GENERAL INFORMATION

1. Venue

The seminar will take place in Ouagadougou, Burkina Faso, from 04 to 06 December 2013 at the following venue:

JOLY HOTEL

02 BP 6149 Ouagadougou 02
Tel: (226) 50 37 62 57 58/ 60/ 61
Fax : (226) 50 37 62 59
Email : Jolyhotel.ouaga2000@fasonet.bf

2. Organizers

-International Civil Aviation Organization (ICAO)
-Civil Aviation Authority of du Burkina Faso (ANAC-BF)

3. Registration

The participants are requested to register online by the following address:

www.icao.int/Meetings/mrtd-BurkinaFaso-2013

4. Opening session

The official opening of the workshop will take place on 04 Deccember 2013 at 09.00 am.
5. Languages
The seminar will be conducted in English and French.

6. Hotel information
The participants are requested to make their bookings directly with the hotels. A list of suggested hotels is attached herewith.

7. Transportation
Transport will be made to and from their respective hotels to the workshop venue

8. Visas
While all travelers arriving in Burkina Faso should have a valid passport, Burkina Faso entry visas are not required for nationals from some countries. Participants are therefore advised to ascertain whether or not they are exempt from the Burkina Faso visa requirements at the respective BF Embassies.

Participants who need visa upon arrival should provide 03 photographs and 100 us dollars.

I suggest to carry on a service passport which can help some nationalities to get a free visa according to the bilateral agreement.

9. Health
A yellow fever vaccination certificate is required.

10. Weather and local time information
The month of March is warm in Ouagadougou with maximum temperature being 35°C, and minimum 28°C. The weather is dry.

Burkina Faso local time is GMT.

11. Local currency and foreign exchanges rates
The official currency is Franc CFA (F CFA). At the latest exchange rate:

1 USD = 500 F CFA
1 EURO = 656 F CFA

Credit cards are normally accepted by banks and most hotels.

12. Language
French is the official language.

13. **Hours of business**
Monday to Friday: 07:00 – 12:30 and 15:00 – 17:30

14. **Electrical supply**
220 volts. The standard 2-pin French plugs are the most common outlets in most hotels.

15. **Telephones**
Burkina Faso has international direct dialing facilities to most parts of the world. From abroad dial +226 (country code) followed by required number.
Mobile telephone providers are available: Telmob, Airtel and Telecel.

16. **Medical services**
Public medical facilities are available for a minimum fee for consultation. Private clinics provide medical services for a fee.