



## **2<sup>nd</sup> Steering Committee Meeting of the ITU Centres of Excellence (CoE) for the Africa Region**

**Dakar, Sénégal  
19-20 November 2019**

### **PRACTICAL INFORMATION FOR PARTICIPANTS**

#### **1. VENUE OF THE MEETING**

The 2<sup>nd</sup> Steering Committee Meeting of the ITU Centres of Excellence for the Africa Region will take place at the:

**ENA - ÉCOLE NATIONALE D'ADMINISTRATION**  
**Boulevard Dial DIOP x Lt CI Pierre FAYE**  
**Dakar, Sengal**

#### **2. REGISTRATION OF PARTICIPANTS**

Information regarding the registration of participants is available on the event website at <https://academy.itu.int/index.php/centres-excellence/coe-cycles/coe-cycle-2019-2022/steering-committees/2nd-steering-committee-meetings>

#### **3. DOCUMENTS**

The agenda and other documents for the meeting can be downloaded from the meeting website mentioned above.

#### **4. HOTEL ACCOMMODATION**

Participants must bear the cost of accommodation at the hotel. However, the Organizing Committee has negotiated special rates, indicated in the attached list. It is highly recommended to make reservations with the recommended hotels. The Organizing Committee does not ensure the transportation of participants to or from hotels that are not mentioned in the list. Hotel reservation forms must be sent directly to the hotel chosen with a copy to

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## **5. HEALTH**

The yellow fever vaccine is imperative. An international vaccination booklet with yellow fever vaccine is recommended (presented at the airport upon arrival).

Vaccines against hepatitis A and B are strongly recommended as well as anti-malarial treatment.

## **6. TRAVEL AND TRANSFERS FROM/TO THE AIRPORT**

Participants are responsible for organizing their international trip. All travel information, including flight number, arrival times and dates should be forwarded to the contact person whose contact details are listed on the registration form. Transportation will be provided for delegates:

- Upon arrival and departure from Leopold Sedar Senghor International Airport
- Recommended hotels instead of the conference
- During the various social events organized for the delegates

## **7. CLIMATE**

The climate in Senegal is characterized by two seasons: a dry season from November to June and a rainy season from July to October. In November, temperatures range between 28 and 30 degrees Celsius.

## **8. TIME ZONE**

Senegal is at GMT time.

## **9. CURRENCY, BANKS AND CREDIT CARDS**

The currency in Senegal is the Franc CFA.

The indicative exchange rate is:

- 1 Euro = 655.957 XOF
- 1 USD = 587.920 XOF

Major credit cards are accepted everywhere for transactions. Banks are open from 8 am to 4 pm from Monday to Friday. The exchange offices are located at the airport, in hotels and in different parts of the city and open from 08:00 to 18:00 from Monday to Friday.

## **10. TELECOMMUNICATIONS**

The dialing code of the Republic of Senegal is 221. There are three mobile operators: Orange (77 and 78), Free (76) and Espresso (70). The identification of chips is mandatory in agencies or by telephone.

## **11. ELECTRICITY**

The main voltage is 220 volts / 50 Hz. Please inquire at the hotel reception to obtain a lower voltage. The sockets are standard Europe with two round plugs.

## **VISA**

To be allowed to enter the Senegalese territory, all foreigners must present:

1. a valid passport for at least 6 months;
2. a free entry visa, unless dispensed;
3. a repatriation guarantee, a return or circular ticket or a ticket for a destination outside Senegal;
4. International vaccination certificates required by sanitary regulations.

Entry visas to Senegal are issued by the Minister of the Interior and, on the latter's behalf, by Senegalese diplomatic or consular agents or those having the power to represent Senegal in this field. These visas are granted with or without prior consultation of the Minister of the Interior, under the conditions fixed by him.

## **Visa waivers**

► Nationals of the following neighbouring countries:

- Gambia
- Guinea Bissau
- Republic of Guinea
- Mali
- Mauritania.

► Nationals of the following countries, members of ECOWAS

- Benin
- Burkina-Faso
- Cape Verde
- Ghana
- Ivory Coast
- Liberia
- Niger
- Nigeria
- Sierra Leone
- Togo

The nationals of these countries are authorized to enter the Senegalese territory on presentation of:

- a valid passport, a national identity card, or a laissez-passer;
- International vaccination certificates required by sanitary regulations.

