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**MEETING OF THE ITU-T STUDY COMMITTEE 2 & 13 AFRICA REGIONAL GROUP, preceded by THE AFRICA REGIONAL WORKSHOP**

**Abidjan from September 19 to 22, 2023**

**INFORMATION TO BE PROVIDED**

**Last name: First names :**

**Structure: Country:**

**Telephone : E-mail :**

**Function :**

**FLIGHT PLAN**

**Arrival date: Time: Origin :**

**Departure date: Time: Destination:**

**Company :**

**ROOM RESERVATION :**

**Palm Club Hôtel** (Cocody, Boulevard Latrille Route du Lycée technique) 12.8 km from Hôtel Azalai (meeting venue) via the Henri Konan Bédié toll bridge**, 3 stars**:

* Double room / Twins (room + 2 Ptdj) : 75 000 FTTC
* Junior Suite (1 chambre + salon) : 135 000 FTTC
* King-Size suite (chambres+ salon) : 202 500FTTC

NB: All rates include a buffet breakfast.

**AZALAÏ HÔTEL ABIDJAN** (Marcory, Boulevard Félix Houphouët Boigny) **4 stars**:

* Standard Room : 94.000 FCFA
* Executive Room : 149 000 FCFA
* Junior Suite : 239 000 FCFA
* Presidential Suite : 500 000 FCFA

NB: All rates include a buffet breakfast.

**Sofitel Abidjan Hôtel ivoire** (Cocody, Boulevard Hassan II) located 8.6 km from the Azalaï hotel (meeting venue) via the Henri Konan Bédié toll bridge, **5 stars::**

* Classic room : 198 000 FCFA
* Superior Room : 213 000 FCFA
* Deluxe Room : 238 000 FCFA
* Junior Suite : 278 000 FCFA
* Prestige Suite : 398 000 FCFA
* Suite Opéra : 468 000FCFA

NB: All rates include a buffet breakfast.

**Hôtel Le Wafou** (Bietry, Boulevard de Marseille), 2.9 km from Hotel Azalaï (meeting venue) via Boulevard de Marseille and Rue Thomas Edison, **4 stars.**

* Prestige room (between 14 and 18 m2) with comfortable double bed: 63 000 FCFA
* Luxury room (between 17 and 20 m2) with large comfortable bed and cable Internet connection: 90 000 FCFA
* Club room (between 20 and 23 m2) with Nespresso machine: 100,000 FCFA
* Premium Suite (between 30 and 35 m2) with private lounge, two TVs with cable Internet access and over 500 free video films: 160,000 FCFA

NB: All rates include a buffet breakfast.

**Seen Hôtel** (Avenue Lamblin, Rue Colomb, Abidjan) located 5.4 km from Azalaï Hotel (meeting venue), **4 stars.**

* Standard room (2 people): 65 000 FCFA
* Suite (4 people) : 143 655 FCFA

NB: All rates include a buffet breakfast.

**Ibis hotel** (Marcory bd Valéry Giscard d'Estaing) 2.9 km from Azalaï hotel (meeting venue), via Rue Louis Lumière**, 3 stars.**

* Standard room without breakfast: 65 000 FCFA
* Standard room with breakfast: 90,000 FCFA

**Radisson Blu Hotel, Abidjan Airport** (Route de L'Aeroport d'Abidjan, BP 2176 Abidjan 03, Abidjan), 7.7 km from Hotel Azalaï (meeting venue), **5 étoiles.**

* Superior room: 128 000 FCFA
* Superior Double Room (2 single beds/1 king-size double bed): 180 000 FCFA
* Junior Suite (1 king-size double bed): 232 000 FCFA
* Premium Suite (1 king-size double bed): 251 100 FCFA
* Presidential Suite: 905 300 FCFA

NB: All rates include a buffet breakfast.

