



UNWTO Commission for Africa
Sixty- First Meeting of the UNWTO Commission for Africa and the “Tourism Statistics: A Catalyst for Development” Seminar, Abuja, Nigeria, 4-6 June 2018

CAF/61/Inf.Note/Rev.6
 Madrid, January 2018
 Original: English

GENERAL INFORMATION NOTE

1. In accordance with the decision **CAF/DEC/11(LIX)** taken by the UNWTO Commission for Africa (CAF) during its fifty-ninth meeting held in Addis Ababa, Ethiopia, on 19 April 2017, the **Sixty- First meeting of the UNWTO Commission for Africa and the Seminar on Tourism Statistics: A Catalyst for Development** will take place in Abuja, Nigeria **from 4 to 6 June 2018**. The meetings will be open to the participation of Member States, affiliate members, invited delegations as well as to representatives of the tourism and related sectors. In addition, in the framework of the “**Tourism Statistics: A Catalyst for Development**” Seminar, officials of immigration department, national statistics bureau, central banks and other relevant stakeholders are invited to join.

I. VENUE OF THE MEETINGS

2. The meetings will be held at: **Transcorp Hilton Abuja**
 1, Aguiyi Ironsi Street
 Abuja, Nigeria
 Tel.: (+234) 9 461 3000
 Mobile: (+234)812 993 0211
 (+234)8039013000
 Fax: (+234) 999044024
 E-mail: hilton.abuja@hilton.com

II. REPLIES TO INVITATIONS

3. Governments and other bodies invited by the UNWTO Secretary-General and the Federal Ministry of Information and Culture of Nigeria are requested to send their replies to the following addressees by **31 May 2018 at the latest**, indicating as much as possible, the composition of their delegations:

<p>Ms. Elcia Grandcourt Programme Director Regional Programme Africa World Tourism Organization Capitán Haya 42 28020, Madrid Spain Tel.: (+34 91) 5678152 Fax: (+34 91) 571 37 33 E-mail: caf@unwto.org</p>	<p>Mrs.Wole-Fasanya, A. F Director, International Tourism Promotion & Cooperation Federal Ministry of Information and Culture Federal Secretariat, Phase 2 Block E, First Floor - Maitama Abuja, Nigeria Mobile : (+234) 8133138754 Email: afwolefasanya@gmail.com</p>
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III. STATUS OF PARTICIPANTS

4. The Government of Nigeria will take the necessary steps to facilitate the arrival and departure of participants invited by the Organization as well as their stay in Nigeria. Throughout their stay, participants will enjoy the privileges and immunities provided for in the Convention on the Privileges and Immunities of the United Nations of 13 February 1946.

IV. ENTRY FORMALITIES

5. A valid passport is required for visitors to Nigeria. Entry visas may be obtained at Nigeria's diplomatic and consular representations abroad. A valid passport is required for visitors to Nigeria. Entry visas may be obtained at Nigeria's diplomatic missions and consular representations abroad.

6. Participants from the Economic Community of West Africa States (ECOWAS) do not need a visa to Nigeria. The countries are:

- | | |
|----------------------------------|----------------------------------|
| 1. BENIN | 8. GUINEA BISSAU |
| 2. BURKINA FASO | 9. LIBERIA |
| 3. CABO VERDE | 10. MALI |
| 4. CÔTE D'IVOIRE | 11. NIGER |
| 5. The GAMBIA | 12. SENEGAL |
| 6. GHANA | 13. SIERRA LEONE |
| 7. GUINEA | 14. TOGO |

7. Participants travelling from countries, in which Nigeria does not have a diplomatic mission or Consular Representations may be granted entry visa upon arrival at the airport in Abuja. Prior information on such participants: their Passport Numbers and Bio Data should be scanned and forwarded to the Federal Ministry of Information and Culture of Nigeria, for processing and clearance of Nigeria Immigration Service in Abuja.

V. TRANSPORT

8. The Federal Ministry of Information and Culture of Nigeria will arrange free transport for all participants upon arrival, and departure from the airports, as well as return transport between their hotels and the meeting place. All participants are therefore requested to register on-line at the following link giving the details of their arrival and departure in order to provide to the organizers the details of their arrival and departure. Free shuttles will also be arranged from the hotels to the meetings' venue and return.

VI. AIRPORT TAXES

9. *Not applicable*

VII. RECEPTION AT THE AIRPORT

10. A reception and information desk will be open for delegates at the *Nnamdi Azikwe International Airport, Abuja and Murtala Mohammed Airport, Lagos.*

IX. ACCOMMODATION

11. The delegates are requested to make their own arrangements by contacting their chosen hotel through the phone and fax numbers and the email addresses, and to make their reservations according to the hotels listed below. They should specify that they will be attending the **Sixty- First meeting of the UNWTO**

Commission for Africa and the “Tourism Statistics: A Catalyst for Development” Seminar, Abuja, Nigeria from 4 to 6 June 2018.

