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**3<sup>rd</sup> Steering Committee Meeting of the ITU Centres of  
Excellence Network for Africa**

**Hosted by**

**Digital Bridge Institute  
International Centre for Information & Communications  
Technology Studies**

**Transcorp Hilton Hotel Abuja, Nigeria**

**November 8 – 10, 2016**

# INFORMATION NOTE

## 1. INTRODUCTION

This note is designed to provide delegates with the required information concerning the 3<sup>rd</sup> ITU CoE Steering Committee Meeting in Abuja, Nigeria.

Delegates are expected to arrive on November 7, 2016 and will be hosted to a Gala Night at the Transcorp Hilton Hotel by 7pm. This gala night will have in attendance the Nigerian Minister of Communications, Executive Vice Chairman of the NCC, stakeholders in the Telecommunications & ICT sectors and captains of industry.

## 2. VENUE OF THE MEETING

The venue for the 3<sup>rd</sup> ITU CoE Steering Committee Meeting is Transcorp Hilton Hotel Maitama District Abuja, Nigeria.

## 3. COORDINATORS

<b><u>INSTITUTE COORDINATOR</u></b>	<b><u>ITU COORDINATOR</u></b>
<b>Clinton O. Martins</b> Public Affairs Tel: +234 2907018 Cell: +234 803 6807 685 Email: <a href="mailto:cmartins@dbieducation.org">cmartins@dbieducation.org</a> , <a href="mailto:info@dbieducation.org">info@dbieducation.org</a>	<b>Mme Oumou K. Niang</b> UIT Bureau de Dakar Tel: +221 33 859 70 10 Cell: +221 77 633 27 20 Fax: +221 33 868 63 86 E-mail: <a href="mailto:oumou.niang@itu.int">oumou.niang@itu.int</a>

## 4. ON-SITE REGISTRATION AND WORKING HOURS

- Venue – Same as above
- Date – November 8, 2016
- Time – 8:00am

Working hours are from 8:00am to 5:00pm

## 5. VISA FORMALITIES

Please refer to the nearest Nigerian Consulate or Embassy for the latest visa requirements for travel to Nigeria. More information: <https://portal.immigration.gov.ng>.

Where necessary **and upon request**, DBI will issue a letter of invitation to the delegate to support visa application.

## 6. ACCOMMODATION

A list of recommended hotels in/around the Federal Capital Territory (Abuja) city centre and meeting venue is provided below. Delegates who would like to be assisted in booking accommodation are requested to communicate their choice to DBI contact/s one week prior to arrival in Abuja.

## 7. LIST OF PROPOSED HOTELS

No.	Accommodation	Rating	Room Rate (\$)	Web Address	Location
1	Sheraton Abuja Hotel	*****	127.00	<a href="http://www.sheratonabuja.com">www.sheratonabuja.com</a>	A
2	Transcorp Hilton Abuja	*****	327.00	<a href="http://www3.hilton.com">www3.hilton.com</a>	B
3	NAF Conference Centre and Suites	****	175.66	<a href="http://www.nafconsuites.com">www.nafconsuites.com</a>	D
4	Sandralia	***	276.00	<a href="http://www.sandraliahotel.com">www.sandraliahotel.com</a>	D
5	Valencia Hotel	****	83.00	<a href="http://www.valenciahotelsabj.com">www.valenciahotelsabj.com</a>	A
6	Chida International Hotel	***	140.00	<a href="http://chidahotelinternational.com">chidahotelinternational.com</a>	D
7	Dilic Hotel	***	36.00	<a href="http://www.dilichotelabuja.com">www.dilichotelabuja.com</a>	C
8	Venetian Suites	**	25.00		D
9	Barcelona Hotels & Apartments	***	84.00	<a href="http://www.barcelonahotelsnigeria.com">www.barcelonahotelsnigeria.com</a>	C

Ref	Location	Approximate Distance from the Venue	
		Km	Driving
A	Wuse	12km	10 – 15mins
B	The Venue	-	-
C	Central Business Distric	10km	8 - 10mins
D	Utako/Jabi/ Jahi Districts	16km	15 – 20mins

Note:

These are Hotels that offer corporate rates to the Institute. However, DBI is recommending Venetian Suites to all Delegates for ease of commute to and from the meeting.

## 8. DETAILS OF ARRIVAL AND TRANSPORT

**Airport Transfers** – DBI will be responsible for transportation of all delegates upon arrival from the airport to their various hotels and during departure. Delegates are to forward their travel itinerary at least one week before the meeting for easy coordination of airport pick up.

**Commute to meeting venue** - DBI will also be responsible for movement of delegates from their hotels to the meeting venue and back throughout the duration of the meeting.

## 9. CURRENCY

There is no limit to the amount of foreign bank notes or traveller's cheques which visitors may bring with them to Nigeria. Commercial banks, forex bureaus and most hotels provide currency exchange facilities.

## 10. ELECTRICAL APPLIANCES

- A. The voltage in Nigeria is between 220 to 240 volts AC.
- B. Hotels may have 220 to 240 volts AC. Visitors with lower volts will need to bring a converter.
- C. The Nigeria type D/G power plugs and sockets are used.

## **11. LANGUAGES**

English

## **12. SECURITY**

Abuja is generally safe being the Federal Capital Territory. There are no specific threats for which participants need to be advised against especially since protocol services will provide security officials.

## **13. MEDICAL AND HEALTH**

The following is recommended:

- Immunization against yellow fever
- Medication for prevention of malaria

There are no medical insurance. The organizers will take care of any emergency.

Bottled water from major departmental stores are safe for drinking in the country.

## **14. WEATHER**

Although Nigeria lies wholly within the tropical zone, there are wide climatic variations in different areas of the country. Near the coast, the seasons are not sharply defined. Temperatures rarely exceed 32°C (90°F), but humidity is very high and nights are hot.

Inland, where Abuja is situated (in the north central), there are two distinct seasons: a wet season from April to October, with generally lower temperature, and a dry season from November to March, with midday temperatures that surpass 38°C (100°F) but relatively cool nights. The months June, July, August and September have a nice average temperature.

Usually, most rainfall (rainy season) is seen in May, June, July, August, September and October. Abuja has dry periods in January, February, November and December.

## **15. INTERNET**

Internet will be available and it is secured.