



4th Steering Committee Meeting of the ITU Centres of Excellence Network for Africa

Hosted by

**The African Higher School of Information
and Communication Technologies**

(ESATIC)

AZALAÏ HOTEL ABIDJAN, Abidjan, Côte d'Ivoire

November 8 – 10, 2017

INFORMATION NOTE

1. INTRODUCTION

The 4th Meeting of the Steering Committee of the ITU Centres of Excellence Network for Africa will be hosted by The African Higher School of Information and Communication Technologies (ESATIC)

2. VENUE OF MEETING

The 4th Meeting of the Steering Committee of the ITU Centres of Excellence Network for Africa will be held at AZALAÏ HOTEL, Abidjan, Côte d'Ivoire.

3. FOCAL POINTS

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4. ON-SITE REGISTRATION AND WORKING HOURS

Registration of participants will take place on Wednesday, November 8, 2017 starting at 8:30 am. The opening session will start at 09:00. The suggested working hours are from 9:00 am to 5:00 pm.

5. VISA FORMALITIES

Participants are kindly requested to contact the diplomatic representations of Côte d'Ivoire in their respective countries for visa formalities. Visas can be issued on arrival. For more information, read the e-visa procedure on www.diplomatie.gouv.ci. Please note that the visa is not required for nationals of ECOWAS member countries.

6. ACCOMMODATION

Participants are recommended to make bookings directly with the hotels listed below. Please send a copy of your reservation to the workshop coordinators. The booking form must indicate the day, the arrival and departure time, and must be communicated one week prior to arrival in Abidjan.

7. LIST OF PROPOSED HOTELS

AZALAÏ HOTEL ABIDJAN

Abidjan-Marcory, Cote d'Ivoire

Tél. : +225 21 222 555

Fax : +225 21 22 25 50

Mail : reservationaha@azalahotels.com

Website: <http://www.azalahotels.com/azalai-hotel-abidjan>

Rates:

from 9am to 3pm.

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