**Participants are advised to make their own hotel reservations, by fax or email, and to send a copy of the hotel reservation to the focal points.**

**The booking form and the list of selected hotels are attached.**

**Reservation forms must indicate the day and time of arrival and departure, and must be sent to the chosen hotel as soon as possible.**

**PLEASE RETURN THIS FORM DULY COMPLETED,**

**NO LATER THAN AUGUST 20, 2023 TO THE FOLLOWING FOCAL POINTS:**

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| **M. BILE Michael**Head of Department, Cooperation with Telecommunications/ICT and Postal OrganizationsPh: + 225 27 20 34 43 73 poste 4048Mobile: +225 07 07 78 68 75 70Fax: + 225 27 20 34 43 75   Abidjan, Cote d’IvoireE-mail : bile.michael@artci.ci **Mlle KONE Djelika**Assistant to the General Manager in charge of Public RelationsPh: + 225 27 20 34 43 73 poste 4381Mobile: +225 07 09 80 56 37Fax: + 225 27 20 34 43 75   Abidjan, Cote d’IvoireE-mail: kone.djelika@artci.ci    |

**9th MEETING OF THE ITU-T STUDY COMMITTEE 13 AFRICA REGIONAL GROUP (SG13RG-AFR), preceded by THE AFRICA REGIONAL WORKSHOP**

**Abidjan from September 19 to 22, 2023**

**NOTE D’INFORMATION :**

1. **Meeting venue: AZALAÏ HÔTEL IVOIRE**
2. **COORDINATORS**

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| **Côte D’Ivoire Coordinators :****M. BILE Michael**Head of Department, Cooperation with Telecommunications/ICT and Postal OrganizationsPh: + 225 27 20 34 43 73 poste 4048Mobile: +225 07 07 78 68 75 70Fax: + 225 27 20 34 43 75   Abidjan, Cote d’IvoireE-mail : bile.michael@artci.ci **Mlle KONE Djelika**Assistant to the General Manager in charge of Public RelationsPh: + 225 27 20 34 43 73 poste 4381Mobile: +225 07 09 80 56 37Fax: + 225 27 20 34 43 75   Abidjan, Cote d’IvoireE-mail: kone.djelika@artci.ci    |

1. **REGISTRATION AND WORKING HOURS :**

Registration of participants and distribution of documents will take place on site at the meeting venue on SEPTEMBER 19, 2023 from 8:30 am.

The opening session will start at 9:30 am.

The proposed working hours will be 9:30 a.m. - 5:30 p.m. (local time) and may be subject to change.

1. **ENTRY VISA FORMALITIES:**

***Entry requirements for Côte d'Ivoire***

Passports and visas

All foreign visitors entering Côte d'Ivoire to attend the Congress must be in possession of an ordinary, diplomatic, special or service passport, valid for at least six months from the date of arrival in the country.

* Depending on their nationality, visitors may be required to obtain a visa to enter Côte d'Ivoire. Holders of passports issued by the Economic Community of West African States (ECOWAS) are exempt from obtaining a visa to enter Côte d'Ivoire.
* For other nationalities, there are two (02) options :
1. Visit Ivorian embassies and diplomatic missions in countries where these are available.
2. Consult the national e-visa website (<https://snedai.com/e-visa>).

Health :

Entry to Côte d'Ivoire is subject to presentation of an international vaccination certificate or a certificate from the attending physician confirming yellow fever vaccination.

1. **DETAILS OF ARRIVAL DATES AND TRANSPORT :**

In order to organize transport to hotels and the meeting venue, delegates are asked to send details of their flights to the focal points indicated on the registration form, no later than 48 hours before their arrival. Transport will be organized for participants from the airport to the chosen hotel, from the hotel to the meeting venue and from the hotel to the airport.

