



INFORMATION NOTE

Africa Regional Training Workshop 'Supporting countries to advance their National Adaptation Plan (NAP) process' for non-LDCs 17 - 19 October 2017

I. Workshop venue

The workshop will be held at **SEEN HOTEL**

Address

Anna TAGBA

Responsable Commerciale et Marketing

SEEN HOTEL ABIDJAN PLATEAU

Av. Lamblin / Rue Colomb Plateau Abidjan - Côte d'Ivoire

Email: anna.tagba@seenhotels.com

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II. Translation services

The workshop will be conducted in English; simultaneous interpretation services will be provided in French and English. The official documents will be posted in English.

III. Documents

The working documents will be sent to the participants in advance. All workshop materials, supporting documents and links will be posted on the following website:

http://globalsupportprogramme.org/NAP_Africa

Participants are invited to visit the website and download the posted documents.

IV. Preliminary Information

The DSA in Abidjan is approximately 192 dollars USD (\$ 192) per day. **International participants will receive full DSA in Abidjan local currency** and the national participants will also receive a lump sum for transport in local currency.

V. List of participants

The list of participants will be available at the workshop.

VI. Visa / Transport / accommodation

1. Visa

Nationals from within the Economic Community of West African States (ECOWAS: Bénin, Burkina Faso, Cap Vert, Côte d'Ivoire, Gambie, Ghana, Guinée, Guinée Bissau, Libéria, Mali, Niger, Nigéria, Sénégal, Sierra Leone, Togo) do not need a visa for entry into Côte d'Ivoire. However, a visa is required for nationals outside ECOWAS, unless bilateral agreements exist. All participants must contact the embassy or consulate of Cote d'Ivoire in their respective countries to obtain visas. Where a diplomatic representation of Côte d'Ivoire is not present the possibility to get easily visa online will be considered. Here is the procedure as follows:

1: <https://snedai.com/e-visa/>

2- Go to the above page and click on: [DEMARREZ VOTRE DEMANDE DE VISA EN CLIQUANT ICI](#) / (in English – click on the UK flag in the page header - [START YOUR VISA APPLICATION BY CLICKING HERE](#))

3- Follow the steps given

2. Transport

The recommended hotels have a shuttle bus pick-up service. Kindly communicate with the hotel where you booked to pick-up you at the airport. In case you wish to use a taxi, there is company called AFRICAB, who is reliable and recommended for downtown transportation from the airport to the hotels and from the hotel to the workshop venue. We recommend each participant to book directly with the company.

- ✓ Via phone from your country: 00225 56 96 66 36 / +225 21 006.300
- ✓ Via call center once in Abidjan: 99.55
- ✓ Via Internet: www.afri-cab.com

3. Accommodation

Please find below the recommended list of hotels. Participants are invited to book directly their room.

Hotel	Phone#	Email	Distance
Seen Hotel	(+225) 20 00 67 00	emeraude.kouassi@seenhotels.com anna.tagba@seenhotels.com	Venue of the workshop
Hôtel Novotel Plateau	+ 225 22 48 25 63	abidjan.reservation@accor.com	Taxi to the venue about 5 mins; Walking 10 mins
Ibis Plateau	+ 225 22 48 25 63	abidjan.reservation@accor.com	Taxi to the venue about 15 mins
Ivotel principal Plateau	+ 225 20 25 66 87	p.kakou@ivotel.com	Taxi to the venue about 3 mins
Ivotel annexe Plateau	+ 225 20 25 66 87	p.kakou@ivotel.com	Taxi to the venue about 15 mins

VII. Catering service

Catering services, lunch will be provided at the meeting venue.

VIII. Climate, Temperature and clothing

Côte d'Ivoire has a tropical climate with an annual average temperature of 26 °C and generally abundant rainfall.

IX. Health Measures

Participants must bring their vaccination documents. Participants must have received a vaccination against the yellow fever virus before their departure. Vaccinations are verified at the arrival – so participants are reminded to bring their **YELLOW FEVER VACCINATION DOCUMENT**. Travelers without current vaccination requirements will be vaccinated against the yellow fever virus at their own cost before departing from the airport.

NB: We encourage participants to take a travel and health insurance during their stay in Abidjan.

X. Voltage/Electricity

Electric power is 220V running at 50Hz. Voltage converters are necessary for electronic devices operating at 110V. Type of electronic device and socket used in Côte d'Ivoire.



XI. Official language

The official language in Côte d'Ivoire is French.

XII. Local currency

The local currency in Côte d'Ivoire is the XOF (CFA franc). The XOF rates for conversion to other currencies can be found on this website: www.xe.com

1 USD = 557 F CFA

1 EUR = 655 F CFA

Visa cards are accepted