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:

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

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

<table>
<thead>
<tr>
<th>Restaurant</th>
<th>Address</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aboussouan</td>
<td>Angle bd Giscard d’Estaing av. Delafosse</td>
<td>+225 21 24 53 12</td>
</tr>
<tr>
<td>Ambassadeur</td>
<td>Hôtel Tiama</td>
<td>+225 20 31 30 44</td>
</tr>
<tr>
<td>Le Méchoui</td>
<td>Zone 4, bd. Marseille – Cocody</td>
<td>+225 21 24 68 93</td>
</tr>
<tr>
<td>Maquis la Bousole</td>
<td>01 BP 3622</td>
<td>+225 23 50 89 06</td>
</tr>
<tr>
<td>Maquis le Réervoir</td>
<td>Carrefour de Biétry, bd. Giscard d’Estaing</td>
<td>+225 21 36 04 59</td>
</tr>
<tr>
<td></td>
<td>Hôtels</td>
<td>Types of Rooms</td>
</tr>
<tr>
<td>---</td>
<td>--------</td>
<td>----------------</td>
</tr>
<tr>
<td>1</td>
<td>Tiama ★★★★★★ 5 mins from the meeting venue</td>
<td>Standard room</td>
</tr>
<tr>
<td>2</td>
<td>Pullman ★★★★★ 10 mins from the meeting venue</td>
<td>Room side city Room side lagoon</td>
</tr>
<tr>
<td>3</td>
<td>Novotel ★★★★ 10 mins from the meeting venue</td>
<td>Room side city Room side lagoon</td>
</tr>
<tr>
<td>5</td>
<td>Ivoire Intercontinental ★★★★★ 20 mins from the meeting venue</td>
<td>Standard room</td>
</tr>
<tr>
<td>6</td>
<td>Ibis Plateau, ★★ 5 mins from the meeting venue</td>
<td>Standard room</td>
</tr>
<tr>
<td>7</td>
<td>Ibis Marcory ★★ 15 mins from the meeting venue</td>
<td>Standard room</td>
</tr>
</tbody>
</table>