



# INFORMATION NOTE FOR PARTICIPANTS

## 33rd Annual Meeting Of The Board Of Governors & 10th Africa Think Tank Summit

**Theme:** "Evidence-based Strategies for  
Sustainable Climate Financing in Africa"

**ABIDJAN, COTE D'IVOIRE** | 8 - 11 October 2024



African Union



The following arrangements have been made for guests attending the 33rd Annual Meeting of the Board of Governors of the African Capacity Building Foundation (ACBF) and the 10th Africa Think Tank Summit (ATTS):



## Venue

The 33rd Annual Meeting of the Board of Governors of ACBF and the 10th Africa Think Tank Summit will take place in Abidjan at the Sofitel Abidjan Hotel Ivoire and Novotel Abidjan Plateau, respectively.



**Africa Think Tank Summit**  
**Sommet des Think Tanks d' Afrique**

### **NOVOTEL ABIDJAN PLATEAU** **[10th Africa Think Tank Summit]**

10 A venue du Général de Gaulle, Plateau, 01 BP 3718  
3718 ABIDJAN  
Côte d'Ivoire

Tel: +225 27 20 3 18000  
Email: [abidjan.reservation@accor.com](mailto:abidjan.reservation@accor.com)  
[Louise.ASSI@accor.com](mailto:Louise.ASSI@accor.com)



**BoG | CdG**

Annual Meeting of the Board of Governors of the ACBF  
Session Annuelle du Conseil des Gouverneurs de l' ACBF

### **SOFITEL ABIDJAN HOTEL IVOIRE** **[ACBF Board of Governors Meeting]**

Boulevard Hassan II, Cocody – 08 Abidjan  
Côte d'Ivoire

Tel: +225 2722482626  
M. (+225) 07 59 53 03 28  
Email: [H8844@accor.com](mailto:H8844@accor.com)  
[www.sofitel.com](http://www.sofitel.com)



## Arrival

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Upon their arrival at Félix Houphouët Boigny International Airport, guests attending the 33rd Annual Meeting of the Board of Governors will be received by a team from the Côte d'Ivoire State Protocol Services, responsible for assisting with the usual formalities.

Guests attending the 10th Africa Think Tank Summit will be received by a dedicated team who will assist with administrative formalities.



## Transport

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The Côte d'Ivoire State Protocol Services team will ensure that guests attending the 33rd Annual Meeting of the ACBF Board of Governors are transported from the airport to the hotel and back. We request delegates to kindly inform us in advance of any other trips they may wish to make within Côte d'Ivoire so that we can organize transport.

Buses will be made available to ferry participants at the 10th Africa Think Tank Summit from the airport to their respective hotels. All participants requiring Airport Pick-up and daily shuttle service to and from the venue of the Africa Think Tank Summit please register using this link: <https://www.surveymonkey.com/r/NYJ8922>. The deadline to register for this service is Friday 27 September 2024. Daily shuttle service to the conference venue will be provided to participants staying at the recommended Hotels only.



## Accommodation

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Participants will cover their own accommodation and living expenses. You are kindly requested to make your own hotel reservations. However, ACBF is willing to facilitate room reservations at the request of delegates. We strongly recommend making early flight and hotel reservations.

A list of proposed hotels is provided in Appendix 1.



## Registration And Issuing Of Badges At The Venue

### **Online Registration**

All Governors and delegates are requested to register on the event website in order to access the event venue. The registration form can be accessed using the following link: <https://www.surveymonkey.com/r/Q7MLTJF>

### **Access badges**

Access badges for in-person participants will be issued by the Government of Côte d'Ivoire for all registered and confirmed participants. Badges will be issued from 7th – 8th of October from 9:00 am to 17:00hrs at the Novotel Hotel and will continue until 10 October from 8:00 to 9:00 am. Badges will also be issued at Sofitel Abidjan Hotel Ivoire on 11 October from 8:00 to 9:00 am. To avoid delays on the Summit Day we encourage participants to register for accreditation on the 7th of October 2024.



## Entry Requirements In Côte D'ivoire

### **Visa and Immigration Formalities**

For citizens of non-ECOWAS countries, a valid passport is required to enter Côte d'Ivoire. Participants who require an entry visa for Côte d'Ivoire are advised to obtain a visa from the Embassy of Côte d'Ivoire in their country of residence using the invitation letter provided. Participants may also apply online for an E-visa. Prior to date of travel, participants must ensure that their passport is valid for at least six (06) months. For more information on visas and diplomatic missions, please visit: [www.snedai.com](http://www.snedai.com)

### **Health**

A yellow fever vaccination certificate is required for all travelers to Côte d'Ivoire.



