Distance from venue	Room Rate	Contact
1	TRANSCORP HILTON ABUJA 1 Aguiyi Ironsi Street Maitama, Abuja, 900001, Nigeria +234-708-060-3000 https://www3.hilton.com/en/hotels/nigeria/transcorp-hilton-abuja-ABUHITW/index.html	Nil	N100,000	Tel: +234-708-060-3000 E-mail: hilton.abuja@hilton.com
2	ROCKVIEW ROYALE HOTEL 194 CAD Zone A5, Adetokunbo Ademola crescent Abuja www.rockviewhotels.com	5 min	N28, 000	Tel: +234-8034519963 E-mail: reservationroyale@rockviewhotels.com
3	ROCKVIEW CLASSIC HOTEL 194 CAD Zone A5, Adetokunbo Ademola crescent Abuja +2348034519963 www.rockviewhotels.com	5 min	N25,000	Tel: 09-4614600-30 E-mail: reservationclassic@rockviewhotels.com
4	ROSE BUD HOTELS (NANET SUITES) Plot 1042 Kur Mohammed Street Ekiti House Central Business District Abuja. suitesandapartments@hotelrosebud.com	5 mins	N25,000	Tel: +234-8029999138 E-mail: ocheemanuel79@gmail.com

5	VALENCIA HOTEL 44 Blantyre Street, Wuse II Abuja https://www.valenciahotelsabj.com/	10 min	N25,000	Tel: +234-7064878663 Email: valenciahotels@yahoo.com
6	BARCELONA HOTELS 23 Blantyre Street, Wuse II Abuja www.barcelonahotelsnigeria.com	10 min	N22,000	Tel: +234-8068964884 Email: tunrayo@barcelonahotels.com

8. INTERNET ACCESS/ WIRELESS COVERAGE/ COMMUNICATION

All meeting rooms will have a wireless network with access to the Internet. Every guest room within the conference venue offers a high-speed Internet access for free.

Local SIM cards will be sold by representatives of mobile phone operators at the conference venue. Copy of ID or passport for foreign visitors is required for the purchase of SIM cards.

9. ELECTRICITY

The electrical supply is 220V AC, 50Hz. Plugs used in most hotels are three-pin (British Standard, Type G), although two-pin plugs (European Standard) are also used. It is advisable to come along with Global adaptors.



TYPE G

10. MONEY AND CURRENCY EXCHANGE RATES

The unit of currency is the Naira (₦), which is made up of 100 Kobo.

Major credit cards are accepted in most places in Abuja, such as Visa, MasterCard, American Express and Diners Club.

Please visit <http://www.xe.com/> for online exchange rates.

Exchange rate as of 15th May 2019 are approximately:

1 USD = ₦360

1 GBP = ₦466

Bureau de change operators are available at the airport and throughout the country.

Banking hours are from Mon to Fri: 08:00 - 16:00 hrs

11. ABOUT ABUJA

Municipality in Federal Capital Territory, Nigeria

Abuja is the capital city of Nigeria located in the centre of the country within the Federal Capital Territory (FCT). It is a planned city and was built mainly in the 1980s, replacing the country's most populous city of Lagos as the capital in December 1991. Abuja's geography is defined by Aso Rock, a 400-metre (1,300 ft) monolith left by water erosion. The Presidential Complex, National Assembly, Supreme Court and much of the city extend to the south of the rock. Zuma Rock, a 792-metre (2,598 ft) monolith, lies just north of the city on the expressway to Kaduna State.

At the 2006 census, the city of Abuja had a population of 776,298, making it one of the ten most populous cities in Nigeria. According to the United Nations, Abuja grew by 139.7% between 2000 and 2010, making it the fastest growing city in the world. As of 2015, the city is experiencing an annual growth of at least 35%, retaining its position as the fastest-growing city on the African continent and one of the fastest-growing in the world. As at 2016, the metropolitan area of Abuja was estimated at six million persons, placing it behind only Lagos, as the most populous metro area in Nigeria.

Major religious sites include the Nigerian National Mosque and the Nigerian National Christian Centre. The city is served by the Nnamdi Azikiwe International Airport. Abuja is known for being one of the few purpose-built capital cities in Africa, as well as being one of the wealthiest.

Abuja is Nigeria's administrative and political centre. It is also a key capital on the African continent due to Nigeria's geo-political influence in regional affairs. Abuja is also a conference centre and hosts various meetings annually.

12. HOST

The First Digital African Week is kindly hosted by the Nigerian Communications Commission (NCC).

13. HEALTH REQUIREMENTS

Proof of Vaccination for yellow fever is mandatory for travelers to Nigeria from yellow fever endemic countries. International certificates of yellow fever vaccination may be checked upon arrival at Murtala Mohammed International Airport, Lagos and Nnamdi Azikwe International Airport, Abuja. Travelers from endemic countries who do not have proof of vaccination will be vaccinated, for a fee, before entering Nigeria.

14. REGISTRATION

There will be a registration counter at the Transcorp Hilton.

15. LOCAL TIME

+1 hour Greenwich Mean Time.

16. LANGUAGE

English is the official language in Nigeria.

17. WATER

Bottled water is recommended for drinking purposes.

18. CONTACT PERSON

ITU Coordinator

Ms Reyna Ubeda

Project Officer, ITU

Tel: +41 22 730 5356

Fax: +41 22 730 5853

E-mail: tsbsg5@itu.int or tsbsg20@itu.int