For further information, please contact:

### **For visas**

Mr Boudal NIANG

Tel : +221 33 869 03 19

Cel : +221 70 637 03 19

Fax : +221 33 824 68 90

Email: [boudal.niang@esmt.sn](mailto:boudal.niang@esmt.sn)

**LIST OF RECOMMENDED HOTELS**

<p><b>HOTEL NOVOTEL **** (downtown)</b>  Avenue Abdoulaye Fadiga Dakar Sénégal  Tel : +221 33 849 61 61  Fax : +221 33 823 89 29  E-mail: dakar.reservation@accor.com  Site web : <a href="http://www.novotel.com/fr/hotel-0529-novotel-dakar/index.shtml">http://www.novotel.com/fr/hotel-0529-novotel-dakar/index.shtml</a>  Single room: 65 000 cfa  Double room: 70 000 cfa  Tourism tax: 1000 cfa /day/person  Breakfast included</p>	<p><b>HOTEL TERROU BI (West side) *****</b>  Boulevard Martin Luther King  BP 1179 Dakar  Tel: +22133839 90 39  Fax: +221 33839 90 45  E-mail: reservation@terroubi.com  Site web: <a href="http://www.terroubi.com">www.terroubi.com</a>  Single room / Double room: garden view: 110 000 cfa  Single room / Double room: sea view: 130 000 cfa  Buffet breakfast : 14 000 cfa per person  Tourism tax: 1000 cfa /day/person  Déjeuner et diner à la carte</p>
<p><b>IBIS HOTEL *** (downtown)</b>  2 Avenue Abdoulaye Fadiga Dakar Sénégal  Tél : +221 33 849 49 94  Fax : +221 33 823 89 29  Site web : <a href="http://www.ibis.com/fr/hotel-6777-ibis-dakar/index.shtml">http://www.ibis.com/fr/hotel-6777-ibis-dakar/index.shtml</a>  E-mail: dakar.reservation@accor.com  Single room: 65 000 cfa  Double room: 70 000 cfa  Tourism tax: 1000 cfa /day/person  Breakfast included</p>	<p><b>RESIDENCE LE NDIAMBOUR ****</b>  Rue Carnot, Dakar  Tel : +221 33 889 42 89  Fax:+221 33 822 77 45  E-mail: <a href="mailto:ndiambour@orange.sn">ndiambour@orange.sn</a>  Site web : <a href="http://www.lendiambour.com">http://www.lendiambour.com</a>  Single room: 45000 cfa  Standard room: 61000 cfa  Breakfast : 7000 cfa  Tourism tax included</p>
<p><b>HOTEL AL HAFIFA (downtown)***</b>  No. 46 Rue Jules Ferry, Dakar  Tel : +221 33 33 889 90 90  Fax:+221 33 823 88 39  E-mail: <a href="mailto:alhafifa@orange.sn">alhafifa@orange.sn</a>  Single room: 46.650 cfa  Double room: 50.950 cfa  Breakfast: 4.800 cfa  Tourism tax: included</p>	<p><b>MIRAMAR *** (downtown)</b>  25-27 rue Félix Faure  Tel : +221 33 849 29 29  Fax:+221 33 823 35 05  E-mail: <a href="mailto:miramar-book@orange.sn">miramar-book@orange.sn</a>  Single room: 30.600 cfa  Double room: 39.000 cfa  Breakfast: 2500 cfa  Tourism tax: included</p>
<p><b>Nina Hôtel ** (downtown)</b>  Rue Saint Michel  Tel : +221 33 889 01 20  Fax : +221 33 889 01 81  E-mail: <a href="mailto:hotelnina@orange.sn">hotelnina@orange.sn</a>  Single room: 40.000 cfa  Double room: 52 000 cfa  Breakfast and tourism tax included</p>	<p><b>HOTEL FLEUR LE LYS PLATEAU</b>  64 RUE FELIX FAURE BP2302 DAKAR  Tel: +221338494600  Fax: +221338211721  E-mail: <a href="mailto:amina.ngaido@fleurdelysdakar.com">amina.ngaido@fleurdelysdakar.com</a>  Site web: <a href="http://www.hotelfleurdelysdakar.com">www.hotelfleurdelysdakar.com</a>  Single room: 75000fcfa + Breakfast  Double room: 85000 fcfa + Breakfast  Tourism tax: 2000 fcfa</p>

**NB :** The Organizing Committee does not ensure the transportation of participants to or from hotels that are not mentioned in the list of recommended hotels.

**CONTACT PERSON FOR INFORMATION NEEDED IN THE HOST COUNTRY:**

Pour le transport  
Mr. Ibrahima NIANG  
Tel : +221 70 637 03 30  
Fax: +221 33 824 68 90  
Email: [ibrahima.niang@esmt.sn](mailto:ibrahima.niang@esmt.sn)

**For hotel rooms reservation**

Nb : please send your booking requests directly to the hotel chosen with copy to:

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**For registration:**

**ITU Area Office for West Africa:**  
**Mme Anna Barboza**  
Assistante Administrative  
8, Route des Almadies, Immeuble Rokhaya  
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**Copy to:** ITU Centre of Excellence - **ESMT**  
**Mr Boudal Niang**  
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