12. List of Hotels proposed by the Federal Ministry of Information and Culture of Nigeria:

Hotels	Standard Price in US dollars (Discount Included)		Information Tel / Fax / Mail	Distance from the venue of the meetings
	Room Rate in USD	Suites		
<i>Transcorp Hilton, Abuja- (5 Star)</i>	<i>Twin Hilton guest Rm.234.66USD</i> <i>King Hilton guest Rm. 234.66USD</i> <i>King guest Rm. plus. 277.33USD</i> <i>King deluxe Rm.277.33USD</i> <i>Royal Rm. 426.65USD</i> <i>Twin Hilton Executive Rm. 492.29USD</i> <i>King Hilton Executive Rm.341.32USD</i> <i>King grand Executive. 351.99USD</i> <i>Royal R. Executive. 479.99USD (tax not included)</i>	 <i>King Business suite.426.65USD</i> <i>Ambassador suite.938.63USD</i> <i>Presidential suite.1,386USD</i> <i>Business suite Executive. 511.98USD</i> <i>Royal suite Executive. 787.66USD</i> (tax not included)	+23494613000 +2348039013000 Fax:+23499044024 <i>hilton.abuja@hilton.com</i> <i>reservations.abuja@hilton.com</i>	<i>Event venue</i>
<i>Sheraton Hotels and Tower (5 Star)</i>	<i>Classic Rm. 194.99USD</i> <i>Superior Rm. 241.95USD</i> <i>Club Rm.274.89USD (VAT included)</i>	<i>Junior suite- 348USD</i> <i>Club Executive suite-420USD</i> (VAT included)	+23494612000 <i>Reservations.abuja@sheraton. com</i> Fax: +23494601508	3km
<i>Chelsea Hotel (3 star)</i>	<i>Standard Rm. 72USD</i> <i>Superior Rm. 91USD</i> <i>Executive Rm. 95USD</i>	<i>Junior Suite - 131USD</i> (VAT included)	+2348129128145 +2347035076553 <i>salesmanager@chelseahotel abuja.com</i> <i>salesexecutive@chelseahotel</i>	3km

	Regal Rm. 104USD Panoramic Rm. 116USD (VAT included)		abuja.com	
Rockview Hotels (3 star)	Classic Rm. 71USD Queens Rm. 78USD Deluxe Rm. 81USD Premium Deluxe 86USD Royale Rm. 89USD Alcove Rm. 97USD King size Rm. 107USD (VAT not included)	Diplomatic suite - 141USD Business suite- 149USD (VAT not included)	+2348099901127-8 +23439043800-30 +23499901125-6 Fax+23494612829 +23494612830 rockview_reservations@yahoo.com reservationclassic@rockviewhotels.com sales@rockviewhotels.com salesroyale@rockviewhotels.com	1km
Nanet Suits (2 star)		Suites- 108USD (VAT included)	+2348029999138 +2348034414893 nanetsuitesabuja@group.ng	.05km
Kapital Klub & Apartment (3 star)	Standard Rm. 62USD Deluxe - 71USD Diplomatic -97USD (VAT included)	Business suite- 124USD Ambassadorial suite - 141USD (VAT included)	+2348065688670 +2348077699552 tunde@kkapartments.com.ng	4km
Hotel Rosebud (2 star)	Standard Rm. 66USD Executive Rm. 80USD (VAT included)	Mini suite -82USD Mini suite LX- 90USD (VAT included)	+2348037595421 +2348055005253 reservation@hotelrosebud.com	3km

X. HEALTH REQUIREMENTS

13. Yellow fever vaccination is required in Nigeria.

XI. REGISTRATION AND ACCREDITATION

14. At the place of the meetings, a registration desk will be open **two days** before the start of the proceedings. Badges will be issued at the time of registration.



XII. WORKING LANGUAGES

15. The working languages of the conference will be English and French. Simultaneous interpretation will be provided in English and French during the meetings and as required.

XIII. SOCIAL PROGRAMME

16.

Welcome Dinner - Sunday 3rd June at 1900hrs

Gala Night /Command Performance - Monday 4th June at 1900hrs

Minister's dinner – Tuesday 5th June 1900hrs

An organized city Tour / visit culminating with a boat regatta. Wednesday 6th June 2018 (time will be indicated)

All social functions will be included in the entire official programme that will be distributed before the meeting.

XIV. CURRENCY REGULATIONS

17. The local currency of Nigeria is called Naira. The current rate of exchange as of *1st January 2018* is approximately 1 USD = 360 Naira. 1 EUR = 427 Naira.

XV. CLIMATE

18. The average temperature in Abuja in the month of June ranges from 38 °c to 40 ° c. degrees Celsius.

XVI. LOCAL TIME

19. The local time in Nigeria is GMT + 1 hour.

XVII. BUSINESS & SHOPPING HOURS

20. Banks are open from 8:00 am and work until 4:00 pm

21. Most shops are open from 9:00 am up to 6:00 pm

XVIII. INFORMATION ON THE WEB SITE

22. For further information on the **sixty-first meeting of the UNWTO Commission for Africa and the “Tourism Statistics: A Catalyst for Development” Seminar**, to be held in Abuja, Nigeria from **4 to 6 June 2018**, please refer to the UNWTO website: <http://africa.unwto.org>