## Interpretation

Simultaneous interpretation in English and French will be provided for the meetings.



## Documents

All relevant information will be sent electronically to delegates and will also be available on the event's website at the following address: <https://africathinktanksummit.org/>



## Secretariat

A secretariat will be set up at the event venue for the duration of the sessions.



## Lunch

Lunch will be offered at the conference Venue from 8 to 11 October 2024 for all registered delegates. It will be important to always have your conference ID.



## Contact For Information

For any questions regarding the 10th Africa Think Tank Summit and information provided herein, please contact:

**Dr. Barassou Diawara**

*Senior Knowledge Management Expert*

Email: [b.diawara@acbf-pact.org](mailto:b.diawara@acbf-pact.org)

Mobile/WhatsApp Number: +236 77 787 9422

**Mrs. Ruramai Marandu**

*Administrative Associate*

Email: [r.marandu@acbf-pact.org](mailto:r.marandu@acbf-pact.org)

Mobile/WhatsApp Number: +263 77 274 5688

**Mrs. Aku Burawudi**

*Board Affairs Assistant*

Email: [b.aku@acbf-pact.org](mailto:b.aku@acbf-pact.org)

Mobile/WhatsApp Number: +263 77 222 8593

**Mr. Daryl Fakambi**

*Event Coordinator Shine Group*

Email: [darylfakteamshine@gmail.com](mailto:darylfakteamshine@gmail.com)

Mobile/WhatsApp: +225 87 13 03 93

**Mrs. Penda Dramera**

*Event Planner Shine Group*

Email: [penda@shinegroup-ci.com](mailto:penda@shinegroup-ci.com)

