



Logistic Note For Sponsored Participants

The Second Edition of the ECOWAS Sustainable Energy Forum – ESEF2018, the largest sustainable energy gathering in the West African region, will hold from 13-15 November 2018 at the Radisson Blu Hotel in Dakar, Senegal. The ECOWAS Centre for Renewable Energy and Energy Efficiency (ECREEE) thanks you very much for your interest and registration to participate in this event.

In order to better support your participation in the ESEF2018, please find below additional useful information:

1. Travel Arrangement

Flight tickets will be made available to funded participants in economy class, by the most direct route between your place of residence and the workshop location. Except for Ministers and Commissionaires as per ECOWAS Commissions travel rules.

An itinerary will be sent by email by travel@ecreee.org for your review and confirmation. Kindly pay attention to your inbox or spam for flight itinerary. Please confirm your itinerary by checking the spelling of your name, dates and airport of departure, as early as possible so the ECREEE Travel Unit can issue your ticket in a timely manner.

Participants who are not sponsored by ECREEE are responsible for making their own travel arrangements.

Note: Participants who wish to make changes to already issued tickets will have to do so at their own responsibility and expense. Extra days incurred due to these changes are the responsibility of the delegates.

2. Visa requirements for Senegal

Please note that a valid passport or appropriate travel documentation with an expiration date longer than six (6) months is required to enter in Senegal. Though citizens from 125 countries can enter Senegal without a visa for stays less than 90 days, some participants may need a visa. Please contact the Embassy/consulate of Senegal in your country to check whether you need to apply for a visa.

Here is a non-exhaustive list of countries that do not need a visa to Senegal:

All European Union citizens, Algeria, Andorra, Argentina, Australia, Bahamas, Bahrain, Barbados, Benin, Botswana, Brazil, Brunei, Burkina Faso, Burundi, Cameroon, Canada, Cape Verde, Central African Republic, Chad, Comoros, Congo, Democratic Republic of the Congo, Costa Rica, Côte d'Ivoire, Egypt, El Salvador,

Ethiopia, Fiji, Gabon, Gambia, Ghana, Grenada, Guatemala, Guinea, Guinea-Bissau, Haiti, Honduras, Iceland, India, Israel, Jamaica, Japan, Kenya, Kiribati, Kosovo, Kuwait, Lesotho, Liberia, Liechtenstein, Madagascar, Malawi, Malaysia, Mali, Marshall Islands, Mauritania, Mauritius, Micronesia, Monaco, Morocco, Namibia, Nepal, New Zealand, Niger, Nigeria, Norway, Oman, Russia, Rwanda, Saint Kitts and Nevis, Saint Lucia, Saint Vincent and the Grenadines, Samoa, San Marino, Seychelles, Sierra Leone, Singapore, Solomon Islands, South Africa, South Korea, Sri Lanka, Suriname, Swaziland, Switzerland, Thailand, Timor Leste, Togo, Tunisia, Turkey, Tuvalu, Uganda, Ukraine, United Arab Emirates, United States, Vanuatu, Vatican City, Zambia, Zimbabwe.

Furthermore, visa on arrival and online application for visa is a praxis for Senegal. More details please check under <http://www.visasenegal.sn/>

3. Transportation in Dakar, Senegal

Airport pick-up will be arranged to the ESEF2018 Partner Hotels you will select. After clearing immigration formalities and claiming your luggage, please look for the ‘‘ESEF2018’’ sign board, which will be held by the welcoming team just outside the airport.

In addition, a **shuttle** will take you

- **Every morning** from the ESEF2018 Partner Hotel you are staying at to the venue / Radisson Blu Hotel
- **Every afternoon/evening** (at the end of the conference and/or social evening event) back to your ESEF2018 partner hotel

Schedules will be shared with you at the airport pick-up and will also be available in the lobby at the ESEF2018 partner hotel and at the venue.

Please note that ESEF2018 will provide a shuttle only to/from the ESEF2018 partner hotels as provided in the list below. Detours to hotels outside of this list will not be allowed. Thanks a lot for your understanding.

Please **send an e-mail** to contact@ESEF2018.com and copy serge@sem-fund.org and travel@ecreee.org with the following information:

- The participant(s) first name and last name in the e-mail subject
- The arrival flight details (date), time, flight number)
- The ESEF2018 Partner Hotel chosen

In case you cannot locate the welcoming team at the airport, please call Mr. Serge SEREY at +221 77 642 27 47 or Mr. Youssoupha Samb +221 77 915 1684 at (mobile phone, WhatsApp).

4. Daily Substance Allowance (DSA – Per Diem)

DSAs will be paid according to the ECOWAS rates only to sponsored participants.

Note: All sponsored participants will need to present their **passport and the original boarding passes** in order to receive the DSA. A hostess will be responsible for collecting them on the first day of the Forum.

5. Accommodation

We kindly ask you to organize your own hotel reservation. ESEF2018 has negotiated special rates at **partner hotels** (see table below or visit our ESEF2018 website).

