

“Violence against Women, abandoning female genital mutilation: the role of national parliaments”

African parliamentary conference organised in collaboration with the Inter-Parliamentary Union (IPU) and the United Nations Children’s Fund (UNICEF)

Dakar, Senegal, 4 and 5 December 2005

GENERAL INFORMATION NOTE**1. REGISTRATION OF DELEGATES**

The parliaments and the observers invited to participate in the African Parliamentary Conference on “Violence against women, abandoning female genital mutilation: the role of national parliaments”, which will be held in Dakar; Senegal, on 4 and 5 December 2005, **are kindly requested to make known the composition of their delegations before 21 November 2005, on the attached Form No. 1.**

Room reservations, dates of arrival of delegations and flight details should be mentioned on **the attached Form No. 2.** Bookings made after the above-mentioned date will be treated according to the reception of mail and hotel availabilities.

This information should be sent to the following address:

**Assemblée nationale
B.P. 86
Dakar
(Sénégal)
Tél.: (221) 823 34 72 / 823 87 67
Fax: (221) 823 94 02 / 823 93 85 / 842 18 29
E-mail: assnat@assemblee-nationale.sn**

The National Assembly of Senegal will ensure the booking of hotel rooms for all the delegations who send in the required information in due time.

A copy of this information is to be sent to the APU Secretariat at the following address:

**General Secretariat
African Parliamentary Union
B.P. V 314
Abidjan
(Côte d'Ivoire)
Tel.: (225) 20 30 39 70 à 74 / 20 30 39 79
Fax: (225) 20 30 44 05 à 09
E - mail: upa@africaonline.co.ci**

2. ENTRY VISAS

When required, the visa will be delivered free of charge to delegates in the diplomatic and consular representations of Senegal.

In exceptional cases, for the delegates of the countries where there are no Senegalese diplomatic or consular representations, the visa will be delivered to delegates upon arrival at the Léopold Sédar SENGHOR Airport in Dakar. In such cases, delegates are kindly requested to communicate to the National Assembly of Senegal, by fax and/or e-mail, the number and type of their passports as well as the flight number, the date and hour of arrival in Dakar.

3. **HEALTH**

It is recommended that delegates to the Conference have their international vaccination book still valid.

4. **IDENTITY BADGES**

Delegates will be issued with special badges. They are invited to wear them at all times.

5. **CLIMATE**

In Dakar, temperatures vary between 28° and 32°C during the month of December.

6. **TRANSPORTATION**

Transportation for delegates will be ensured on arrival and on departure, as well as between hotels and the venue of the conference. It is recommended that delegates choose the hotels proposed by the National Assembly of Senegal.

7. **FLIGHTS**

Delegates can travel to Senegal from several African and European capitals. For detailed information, they are kindly requested to consult air companies and travel agencies.

8. **VENUE OF THE MEETING**

The Regional Conference on "Violence against Women, abandoning female genital mutilations: the role of national parliaments" will take place at the **Hotel Méridien Président** of Dakar.

9. **LANGUAGES**

Debates will be held in English, French and Arabic. Working documents will be produced and distributed in English and French.

10. **RECEPTION**

His Excellency the President of the National Assembly of Senegal will host a reception, the date and place of which will be communicated later.

11. CURRENCY

The national currency is the CFA Franc. Exchange can be made at the meeting venue, in the authorized hotels and in the banks opened from Monday to Friday.

Following are the exchange rates of some convertible currencies on 28 October 2005:

1 \$US = 520 CFA Francs
1 Euro = 655,957 CFA Francs
1 £GB = 940 CFA Francs

12. SERVICES FOR DELEGATES

The following services will be available at the venue of the Conference:

- Telecommunications and Post office;
- Exchange office;
- Travel agency;
- Medical service;
- Cafeteria

13. HOTELS

The National Assembly of Senegal recommends that participants stay in the following hotels where the following preferential rates have been obtained:

Hotels	Simple	Luxe	Suite	Breakfast	Lunch	Dinner
Le Méridien Président 5 stars	75.000		300.000	9.500	17.500	17.500
Sofitel Téranga 4 stars	76.600		163.000	included	19.000	18.000
Indépendance 4 stars	49.000		75.000	included	10.500	10.500
Ngor Diarama 4 stars	50.000	65.000	90.000	included	9.500	9.500

N.B.: the rates are in CFA Francs

“Violence against Women, abandoning female genital mutilation: the role of national parliaments”

*African parliamentary conference organised in collaboration with the Inter-Parliamentary Union (IPU)
and the United Nations Children’s Fund (UNICEF)*

Dakar, Senegal, 4 and 5 December 2005

FORM No. 1: REGISTRATION OF DELEGATES

Parliament or Organization:

Leader of the Delegation (Full Name):

Members of the delegation:

FAMILY NAME (Mr./Mrs./Ms)	FIRST NAME	TITLE

Secretaries and Advisers:

1.

2.

Date & signature

Kindly complete and address by **21 November at the latest** to:

1)
Assemblée nationale
B.P. 86
Dakar (Sénégal)
Tél.: (221) 823 34 72 / 823 87 67
Fax: (221) 8239402 / 8239385 / 8421829
E-mail: assnat@assemblee-nationale.sn

2)
Secrétariat Général de l'Union Parlementaire
Africaine
B.P. V 314
Abidjan
(Côte d'Ivoire)
Tél.: (225) 20 30 39 70 à 74 / 20 30 39 79
Fax: (225) 20 30 44 05 à 09
E-mail: upa@africaonline.co.ci

“Violence against Women, abandoning female genital mutilation: the role of national parliaments”

*African parliamentary conference organised in collaboration with the Inter-Parliamentary Union (IPU)
and the United Nations Children’s Fund (UNICEF)*

Dakar, Senegal, 4 and 5 December 2005

FORM No. 2: INDIVIDUAL HOTEL BOOKING

Full Name:

Country or Organization:

HOTEL BOOKING

(Please indicate the name of the Hotel)

.....

CATEGORY OF CHOSEN ROOM

(Please indicate the room category)

.....

Date of Arrival:

Time of Arrival:

Flight N°:

Coming from:.....

Date of Departure:

Time:

Flight:

Date & signature:

Kindly complete and address by **21 November at the latest** to:

1)
Assemblée nationale
B.P. 86
Dakar (Sénégal)
Tél.: (221) 823 34 72 / 823 87 67
Fax: (221) 8239402 / 8239385 / 8421829
E-mail: assnat@assemblee-nationale.sn

2)
Secrétariat Général de l'Union Parlementaire
Africaine
B.P. V 314
Abidjan
(Côte d'Ivoire)
Tél.: (225) 20 30 39 70 à 74 / 20 30 39 79
Fax: (225) 20 30 44 05 à 09
E-mail: upa@africaonline.co.ci