

57th Meeting of IDEP Governing Council
Dakar, Senegal, 25th June 2018

Information Note to Participants

Thank you for confirming your participation at the 57th IDEP Governing Council Meeting which will take place at the IDEP Conference Room on June 25th 2019.

Please read the following information carefully, as it will help you to plan your travel to Dakar.

I. IMMIGRATION REQUIREMENTS

Participants from ECOWAS member countries, EU, USA and Canada do not need a visa to enter Senegal but they are required to carry with them the official invitation letter upon arrival at the airport.

In order to assist participants in obtaining visas upon arrival, the secretariat needs to receive the following particulars before arrival at Diass Airport:

- (1) Scanned copy of their passport
- (2) Flight details (arrival and departure).

Participants requesting visas upon arrival should carry with them their personal **official letter of invitation** for the event, so that they can show it to the immigration authorities at Diass Airport and to the Airline Company when boarding.

Please note that UN Laisser-Passer and Diplomatic Passports holders are not required to obtain a visa for Senegal.

II. AIRPORT TRANSFER TO HOTEL

There are protocol arrangements for welcoming the delegates. Protocol officers will be posted at the airport to assist the delegates with Immigration processes. Kindly make sure that your itinerary is provided to the IDEP contact person **as soon as possible, if you have made your booking yourself.**

III. HOTEL BOOKING

All participants are booked at Novotel Hotel, which is located in downtown Dakar, Independence Palace and nearby the sea. It is conveniently located for an enjoyable stay and for your walking and exercising after your daily activities. The hotel is also recognized as one of the safest in Dakar.

Please note that IDEP will pay the hotel and deduct the amount from the Daily Subsistence Allowance (DSA)

NOVOTEL HOTEL & RESORTS**Avenue Abdoulaye Fadiga****BP 2073 – Dakar (Senegal)****Tel: +221 33 849 49 94****Fax: +221 33 823 89 29****Email: Dakar.reservation@accor.com****IV. TRANSPORT**

Transport service from Hotel to IDEP conference room and back will be provided by IDEP.

V. REGISTRATION

Participant's registration will take place at the venue from 8:30 am - 9 am.

All participants will go through security check at the gate. Participants are advised to carry their passports to gain access. The names of all participants will be passed to the entrance desk to facilitate access to the venue.

VI. HEALTH CARE REQUIREMENTS

Prior to entry, visitors to Senegal should be in possession of a valid health certificate for yellow fever.

VII. OTHER INFORMATION***a.) Currency***

The Local currency is the Francs CFA (XOF) and local currency can be obtained upon arrival at the airport. Banks in town are open from 8:00 a.m. to 4:30 p.m. in general from Monday to Friday and from 8:00 a.m. to 12:00 a.m.

b.) Language

The official language of the Republic of Senegal is French. English is a bit spoken.

c.) Time difference

Please note that Senegal Standard Time is Greenwich Mean Time

d.) Practical information about Dakar and IDEP

Safety standards are relatively good, but similar precautions as in other metropolitan cities should be followed.

Participants will be issued a badge to be allowed inside IDEP premises. A full list of confirmed participants will be made available to IDEP Security.

Participants are required to wear their badges as well as to carry an identity card or passport with them at all times inside IDEP premises.

Electric supply in Senegal is 220-240 volts, 50 cycles AC accessible via 13- amp, two-pin (European) socket.

VIII. CONTACTS

If you have any further questions, please do not hesitate to contact:

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