Please indicate that you are attending ESEF2018 to get the negotiated rate. *Considering the fact that November is a high season period in Dakar, we recommend that you book your hotel the soonest.*

ESEF2018 Partner Hotels – Dakar, Senegal:

Hotel	Room Type	Price	Area	Distance from Venue	Internet	Booking E-mail	Contact
Radisson Blu (5 stars)	Standard w/ garden view	XOF 115,000 EUR 175 USD 208 <i>Incl. breakfast</i>	Fann Résidence/ Corniche Ouest	0 km 0 min	www.radissonblu.com/en/hotel-dakar	Info.dakar@radissonblu.com	+221 33 869 33 33 Awa , Thierno Baldé
Pullman Terranga (5 stars)	Superior w/ city view	XOF 95,500 EUR 146 USD 173 <i>Excl. breakfast</i>	Plateau (City Center)	7.3 km 18 min drive <i>(depends on traffic)</i>	www.pullmanhotels.com/gb/hotel-0563-pullman-dakar-teranga/index.shtml	Dakar.reservation@accor.com	+221 33 849 49 94 Anna Nancy NDIAYE
	Deluxe w/ sea view	XOF 120,500 EUR 184 USD 218 <i>Excl. breakfast</i>					
Yass (3 stars)	Standard w/ king size bed	XOF 66,000 EUR 100 USD 120 <i>Incl. breakfast</i>	Almadies	8.2 km 13 min drive <i>(depends on traffic)</i>	www.yaashotels.com/our-hotels/yaas-hotel-almadies-dakar	Reception.almadies@yaashotels.com	+221 33 859 07 00 Nadia Dosseh
NOVOTEL (5 stars)	Standard	CFA 90,000 EUR 137 UDS 164	Plateau (City Center)	20 min drive <i>(depends on traffic)</i>		Dakar.MeetingsReservation@accor.com	+221 338892214 Anna Nancy Ndiaye 338494994
	Deluxe	CFA 110,000 EUR 168 UDS 200					
HOTEL IBIS (4 stars)	Different types of rooms	CFA 75,000 (EUR 115) CFA 69,500 EUR 106	Plateau (City Center)	20 min drive <i>(depends on traffic)</i>		Dakar.MeetingsReservation@accor.com	+221 338494994 Anna Nancy Ndiaye
Palms luxury Boutique Hotel (5 stars)	Standard	XOF 110,000 EUR 168 USD 200 <i>Incl. breakfast</i>	Almadies	8.2 km 13 min drive <i>(depends on traffic)</i>	http://www.palmsdakar.com/	info@palmsdakar.com	+221 33 868 05 05 Marie Louis
	Junior Suit	XOF 110,000 EUR 168 USD 200 <i>Incl. breakfast</i>					
	Royal Suit	XOF 150,000 EUR 229 USD 273 <i>Incl. breakfast</i>					

HOTEL RESIDENCE LA CORNICHE (3 stars)	Different types of rooms	CFA 46,000 EUR 70 USD 83 Incl. breakfast CFA 57,000 EUR 87 USD 103 Incl. breakfast	Corniche Ouest (Mamelle)	10 min drive (depends on traffic)	https://www.booking.com/hotel/sn/residence-la-corniche.fr	info@hotel-residencelacorniche.com	+221 338601396 Josephine
Hotel Fleur de lys (3 stars)	Standard Room VIP	XOF 70,000 EUR 107 USD 127 Incl. breakfast XOF 75,000 EUR 115 USD 136 Incl. breakfast	Almadies	8.2 km 13 min drive (depends on traffic)	www.hotelfleurdelysdakar.com	infos@fleurdelysdakar.com	+221 33 849 46 09 Madame Ndoye
	standard Superior	XOF 57,000 EUR 87 USD 104 Incl. breakfast XOF 62,000 EUR 95 USD 113 Incl. breakfast					
Hotel le Ndiambour (4 stars)	Deluxe Junior suit Suit	XOF 67,000 EUR 102 USD 122 Incl. breakfast XOF 77,000 EUR 118 USD 140 Incl. breakfast XOF 90,000 EUR 137 USD 164	Plateau (City Center)	8 min drive (depends on traffic)	www.lendiambour.com	ndiambour@orange.sn	+221 33 849 42 89 Madame Niang
LA DETENTE (3 stars)	Different types of rooms	CFA 39,900 EUR 61 USD 87 Incl. breakfast CFA 47,900 EUR 73 USD 87 Incl. breakfast	47 ,Route des almadie	8 min drive (depends on traffic)	http://hotel-ladetente.com/Contact.html	ladetente@orange.sn	+221 338203975 Monsieur Coly

6. General Information

Communication

It is possible to get a local number at the airport right after the luggage area and before exiting the airport or in one of the agencies of a telecom company (SIM card for about XOF 1,000 i.e. EUR 1.50/USD 1.80). You will need to present a passport to get a number.

Time

Senegal is on Coordinated Universal Time (UTC).

Currency

The unit of currency is the CFA Franc (XOF). You can find many ATMs in the city (mainly in banks and some hotels) and most of the hotels and some restaurants accept credit cards. US dollars and Euros are the most easily changed into Franc CFA.

Vaccination Requirements

A valid yellow fever vaccination certificate **may be required** to enter Senegal for certain countries. Though the customs agents are not so strict about it, we recommend you bring your international vaccination certificate. Please ensure that you have the appropriate and necessary vaccinations including documentation before you travel.

Safety

Dakar is a safe city. However, use common sense measures to avoid attracting unnecessary attention to you and your valuables.

Electricity

The standard voltage in Senegal is 230 volts. The outlet is the same type used in continental Europe and many other countries.

Emergency phone numbers

- Police 17
- Firefighters 18
- Medical Emergency Service (+221) 33 889 15 15

Questions / Infos

Please visit the official ESEF2018 website to get updated information on the event:
<http://esef2018.com>

We wish you a safe trip and looking forward to seeing you at the ESEF2018!

The ESEF218 Team