



United Nations
Educational, Scientific and
Cultural Organization

NGO liaison UNESCO
committee
international conference

**SECOND INTERNATIONAL FORUM OF NGOs
IN OFFICIAL PARTNERSHIP WITH UNESCO**

*With the support of
the Government of Côte d'Ivoire*

Access to Water for All in Africa

A fundamental human right

Women and youth at the root of this objective

Yamoussoukro, Côte d'Ivoire, 30-31 July 2014

PRACTICAL INFORMATION

DATES AND VENUE

- **Dates:** 30 and 31 July 2014
- **Venue:** **Fondation Félix Houphouët-Boigny**, Yamoussoukro, Côte d'Ivoire
(Yamoussoukro, the official political and administrative capital city of Côte d'Ivoire, is situated at 240 Km from Abidjan)

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Mailing Address: ABIDJAN 01 BP 3941
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REGISTRATION OF PARTICIPANTS

- In order to participate in this Forum, please complete the registration form on line, on the website of the ONG-UNESCO Liaison Committee: www.ong-unesco.org, preferably **before 30 June 2014**.
- Participants are also requested to register on site before the meeting:
 - Tuesday 29 July from 5:00 p.m. to 9:00 p.m. at the Hotel Président
 - Wednesday 30 July from 9:00 a.m. to 9:45 a.m. at the Fondation Félix Houphouët-Boigny.
- Upon registration, participants will receive a badge and all necessary documentation. They are invited to wear their badges throughout the duration of the forum in order to facilitate their identification, as well as contacts with the other participants.

PARTICIPATION AND ACCOMMODATION COSTS

- No registration fee is required to participate in the Forum.
- Travel expenses of participants must be borne by the organization they represent.
- **The organizers will cover the accommodation cost at the Hotel President for a maximum of 100 NGOs, limited to one participant per NGO.** If you want to apply for support for the participation of one representative of your NGO, please send your request by email **before 15 June 2014**, to the NGO-UNESCO Liaison Committee at the following address: comite.liaison.ong@unesco.org

Your request must clearly indicate the name of the designated representative, his/her function and responsibilities within the organization. A balanced geographical distribution and gender of the participants in this forum, as well as grass-root experience of the candidates will be especially considered.

Your request will be examined and you will receive an answer from the NGO-UNESCO Liaison Committee before 30 June 2014.

PRESENTATION OF YOUR GRASS-ROOT EXPERIENCE

- Each NGO could have 3 minutes to present its grass-root experience in water issues on the second day of the Forum, 31 July, at the session on "The action of populations, women and youth" (please refer to the programme of the Forum). Please indicate your interest by ticking the appropriate box on the registration form online.

WORKING HOURS

- The opening ceremony will be held on **30 July 2014 from 10:00 a.m. to 10:40 a.m.**
- Meetings will normally take place from: **9:30 a.m. to noon** and **from 2:00 p.m. to 6:00 p.m.** For more details, please refer to the programme of the Forum.

WORKING LANGUAGES AND INTERPRETATION

- The working languages will be French and English. Simultaneous interpretation will be provided in these two languages.

ENTRY FORMALITIES IN COTE D'IVOIRE, CUSTOMS AND HEALTH REGULATION

- Each participant travelling to Côte d'Ivoire should have a passport valid for six months and, if appropriate, an entry visa. For more information on this subject, participants are requested to contact the embassy or the closest consulate of Côte d'Ivoire and, if necessary, to make a visa application well in advance.
- Participants can also consult the website, in French, of the Ministry of Foreign Affairs of Côte d'Ivoire - <http://www.diplomatie.gouv.ci/>, tab "*Conseils aux voyageurs*".
- Please note that visa fees shall be covered by the participants.
- Participants are advised to consult their travel agency or airline for all information concerning customs formalities and health regulations and **are advised to seek medical advice in advance regarding vaccinations and malaria prevention.**

ARRIVAL AT ABIDJAN AIRPORT

- The Félix-Houphouët-Boigny International Airport is situated 17 kilometres (10 miles) from Abidjan and 230 kilometres (142 miles) from Yamoussoukro.
- On **Tuesday 29 July between 7:00 a.m. to 5:00 p.m.**, a transportation service will be organized, by the local authorities, for participants in the Forum from the Félix Houphouët-Boigny International Airport to the Hotel President in Yamoussoukro. Upon their arrival, participants are therefore invited to refer to the "NGO-UNESCO" desk where they will get information about the transfer to Yamoussoukro.
- **Therefore it is imperative to fill in the flight details (flight number, date and time of arrival) and the hotel where you intend to stay in Yamoussoukro in the online registration form.**
- Participants traveling by air are requested to imperatively arrive at the airport on **29 July before 5:00 p.m.** Otherwise, they will have to stay one night in Abidjan and travel Yamoussoukro early morning of 30 July.

CURRENCY AND EXCHANGE

- The national currency is CFA Franc (XOF).
- United States of America Dollars (U.S.\$), Euros and credit cards (Visa, American Express and MasterCard) are accepted in major hotels, restaurants and banks. Foreign currency can be exchanged at hotels, exchange offices and banks.
- However, credit cards are not widely accepted and it is recommended to buy Ivorian currency upon arrival at the airport.
- The official rate of exchange in March 2014 was:

1000 CFA francs	= 2,1 US\$
1000 CFA francs	= 1,5 €

(These rates are subject to fluctuation and may be modified without prior warning.)

CLIMATE

- In July and August, minimum temperature is 20°C (68°F). Maximum temperature is 30°C (86°F).
- The months of July and August are the rainy season.

ELECTRICITY

- Electricity in Côte d'Ivoire is 220 volts (50 Hz).
- Plugs are of type C (two pins) or type E (2 pins, grounded). If necessary, take a universal adapter in your luggage.

HOTELS

- Participants, whose costs will not be borne by the organizers, will find below for information a list of hotels near the venue of the Forum. They are asked to contact the hotel of their choice **directly**.

HOTEL	CATEGORY	DAILY RATE	DISTANCES
HOTEL PRESIDENT Yamoussoukro, Quartier Administratif Tel. : +225 30 64 64 64 E-mail : info@hotelpresident.ci Website: www.hotelpresident.ci/	* * * *	54 Euros (negotiated rate)	5 minutes from the venue of the Forum
HÔTEL RÉSIDENCE BERAH Yamoussoukro, Quartier Résidentiel (Millionnaire) Tel.: +225 30 64 17 80 / 05 86 60 06 E-mail : otelresidenceberah@yahoo.fr Website : www.hotelresidenceberah.com/	* * *	between 30 and 46 Euros	5 minutes from the venue of the Forum
HÔTEL RÉSIDENCE AHO BP 1547 Yamoussoukro Tel.: +225 30647588 Email : reception@hotelaho.com Website: www.hotelaho.com/	* * *	between 34 and 46 Euros	5 minutes from the venue of the Forum

MEALS

- **Luncheon:** a buffet/lunch will be offered to the participants by the Ministry of National Education of Côte d'Ivoire on Wednesday 30 and Thursday 31 July.
- **Dinner:** borne by the participants.
- **Water:** it is strongly recommended to drink only bottled water in a closed bottle.

CONTACTS

NGO-UNESCO LIAISON COMMITTEE
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