

Engaging Civil Society to Accelerate Regional Integration for Africa's Economic Prosperity

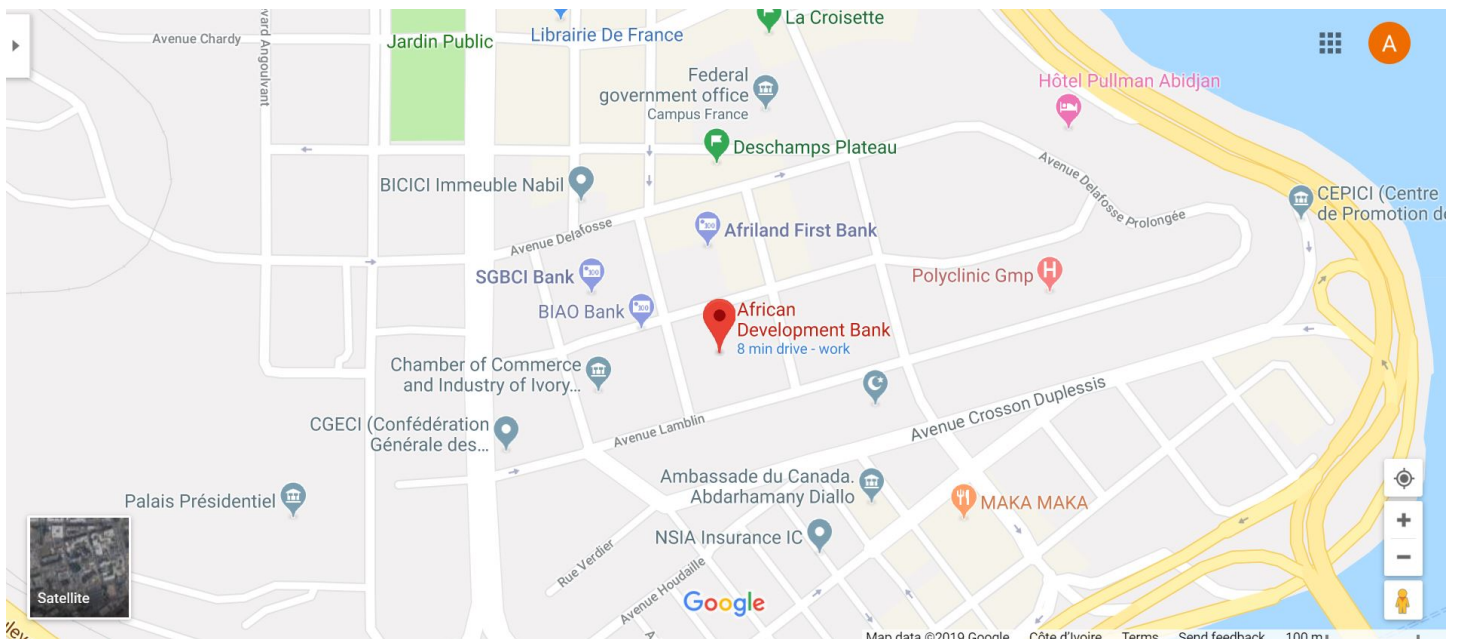
Information Note on Logistical Arrangements for Sponsored Participants

Dear participant,

Please find below the informations on the administrative arrangements for the 2019 Civil Society Forum

1. Venue of the forum

African Development Bank Headquarters
Avenue Joseph Anoma
01 BP 1387 Abidjan 01 Côte d'Ivoire
Phone : +225 20 26 44 64
E-mail: civilsociety@afdb.org
Google Maps Location: <https://goo.gl/maps/Z2JV92dJFCca2Hkw5>



2. Check-in

Upon arrival at the African Development Bank, participants should check in at the registration desk at the entrance of the building and pick up their badges and Forum materials.

For security reasons, only registered participants will be able to access the AfDB Headquarters building and attend the sessions.

3. Language

Both English and French will be used at the forum. There will be simultaneous interpretation

4. Travel

For sponsored participants from abroad, Civil Society Division will arrange for your travel to Abidjan. For this we will need a copy of your passport.

5. Visa Requirements

Many visitors need to obtain a visa to enter Côte d'Ivoire. We encourage you, before you travel, to check with the Ivorian embassy or a representative in your country about visa requirements

There are 2 ways you can obtain a visa to enter Côte d'Ivoire:

- Go to an accredited embassy of Côte d'Ivoire in your country of residence
- Apply online at the following website: <https://snedai.com/e-visa/>

In order to be reimbursed for the cost of your E-Visa, we kindly request that if you haven't already done so, to email us the electronic confirmation receipt you received AS SOON AS POSSIBLE.

The main international airport of Cote d'Ivoire is located about 14 km south of downtown Abidjan and is known as Félix Houphouët Boigny International Airport or Port-Bouet airport.

6. Vaccination

Please ensure that your Yellow Fever vaccination is up-to-date and bring your Vaccination Certificate with you. Malaria prevention treatment and the following vaccines are recommended before departure: Viral hepatitis A and B, Diphtheria, Meningitis A and C, Tetanus, Poliomyelitis, Typhoid, Diphtheria, Rabies

7. Hotels

Sponsored participants will be accommodated at the SEEN hotel, which is right next to the Bank

SEEN Hotel

Address: Avenue Lamblin/ Rue Colomb, Plateau – Abidjan, Côte d'Ivoire

Phone: +225 20 00 67 00. Email: info.abidjan@seenhotels.com

Google Maps Link :

<https://goo.gl/maps/ti95bk4WWf4nemcw7>

8. Transport

Civil Society Division will arrange with your hotel for your pick-up service from and to the airport. If you wish to travel around the city (at your own expense), you may use taxi services, there are two main taxi orders:

Yango : Download the App on [Google Play](#) or Apple Store

Taxijet: <http://www.taxijetci.com/>

9. Meals

Breakfast is included in your hotel reservation. Lunch and coffee breaks will be provided by the Bank at the event venue. You will receive a subsistence allowance for dinner, which you can pick up from Marie-Josée Akissi KOUASSI upon arrival at the event (see contacts below).

10. Banking and currency

There are currency exchange offices at Felix Houphouet Boigny airport, BICICI Bank, SGBCI Bank, as well as all major hotels. Credit cards are accepted at most hotels. The local currency conversion rate as at **29 April 2019** is:

1 United States Dollars (USD) = 586.7472 Cfa Franc Bceao (XOF);

1 Cfa Franc Bceao (XOF) = .0017 United States Dollars (USD)

1 European Euro (EUR) = 655.957 Cfa Franc Bceao (XOF)

1 Cfa Franc Bceao (XOF) = .0015 European Euro (EUR).

11. Event Documents

The program and concept note will be shared with you and will later be available on the event page on the Civil Society Division website: <https://www.afdb.org/en/topics-and-sectors/topics/civil-society/>

12. Internet access:

Wireless Internet connection will be available for free at the event venue.

13. Weather:

More information at:

<http://www.timeanddate.com/weather/cote-divoire/abidjan/ext>

14. Contact us

In case you require assistance or further help, please do not hesitate to contact:

Luther Tarwin YAMEOGO, E-mail: t.yameogo@afdb.org; Phone: +225.75.75.33.96, OR

Najade LINDSAY, E-mail: n.lindsay@afdb.org; Phone: +225.89.40.49.87, OR

Marie-Josée KOUASSI, E-mail: m.kouassi@afdb.org; Phone: +225.07.55.00.71

We look forward to welcoming you to Abidjan and to the 2019 Civil Society Forum !

Safe travels!