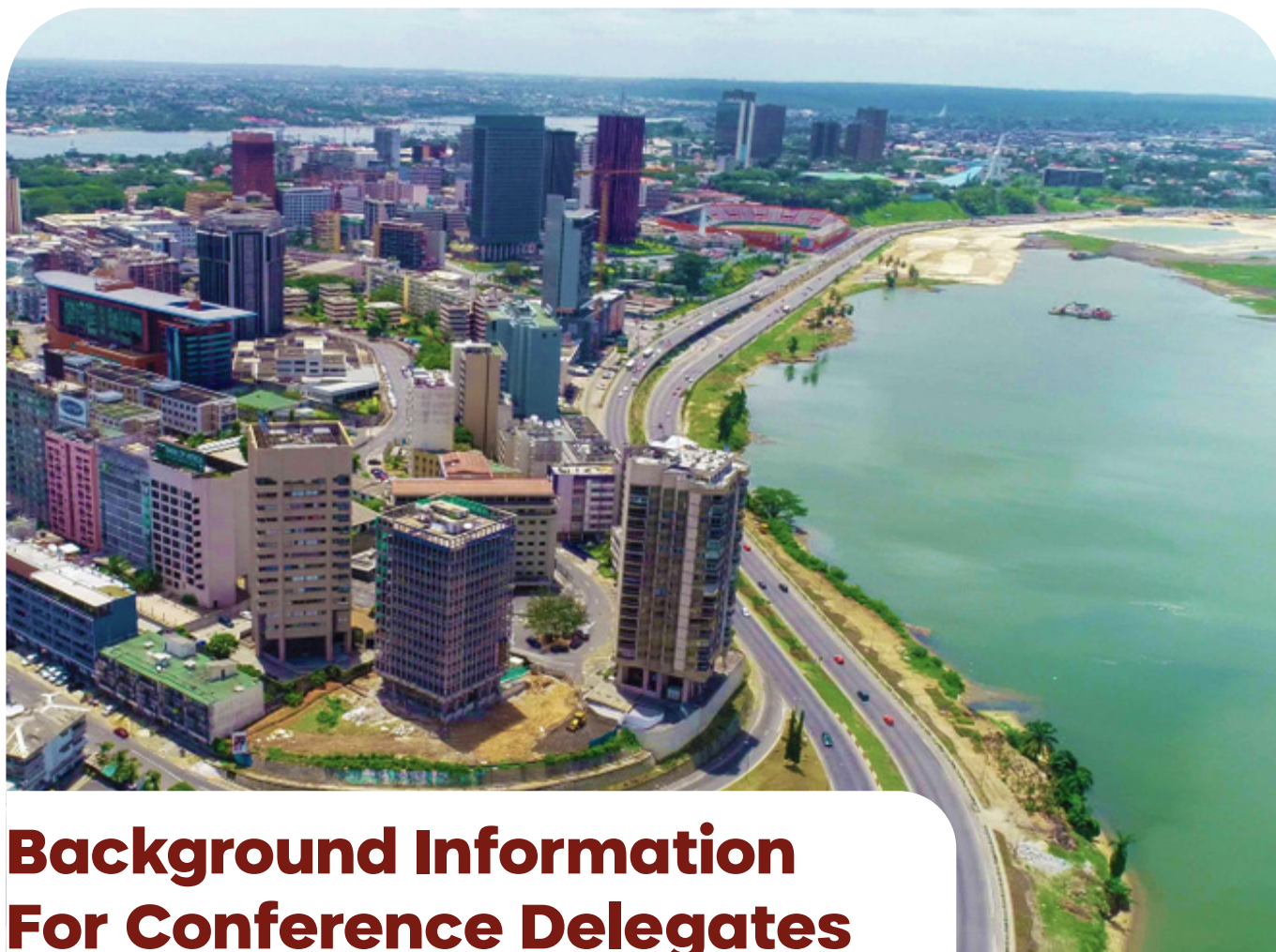
Mobile/WhatsApp: +225 08 11 39 39

**Mme Cynthia Curtis**

*Coordonnateur National*

Programme Pays de Renforcement des Capacités (PPRC)

Mobile/WhatsApp: +225 25 22 00 18 92



## Background Information For Conference Delegates



## Côte d'Ivoire – Overview

Yamoussoukro has been the political capital of Côte d'Ivoire since 1983; Abidjan, the economic capital, remains the main administrative center. The country comprises 19 regions with 58 departments. Côte d'Ivoire's economy is primarily an agricultural-based market economy dominated by individual farmers. In 2015, the country's population was estimated at 23,260,785 inhabitants. The countries bordering Côte d'Ivoire are Burkina Faso and Mali to the north, Guinea and Liberia to the west, and Ghana to the east. The relief of the country is essentially made up of plains. It is mountainous in the northwest.



## Language

The official language of Côte d'Ivoire is French. This language coexists with the local languages spoken in all regions of the country.



## Time zone

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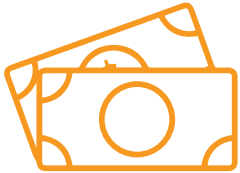
Côte d'Ivoire is in the Universal Time zone (UTC+0).



## Electricity

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The standard voltage in Côte d'Ivoire is 220 Volts AC and 50Hz. Any electrical equipment normally using a different voltage must either have dual voltage compatibility, (most modern razors and other small travel devices have this) or be used with a converter. The standard plug has two round pins. Adaptors for electrical equipment are easily accessible in Côte d'Ivoire. Hotels normally provide this type of adaptor.

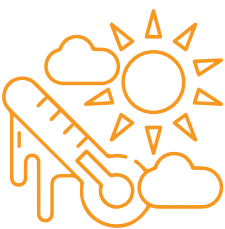


## Currency

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The official currency of the country is the CFA ("Communauté financière d'Afrique") Franc (FCFA).

Côte d'Ivoire is a member of the West African Economic and Monetary Union (WAEMU). The CFA Franc has a fixed exchange rate with the Euro, at the rate of 1 Euro to 655,957 FCFA.



## Climate

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Côte d'Ivoire has a tropical coastal climate and is semi-arid in the far north of the country. The country has approximately three seasons: cool and dry between November and March, hot and dry between March and May, and hot and humid from June to October.



# APPENDIX 1

## LIST OF RECOMMENDED HOTELS IN ABIDJAN

### **SOFITEL ABIDJAN HOTEL IVOIRE** (Negotiated rates)

Boulevard Hassan II, Cocody – 08 Abidjan  
Côte d'Ivoire

Tel: +225 2722482626  
M. (+225) 07 59 53 03 28  
Email: H8844@accor.com  
www.sofitel.com

Room type	Negotiated Rate (per night, bb)
Standard Room (Single Occupancy)	FCFA 157 500
Superior Room (Single Occupancy)	FCFA 172 500
Junior Suite (Single Occupancy)	FCFA 237 500
Prestige/Junior Suite (Single Occupancy)	FCFA 327 500

*\*To benefit from the negotiated rates at Hotel Ivoire, please write to [sofitel.abidjan@sofitel.com](mailto:sofitel.abidjan@sofitel.com) and copy [Jean-michel.BOGLO@sofitel.com](mailto:Jean-michel.BOGLO@sofitel.com); [mohamed.coulibaly@sofitel.com](mailto:mohamed.coulibaly@sofitel.com) with the subject "The African Capacity Building Foundation's Annual Meeting to be held on 11 October 2024".*

