



THE ROLE OF PARLIAMENT IN CONFLICT PREVENTION AND MANAGEMENT IN WEST AFRICA



Regional Conference organized jointly by
the National Assembly of Côte d'Ivoire and the Inter-Parliamentary Union

Abidjan, 28-30 October 2013

GENERAL INFORMATION

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1. REGISTRATION

Parliaments are invited to communicate the composition of their delegation as soon as possible, and no later than **20 September 2013**, using the attached registration form to the following addresses:

► IPU Secretariat

Chemin du Pommier 5
C.P. 330, 1218 Grand-Saconnex
Geneva, Switzerland
Tel.: +41 22 919 41 50
Fax : +41 22 919 41 60
E-mail: postbox@mail.ipu.org

► National Assembly Secretariat

Mr. Alain Addra
National Assembly, 04 BP 276
Abidjan 04, Côte d'Ivoire
Tel.: +225 20 20 82 03
Cellular: + 225 07 90 35 46
Fax: +225 20 20 82 33
E-mail: addralain@yahoo.fr

2. ACCOMMODATION

Temporary bookings have been made by the National Assembly of Côte d'Ivoire in the hotels indicated in the Annex. Participants are kindly asked to complete the hotel reservation form and return it as soon as possible, and no later than **20 September 2013**.

Reservations received after that date cannot be guaranteed and will depend on room availability. Requests for hotel reservations will be treated on a first-come-first-served basis. Participants will be responsible for settling their bill directly with the hotel concerned.

3. AIRLINES

Delegates can arrive in Abidjan from several African or European capitals. For further information, they are kindly asked to contact their airline or travel agency. See a list of some airlines that fly to Abidjan below:

Air France - KLM	01 BP 1527	+225 20 20 24 00
Brussels Airlines	01 BP 3932	+225 21 75 70 90
Air Burkina	01 BP 1851	+225 20 22 29 68
Asky Airlines	01 BP 13527	+225 20 25 00 53
Ethiopian Airlines	01 BP 5897	+225 20 21 55 38
Kenya Airways	01 BP 255	+225 20 30 31 08
Air Côte d'Ivoire	07 BP 592	+225 20 25 10 30
Alize Prestige – South African Air Ways	01 BP 33 81	+225 21 27 12 33
Royal Air Maroc	01 BP 2413	+225 20 22 20 95

4. ARRIVAL AND DEPARTURE

In order to facilitate the welcome service at the Felix Houphouët Boigny International Airport in Abidjan, all participants are asked to provide the details of their arrival and departure (date, time, flight no., etc.) on the attached hotel reservation form.

A welcome service will be set up at the airport from **24 to 27 October 2013**. This service will provide assistance for formalities and transfers from the airport to the hotels. It will also handle transfers from the hotels to the airport at the end of the Conference.

5. VISAS

Participants requiring a visa to enter Côte d'Ivoire are asked to take all necessary steps to have the visa issued by the diplomatic or consular representatives of Côte d'Ivoire before their arrival in Abidjan.

6. VACCINES AND HEALTH

Delegates will be required to present a vaccination certificate upon entering the country. They are also advised to take precautions against malaria. Please seek the advice of your medical physician concerning vaccines.

During the Conference, a first aid medical service will be provided. Any other medical services or treatment will be at the participants' expense.

7. LUGGAGE

A special service will be entrusted with handling participants' luggage.

8. REGISTRATION AND INFORMATION OFFICE

A registration and information office will be available to participants during the Conference from **24 to 27 October 2013**. It will be open from 8 a.m. to 12.30 p.m. and from 3 to 5.30 p.m. Participants are invited to register with this office as soon as they arrive. They will be provided with an identity badge and any other information related to the Conference that they may require. It will also receive messages and deliver mail.

9. SECURITY

All necessary security arrangements will be made by the authorities of Côte d'Ivoire. Delegates are kindly asked to wear their identity badges during the meetings and at all official events during the Conference.

10. WEATHER CONDITIONS

During October the temperature varies between 24 and 30°C.