1. **OTHERS** :

**Official language:** French

**Time Zone:** Coordinated Universal Time (UTC)

**Climate:** Generally warm with little precipitation at this time of year.

**Weather-related clothing :**

* Suits/jackets,
* Shirts,
* Loose/short sleeves
* Pants/ Shorts
* Dresses, Skirts
* Umbrella, Raincoat (in case of rain)

**Interpretation:** The workshop will be held in English.

**Currency**

Côte d'Ivoire is a member of the FCFA zone of the Bank of West African States. The currency used in Côte d'Ivoire is the FCFA.

1Euro = 656 XOF and 1Dollar = 596.20 XOF.

Banks are open every working day from 9 a.m. to 3 p.m., Monday to Friday. All credit cards are accepted.

Mobile payment methods are also preferred:

**Mobile Money** :

* Orange Money
* Mtn Momo
* Flooz
* Wave

**MEANS OF TRANSPORT :**

Communal cabs: 300 FCFA on average (intra-communal travel)

Cab meter: From 1500 FCFA and more (inter-communal trips)

**Vtc Application Heetch/Uber/Yango:** (Download from the Playstore and Apple store download portals)

* Safe, comfortable transportation
* Price based on mileage and traffic density

**NB** : To ensure efficient organization of transport to hotels and the meeting venue, delegates are asked to send details of their flights to the focal points indicated on the registration form no later than 48 hours before their arrival. Transport will be organized for participants from the airport to the chosen hotel, from the hotel to the meeting venue and from the hotel to the airport

**Contacts and addresses of hotels selected for the organization of the 9th meeting of the ITU-T Study Group 13 regional group for Africa (SG13RG-AFR), preceded by the regional workshop for Africa.**

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| **Hotels** | **Contacts** | **Mailing** |
| AZALAÏ HÔTEL ABIDJAN | (+225) 27 21 22 25 55 | reservationaha@azalaihotels.com  |
| PALM CLUB HOTEL | (+225) 27 22 40 53 00 | palmclub@holtelclam.com |
| SOFITEL ABIDJAN HOTEL IVOIRE | (+225) 27 22 48 26 26  | <http://www.sofitel.com/>  |
| HOTEL LE WAFOU | (+225) 27 21 25 62 01 | reservationaha@lewafou.com  |
| SEEN HOTEL | (+225) 25 20 00 67 00 | sales.abidjan@seenhotels.com |
| HOTEL IBIS | (+225) 27 20 30 16 00 | h0732-fo@accor.com |
| RADISSON BLU HOTEL, ABIDJAN AIRPORT | (+225) 27 21 22 20 00 | info.abidjan@radissonblu.com |

**LIST OF RESTAURANTS AROUND THE HOTELS**

|  |  |  |  |
| --- | --- | --- | --- |
| N° | Description | Spécialities | Location |
| **PALM CLUB HÔTEL** |
| 01 | CHAMPS ELYSEES | African and European,  | Boulevard Latrille, in front of l’ENA |
| 02 | PLANET BMW | European | Boulevard Latrille |
| 03 | RESTAURANT SUPERMARCHE SOCOCE | European | Boulevard Latrille |
| 04 | MAQUIS 331 | African | In front of collège Mermoz |
| 05 | LE PEKIN  | Asian | In front of collège Mermoz |
| **AZALAI HÔTEL ABIDJAN** |
| 01 | RESTAURANT DE CAP SUD | European | Inside CAP SUD MAll |
| 02 | LE BEJING | Asian | At the entrance of zone 4 |
| 03 | PATISSERIE ABIDJAN | European  | At the entrance of zone 4 |
| **SOFITEL HÔTEL IVOIRE ABIDJAN** |
| 01 | MAQUIS LE PARASOLIER | African and European,  | Not far from la pharmacie de la Piété, near to la PMI |
| 02 | MAQUIS LE DUVAL | African and European,  | Cocody centre, at 100 m away from collège Sainte Marie |
| 03 | RESTAURANT DOLCE VITA | Italian, Pizzas | Near to PMI |
| 04 | LE SINGULIER | African | Cocody Dangah, near to la poste |
| **HÔTEL IBIS MARCORY** |
| 01 | GLACIER AMORE | European | Zone 4 |
| 02 | ATTIEKE POISSON CHEZ MAMAN ROSA | African | Marcory Poto poto |
| 03 | LE TITANIC | African and European,  | Boulevard Giscard d’Estaing |

**NOTE TO DELEGATES**

1. **Obtain the e-Visa**

The online e-visa application is only valid for holders of ordinary passports with a minimum validity period of 6 months.

