

Information Note

Invitation to the Mock Technical Review Panel, Window 2 – Dakar, Senegal, 02-04 May 2023.

Dear Participants,

The RBM Partnership to End Malaria, through its Country and Regional Support Partner Committee (CRSPC), is planning to conduct a Mock Technical Review Panel, Window 2 – Dakar, Senegal, 02-04 May 2023.

Please refer to the below information on administrative and logistic arrangements made by the RBM Partnership to End Malaria / United Nations Office for Project Services (UNOPS) for the participants sponsored through RBM Partnership to attend the above meeting.

1. VENUE

The workshop and meeting will take place at Radisson Blu Hotel Dakar, Sea Plaza 5*

Address: Route de la corniche Oest Fann Residence, 16868 Dakar, Senegal

Phone numbers: +221 33 869 33 07/19/18

Email address: reservations.dakar@radissonblu.com

2. TRAVEL

RBM/UNOPS is in charge of travel arrangements of all participants sponsored by RBM to attend the meeting. For all flights, economy class tickets will be purchased for each participant on the most direct and economical route.

If at any point a participant decides not to take the flight booked through RBM Partnership /UNOPS, it is very important to contact RBM/UNOPS immediately at the email (keishaw@unops.org) so that we can cancel the ticket before the date of the trip.

3. AIRPORT TRANSFERS

For those participants sponsored by RBM Partnership, transportation services will be provided from and to the airport which is organised through an event company. On the date of arrival, a staff from the transportation company will wait for you with a sign stating RBM Partnership with its logo and the title of the event.

For returning participants, transportation services will be provided. Please be ready 4 hours before your flight departure time.

For the emergencies of airport transfers, please contact +221781363635 or one of our onsite event management colleagues via whatsapp on mobile number +221776922455

Note: Self-funded participants of this meeting need to make their own transportation arrangements from and to the airport.

4. ACCOMMODATION

A single occupancy hotel room, with breakfast provided, is booked as per the following for all participants sponsored by RBM at Radisson Blu Hotel Dakar, Sea Plaza:

- Check-in date 01 May 1500 hrs
- Check-out date 05 May 1200 hrs

Participants will be required to pay any extra expenses incurred, if any, directly to the hotel, including phone, room service, minibar and any alcoholic beverages.

*Self-funded participants will need to book their own accommodation.

5. MEALS DURING THE MEETING

Lunch and two coffee breaks will be provided to both RBM sponsored and self-funded participants during the meeting days on 02 - 04 May 2023. Participants with special dietary requirements (allergies, vegetarian, halal, etc.) should indicate them during booking or hotel registration

6. PER DIEM

As accommodation and 2 meals (breakfast and lunch) are provided during the period of the meeting, those participants who are sponsored by RBM are entitled to 32% of the Radisson Blu, UN Dakar per diem rate of USD 326 per night, to accommodate for dinner and other miscellaneous expenses. Per diems will be paid in cash directly to the participants on day one during the meeting, together with the terminal expenses and other expenses such as visa fee, COVID-19 tests, upon presentation of original receipt.

7. VISA

A visa for Senegal may be obtained at your nearest Embassy or online [here](#). Kindly check the conditions to enter Senegal and fulfil the needed requirements before leaving your country.

Please note that holders of passports issued by one of the member countries of the Economic Community of West African States (ECOWAS) do not require a visa to enter Senegal.

Upon request UNOPS will issue invitation/visa support letters to participants if needed.

8. VACCINES

A Yellow fever vaccine card is required for entrance to Senegal for visitors coming from Yellow fever risk countries; If you do not have one, it is possible to be vaccinated at the medical centre in Dakar Airport. The fee will be reimbursed to you upon submission of official receipts.

9. COVID-19 TRAVEL REQUIREMENTS

Please check the updates on the COVID-19 travel requirements for Dakar on a regular basis. Make sure you fulfil all the requirements before you travel.

Also note that different airlines have different requirements which you are required to comply with.

10. WEATHER

The weather will be warm and slightly cloudy with no rain. The average daily temperature in May will range from 26°- 20°C.

11. PERSONAL DEVICE AND HEADPHONES

All participants will be provided with a normal single jack headphone on the first day of the meeting for the remote interpretation. Please bring along with you, your own device (laptop, mobile phone or Ipad) which you will be able to use to access the virtual meeting interpretation provided on zoom. If your personal device is not designed for the normal headphone plug in, please bring along with you a headphone which is compatible with the device you will be using for the duration of the event.

12. REMOTE TRANSLATION AND VIRTUAL PARTICIPATION

Remote translation services will be provided for this event. During the face-face meeting days, please use [this link](#)

to register and access the remote simultaneous translation.

**For participants who will be unable to join the face-face meeting, the same link will be used to [join this event virtually](#).

We look forward to support should you have inquiries with regards to the logistics of this workshop and meeting.

For additional information and questions please contact:
Keisha Fraser at keishaw@unops.org for travel related queries