11. CURRENCY AND EXCHANGE

The CFA franc is the local currency of Côte d'Ivoire. It is pegged to the Euro. On July, 1 Euro = 655 F CFA and 1 US\$ = 503 F CFA. Please be advised that exchange rates may fluctuate.

Participants will have access to commercial banks and a bureau de change set up especially for the Conference. They are advised to carry travellers' cheques or hard currency in cash.

12. TRANSPORT

A shuttle service will be provided for participants from the Felix Houphouët Boigny International Airport to their respective hotels. Transport will also be provided between the hotels, the Conference venue and other places where official receptions will be held.

13. PRESS SERVICE

A press service will be set up in the various Conference working areas and will be responsible for media relations with national and international printed press, radio and TV. Journalists wishing to cover the Conference are invited to obtain accreditation from the National Assembly of Côte d'Ivoire. Contact: Mr. Alain Addra, phone +225 20 20 82 03, cell phone + 225 07 90 35 46, E-mail: addralain@yahoo.fr

14. OTHER SERVICES

The following services will be available to participants: post office; bank/bureau de change; travel agency; international telephone and fax service (at the participants' expense); first aid; restaurant, cafeteria and bar.

15. RECEPTIONS AND OFFICIAL SOCIAL EVENTS

The Conference Inaugural Ceremony will be held on 28 October 2013 at the National Assembly premises in Abidjan.

Invitations and the programme of receptions and other official events will be provided with the set of the Conference documents.

16. RECOMMENDED RESTAURANTS IN ABIDJAN

Aboussouan	Angle bd Giscard d'Estaing av. Delafosse	+225 21 24 53 12
Ambassadeur	Hôtel Tiama	+225 20 31 30 44
Le Méchoui	Zone 4, bd. Marseille – Cocody	+225 21 24 68 93
Maquis la Boussole	01 BP 3622	+225 23 50 89 06
Maquis le Réservoir	Carrefour de Biétry, bd. Giscard d'Estaing	+225 21 36 04 59

ANNEX

	Hôtels	Types of Rooms	Room rate (€)	Method of Payment	Reservation period	Contact for reservation	Details
1	Tiama ★★★★★ <i>5 mins from the meeting venue</i>	Standard room	151€ + breakfast from 18€	Cash, Visa, Mastercard- Eurocard, American Express	2013-10-7	http://www.hotel.tiama.ci/FR/reservation.php	Internet access included
2	Pullman ★★★★★ <i>10 mins from the meeting venue</i>	Room side city Room side lagoon	221€ 236€	Cash, Visa, Mastercard- Eurocard, American Express	2013-10-7	http://www.accorhotels.com/fr/hotel-1146-pullman-abidjan/room.shtml	Internet access included
3	Novotel ★★★★★ <i>10 mins from the meeting venue</i>	Room side city Room side lagoon	141€ 158€	Cash, Visa, Mastercard- Eurocard, American Express	2013-10-7	http://www.accorhotels.com/fr/hotel-0481-novotel-abidjan/index.shtml	Internet access included
4	Ivotel ★★ <i>10 mins from the meeting venue</i>	Standard room Suite Appartement	85-93€ 101-108€ 116-154€ + breakfast from 13,50€	Cash, Visa, Mastercard- Eurocard, American Express	2013-10-7	http://hotelvotel.com/index.php	Internet access included
5	Ivoire Intercontinental ★★★★★ <i>20 mins from the meeting venue</i>	Standard room	199€ + breakfast from 20€	Cash, Visa, Mastercard- Eurocard, American Express	2013-10-7	http://hotelivoire.com/fr/chambres.php	Internet access included
6	Ibis Plateau, ★★ <i>5 mins from the meeting venue</i>	Standard room	86€ breakfast included	Cash, Visa, Mastercard- Eurocard, American Express	2013-10-7	http://www.accorhotels.com/fr/hotel-0732-ibis-abidjan-plateau/index.shtml	Internet access included
7	Ibis Marcory ★★ <i>15 mins from the meeting venue</i>	Standard room	98€ breakfast included	Cash, Visa, Mastercard- Eurocard, American Express	2013-10-7	http://www.accorhotels.com/fr/hotel-0667-ibis-abidjan-marcory/index.shtml	Internet access included