### **MÖVENPICK HOTEL ABIDJAN**

Avenue Terrasson de Fougères,  
Corner of Rue Gourgas Le Plateau,  
01 ABIDJAN  
Côte d'Ivoire

Tel: +2252720232023  
Email: [abidjan.reservation@accor.com](mailto:abidjan.reservation@accor.com)

Room type	Advertised Rate (per night)
Superior Room, breakfast Included	FCFA 90,000 <i>(negotiated rate)</i>
Superior Executive Room, breakfast included	FCFA 235,000
Junior Suite, breakfast Included	FCFA 324,600
Premium room including breakfast	FCFA 274,600



## **NOVOTEL ABIDJAN PLATEAU** (Negotiated rates)

10 Avenue du Général de Gaulle, Plateau, 01 BP 3718  
3718 ABIDJAN  
Côte d'Ivoire

Tel: +225 27 20 3 18000

Email: abidjan.reservation@accor.com

Louise.ASSI@accor.com (focal point for reservation)

<b>Room type</b>	<b>Negotiated Rate (per night bb)</b>
Standard room including breakfast	FCFA 85,000
Superior Room, breakfast Included	FCFA 100,000
Junior Suite, breakfast Included	FCFA 150,000 CFA

## **NOOM HOTEL ABIDJAN PLATEAU**

8XFG+9H3, Boulevard de Gaulle,  
Abidjan, Côte d'Ivoire

Phone: +225 25 20 0 08000

Email: info@mangalis.com

<b>Room type</b>	<b>Negotiated Rate (per night bb)</b>
Standard room including breakfast	FCFA 141,750
Superior Room, breakfast Included	FCFA 154,500
Deluxe Room, breakfast Included	FCFA 345,100
Executive Suite, breakfast Included	FCFA 244,500
Presidential Suite, breakfast Included	FCFA 1,254,600
Superior Apartment, breakfast included	FCFA 285,600
Deluxe Apartment, breakfast Included	FCFA 345,100
Executive Apartment, breakfast Included	FCFA 362,100
Premium Apartment, breakfast Included	FCFA 387,600



## HOTEL TIAMA ABIDJAN PLATEAU

04 Bd la République, Abidjan

Tel: +27 20 313 333

Email: reservation@hotel.tiama.ci

Room type	Advertised Rate (per night)
Standard Room, breakfast Included	FCFA 180,000
Superior Room, breakfast Included	FCFA 220,000
Junior Suite, breakfast Included	FCFA 270,000
Suite, breakfast included	FCFA 370,000

## PULLMAN ABIDJAN

Rue Abdoulaye Fadiga, 01 BP 2185, Plateau

01 ABIDJAN

Côte d'Ivoire

GPS: 5.322324, -4.013679

Tel: +225 27 20 3 02030

Email: abidjan.reservation@accor.com

Room type	Advertised Rate (per night)
Superior Room, breakfast Included	FCFA 193,000
Deluxe Room, breakfast Included	FCFA 230,000
Junior Suite, breakfast Included	FCFA 348,000

## IVOTEL ABIDJAN PLATEAU

Plateau Rue Gourgos, 13 36 Abidjan 01

Tel: +27 20 256 666

Email: ivotel@ivotel.com

Room type	Advertised Rate (per night)
Standard room including breakfast	FCFA 90,000
Deluxe Room, breakfast Included	FCFA 100,000
Junior Suite, breakfast Included	FCFA 140,000
Apartment, breakfast included	FCFA 160,000



## SEEN HOTEL ABIDJAN PLATEAU

Avenue Lamblin Plateau

Tel: +25 20 006 700

Email: reservations.abidjan@mangalis.com

Room type	Advertised Rate (per night)
Standard room including breakfast	FCFA 105,000
Junior Suite, breakfast Included	FCFA 170,000



# ANNEX 2

## 33rd ANNUAL MEETING OF THE BOARD OF GOVERNORS ABIDJAN, COTE D'IVOIRE

SOFITEL ABIDJAN HOTEL IVOIRE  
Abidjan, 11 October 2024

### REGISTRATION FORM

Head of Delegation

Yes

No

Title	
Surname	
Given name(s)	
Position	
Institution	
Country	
Business address	
Telephone no.	
Mobile phone no.	
Email	
Date and time of arrival <i>(please indicate flight number)</i>	
Date and time of departure <i>(please indicate flight number)</i>	
Hotel booked	