**Step 1: Pre-enrollment and Payment**

Pre-enrolment allows the applicant to register their personal information, travel information, local contacts and upload the following 03 documents:

-Passport identity page(s): [Click HERE to view the model](https://snedai.com/wp-content/uploads/2022/06/Copie-du-passeport-1.pdf)

-Reserving the round trip plane ticket: [Click HERE to view the model](https://snedai.com/wp-content/uploads/2022/06/billet_ticketreservation-liban-1.pdf)

-The invitation letter or hotel reservation: [Click HERE to view the model](https://snedai.com/wp-content/uploads/2022/08/Modele-Attestation-dhebergement_eVisa-CI.pdf)

NB: The 03 documents listed above are important for the visa application. Your visa application will be rejected in advance if these documents are not correctly scanned and uploaded to the online form.
These three (03) documents must be scanned in JPG/PNG/GIF/PDF format and the maximum size per file must be less than or equal to 01 Mb.

After pre-registration, the applicant pays the fees for obtaining the Visa, the duration of which is 3 months (multiple-entries) and amounts to: 73 Euros (including bank charges).

Payment is made with a VISA CARD or MASTERCARD. When payment is made, the applicant receives an instant email (accompanied by an attachment on which the unique and personal payment certificate code appears).

**Step 2: Receipt of the response from the Territorial Surveillance Department (DST)**

The applicant receives on his email address within 48 hours working days a document (on which appears a bar code) which is the response from the authority (approved or refused).
NB: The approved pre-enrolment document is valid for 3 months from the date of approval.

**Step 3: Enrollment at the airport**

The applicant boards with the “Approved pre-enrolment” document and presents himself on arrival at the airport to the “Airport Visa” area. He completes his biometric enrollment there and the visa is printed and issued immediately. The E-visa registration boxes are available 24/7.
NB: The biometric visa requires the presence of the applicant. Taking fingerprints is compulsory for everyone except minors under 12 years old, but their presence is necessary.

1. **Delegate transportation**

For a better support, delegates arriving through the Felix Houphouët Boigny’s airport must communicate their arrival time. A shuttle will be available from the airport to their hotel. A shuttle will also be available every day of the meeting from the delegates’ hotels to the venue and back.

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| **REUNION ET ATELIER DES COMMISSIONS D’ETUDES 13 ET 2 DE L’UIT-T GROUPE REGIONAL POUR L’AFRIQUE** **ITU-T STUDY GROUP 13 AND STUDY GROUP 2 REGIONAL GROUP FOR AFRICA MEETING AND WORKSHOP****19-22 SEPTEMBER 2023** |

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|  | **FORMULAIRES DE RENSEIGNEMENT DES PARTICIPANTS / DELEGATES PICK UP FORM** |  |
| # | **NOMS / PRENOMS****FULL NAME** | **FONCTIONS****JOB TITLE** | **ORGANISATION****ORGANIZATION** | **PAYS****COUNTRY** | **HOTELS RESERVES****HOTEL RESERVATION** | **COMPAGNIES AERIENNES****AIRLINE COMPANY** | **DATES D’ARRIVEES****ARRIVAL DATE** | **DATES DE DEPARTS****DEPARTURE DATE** | **HEURES DARRIVEES****ARRIVAL TIME** | **HEURE DE DEPARTS****DEPARTURE TIME** | **CONTACT / EMAIL** |
| 1 |  |  |  |  |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |  |  |  |  |
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