

REGIONAL VALIDATION/TRAINING WORKSHOP ON THE USE OF GEOGRAPHIC INFORMATION SYSTEMS (GIS) IN THE ENERGY SECTOR

Date: 26th to 29th July, 2016



Dakar, Senegal

Logistics Note

MEETING VENUE:

Novotel Hotel
Avenue Abdoulaye Fadiga BP 2073
Dakar (Sénégal)
Téléphone : (221) 33 889 22 14
E-mail : Dakar.meetingsreservation@accor.com

TICKETS:

You would receive an email from the secretariat with your flight itinerary.

- Please confirm if the itinerary is ok for you as soon as possible, in order for us to confirm the flight
- Do not forget to travel with a copy of your travel itinerary.
- In case you will miss your flight, you must urgently inform your nearest airline office and/or the ECREEE secretariat in advance. Failing to do so will result in no-show charge by the airline. And ECREEE will not be liable for.

For further questions on ticketing and flight schedules please contact: **Mr. Daniel Paco** at dpaco@ecreee.org or **Mrs. Idelcineia Fernandes** at: ifernandes@ecreee.org

REGISTRATION OF PARTICIPANTS

Registration of participants for the workshop will be on Tuesday, 26th July 2018 from 08:00 to 09:00 am, at the Workshop venue. Identification badges will be issued to participants upon registration.

CONTACT POINT FOR FURTHER INFORMATION

Mr. Daniel Paco at dpaco@ecreee.org

Idelcineia Fernandes at ifernandes@ecreee.org. Tel: +238 2604659

HOTEL ARRANGEMENTS

ECREEE has confirmed availability of rooms in 7 hotels and negotiated the prices for participants as given below. Please note you will have to make your reservations on your own. Simply do this by calling the hotels and informing them that you are a participant at the ECOWAS meeting to be held 29 – 29 July. In addition please do request for an ECOWAS rate. After the reservation is done, kindly communicate this to dpaco@ecreee.org.

See hotel list below, including their prices and contact details. Pick up buses to and from the venue are only available from the hotels listed below.

HOTEL	STANDARD ROOM PRICE + BREAKFAST (FCFA)	DISTANCE TO THE VENUE	TELEPHONE
NOVOTEL	81,000	Venue	+221 33 889 22 14
IBIS	60,000	Same location as venue	+ 221 33 849 49 94
HOTEL NINA	38,000	800m	+221 33 889 01 20
HOTEL MIRAMAR	35,000 – 40,000	800m	+221 775397018
HOTEL GANALE	37,000	900m	+221 33 889 44 44
HOTEL AL AFIFA	46,000	700m	+221 889 90 90

TRANSPORT

ECREEE will arrange for your transport from the airport to the listed hotels above. If you choose to reside somewhere else, you are advised to make arrangements either with the Hotel or by Taxi.

A bus is scheduled to pick participants in the morning and after the workshop from the hotels listed

(Schedule will be communicated by email before the forum).

DAILY SUBSISTENCE ALLOWANCE

Funded participants are eligible for DSA of 170 € (One Hundred and seventy Euros). It is calculated from the date of departure from your country to the date of return as in the itinerary. Participant's attendance list at the workshop will also be considered.

DSA will be available for collection at the meeting venue, at an appropriate time. Please make sure to keep your **passport and original boarding passes** as it would be required before payment.

Note on Travel

Any changes made to the date of departure and/or arrival may incur a fee. Changes for private reasons are to be paid by the traveler. ECREEE will not be responsible for costs associated with any changes you may wish to make to your ticket, for example upgrading, re-routing or stop-overs.

INTERPRETATION

The meeting will be in English with interpretation to French.

