



ITU Centres of Excellence Network for Africa

Digital Bridge Institute

International Centre for Information & Communications Technology Studies

Face-to-Face (Blended) Training on

**ICT Applications, Products and Services Using Microsoft Office
Lagos and Kano, Nigeria**

17 - 21 June 2019

INFORMATION NOTE

1. INTRODUCTION

This course will assist participants understand and have an in-depth knowledge in the use and applications of the software components of Microsoft office and their functionalities.

This training is targeted at staff of organisations in the public and private sectors, most especially persons that are desirous of improving their knowledge of the use of Microsoft Office tools to improve on the job performance and workplace productivity. It is also designed to meet the needs of participants from academic institutions (instructors and students).

2. VENUE OF THE TRAINING

The training will be conducted at Digital Bridge Institute, No 572, Katsina Road, Kano and Digital Bridge Institute, No 1 Nitel Road, Cappa, Oshodi, Lagos, Nigeria

3. COORDINATORS

<u>INSTITUTE COORDINATOR</u>	<u>ITU COORDINATOR</u>
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4. REGISTRATION AND WORKING HOURS

Registration should be made online at:

https://academy.itu.int/index.php?option=com_joomla&view=coursecategoryextended&cat_id=&course_id=1712:ict-applications-products-and-services-using-microsoft-office&Itemid=476&lang=en

On-site registration will be made as follows:

- Venue – Same as above
- Dates – Day 1 June 17, 2019 & Day 2 June 18, 2019 (registration closes 12 noon day 2)
- Time – Accreditation starts 8:00am Day 1

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 participant to support visa application.

6. ACCOMMODATION

A list of recommended hotels around the DBI campus Abuja which we have partnership with are indicated below. Participants 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.

List of proposed hotels

No.	Accommodation	Address	Phone No. (+234)
1	3JS Hotel	31, P.O.W Mafemi Crescent, Utako, Abuja	08073316621
2	Top Rank Hotels	245, P.O.W Mafemi Crescent, Utako, Abuja	08106807110
3	Chida Hotel Int'l	224, Solomon Lar Way, Utako, Abuja	08055084877
4	Reiz Continental	779, 10 th Street, Cadastral Zone, Abuja	08073190331
5	Sheraton Hotel	Ladi Kwali Way, Abuja	09-4612000
6	TranscorpHilton	1, Aguiyi Ironsi Street, Maitama, Abuja	07080603000
7	NAF Conference	496, Ahmadu Bello Way, Kado, Abuja	09-2912603
8	Sandralia Hotel	1, Solomon Lar Way, Utako, Abuja	08179080119

7. DETAILS OF ARRIVAL AND TRANSPORT

Airport Transfers – Participants are expected to make their transport arrangements to/from the workshop/training venue.

Upon request, DBI will assist with arranging transport with preferred service provider.

8. CURRENCY

The Nigerian currency is Naira and Kobo. 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.

9. ELECTRICAL APPLIANCES

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

10. LANGUAGES

English

11. SECURITY

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

12. 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 big supermarkets is recommended.

13. 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. The Lagos weather condition is similar to Abuja save for higher rainfall in Lagos.

14. INTERNET

Internet will be available and it is secured.