



Digital Market Training for Staff of the ITU Centres of Excellence Network for Africa

Hosted by

The African Higher School of Information and Communication Technologies

(ESATIC)

Abidjan, Côte d'Ivoire

November 5 – 6, 2017

INFORMATION NOTE

1. INTRODUCTION

The Digital Marketing Training for the staff of the ITU Centres of Excellence Network for Africa will be hosted by The African Higher School of Information and Communication Technologies (ESATIC)

2. VENUE OF TRAINING

The training sessions will be held at ESATIC , Abidjan, Côte d'Ivoire located at Treichville, Km 4 Boulevard de Marseille.

3. FOCAL POINTS

ESATIC: Mr. KOSSONOU Rodolphe Tel. : + 225 21 218 100 Cell. : + 225 57 454 120 Fax : + 225 21 259 656 Email : rodolphe.kossonou@esatic.ci	UIT: Mme Oumou Niang UIT Office of Dakar Cell: +221 33 859 70 10 Fax: +221 33 868 63 86 E-mail : oumou.niang@itu.int
---	--

4. ON-SITE REGISTRATION AND WORKING HOURS

Registration of participants will take place on Monday, November 6, 2017 starting at 8:30 am. The training sessions will start at 09:00. The suggested working hours are from 9:00 am to 5:00 pm.

5. VISA FORMALITIES

Participants are kindly requested to contact the diplomatic representations of Côte d'Ivoire in their respective countries for visa formalities. Visas can be issued on arrival. For more information, read the e-visa procedure on www.diplomatie.gouv.ci Please note that the visa is not required for nationals of ECOWAS member countries.

6. ACCOMMODATION

Participants are recommended to make bookings directly with the hotels listed below. Please send a copy of your reservation to the workshop coordinators. The booking form must indicate the day, the arrival and departure time, and must be communicated one week prior to arrival in Abidjan.

7. LIST OF PROPOSED HOTELS

<p>AZALAI HOTEL ABIDJAN Abidjan-Marcory, Cote d'Ivoire Tél. : +225 21 222 555 Fax : +225 21 22 25 50 Mail : reservationaha@azalahotels.com Website: http://www.azalahotels.com/azalai-hotel-abidjan Rates: consult the site or call</p>	<p>IBIS Marcory Abidjan Marcory, bvard. Giscard d'Estaing. Tel. (+225) 21 75 63 00 Fax. (+225) 21 35 89 10 Email : h0667@accor.com Website: www.accorhotels.com/fr/hotel-0667-ibis-abidjan-marcory Rates: consult the site or call</p>
<p>Hôtel La Nouvelle Pergola Abidjan Marcory, Boulevard Valéry Giscard d'Estaing Tél. : (+225) 21 75 35 01 Website: www.hotelnouvellepergola.com Rates: consult the site or call</p>	<p>NOVOTEL Plateau Abidjan Plateau, le quartier des affaires Tel : (+225) 20 31 80 00 Fax : (+225) 20 31 80 12 E-mail : H0481@accor.com Site web : www.novotel.com/fr/hotel-0481-novotel-abidjan Rates: consult the site or call</p>
<p>IBIS plateau Abidjan Plateau, le quartier des affaires Tel. (+225) 20 30 16 00 Fax. (+225) 20 21 78 75 E.mail : H0732@accor.com Website: www.accorhotels.com/fr/hotel-0732-ibis-abidjan-plateau Rates: consult the site or call</p>	<p>HOTEL KEN'TI Abidjan-Marcorybiétry rue du canal 01 BP 8476 Abidjan 01 Téléphone : (225) 21 34 25 28/ Mobile : (225) 07 00 69 81 Website: http://hotelkenty.e-monsite.com Rates: consult the site or call</p>

NB: For more information and pictures, please visit: <http://civ.abidjan.net/>

For the location of the Hotels please see the attached map.

8. DETAILS OF ARRIVAL AND TRANSPORT

ESATIC is responsible for transportation of all the participants upon arrival from the airport to their various hotels and during departure. Participants are consequently to forward their travel itinerary to the focal points at least one week before the meeting for easy coordination of airport pick up.

9. CURRENCY

You can make your currency exchange at the following locations:

SIB : 20 20 00 00

SGBCI : 20 20 12 34

CITIBANK : 20 21 46 10 / 20 20 90 00

BNI : 20 20 98 00

BICICI : 20 20 18 00

BOAD : 20 21 80 80

ECOBANK : 20 31 92 00

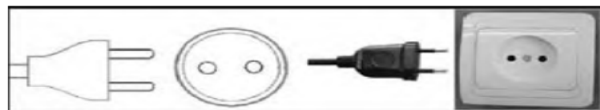
BANQUE ATLANTIQUE : 20 31 59 50

If need be , Please check values of the current USD and Euro exchange rates on www.xe.com

You can use your VISA, MasterCard, American Express cards. Banks are open every working day from 9am to 3pm.

10. ELECTRICAL APPLIANCES

The voltage in Côte d'Ivoire is 220 Volts (50 Hz). Please note the following types of electrical outlets. You can get adapters in your hotels or in nearby stores if necessary. Inquire at the reception of your hotel for any further information.



11. LANGUAGES

French and English

12. SECURITY

Abidjan is generally safe. Nevertheless, participants are recommended to be very cautious in order to avoid any inconvenience. The Ministry of the Interior and Security of Côte d'Ivoire has provided emergency numbers to report any abuse, violence, or aggression Tel : 100 or via email ; 100@interieur.gouv.ci

Additionally, the CCDO (Center for Coordination of Operational Decisions), is a new mixed intervention unit that has been created to secure Abidjan, the Ivorian economic capital.

Find bellow the 24-hour toll-free telephone numbers: 100 / 111 /20 25 00 40 / 20 22 53 45.

13. HEALTH

For any health reasons, you can contact the University Hospital of Treichville at 21 24 91 22/21 24 91 55/21 25 65 70, the University Hospital of Cocody at 22 48 10 00 / 22 44 91 00, the Clinic closest to the hotel, or the Polyclinic PISAM at 22 48 31 31.

Please take with you the immunization records. They are requested by the hygiene services at the airport before entering the Ivorian territory. Also make sure your yellow fever vaccine is valid.

Tap water is safe, however, it is recommended to use bottles of mineral water.

14. WEATHER

The weather in Abidjan in November is hot with 92 millimeters of rain over 23 days. Temperatures can rise to up 32 ° Celsius. The minimum seasonal temperature is 29 ° Celsius; causing the temperature in October in Abidjan to be around 31 ° Celsius.

15. INTERNET

The hotels have internet connections available for the customers. On the venue of the meeting, participants will have broadband Internet access.