

Information Note

Invitation to the annual meeting with National Malaria Programmes for countries in the Western and Central Africa subregion, in Abidjan, Côte D'ivoire, on 20-23 November 2023.

Dear Participants,

The RBM Partnership to End Malaria, through its Country and Regional Support Partner Committee (CRSPC), is planning to conduct its annual meeting with National Malaria Programmes for countries in the Western and Central Africa subregion, in Abidjan, Côte D'ivoire, on 20-23 November 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 Azalai Hotel
Address: 11BP1024 Abidjan 11, Rue d'Agboville, Abidjan, Côte d'Ivoire
Phone numbers: +225 27 21 22 25 55
Email address : reservationaha@azalahotels.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 the Hotel. On the date of arrival, a Hotel staff will wait for you with a sign stating RBM Partnership with its logo.

For the emergencies of airport transfers, please contact the transfers representative at the hotel on +2250707021777 OR +2250707021998 or one of our onsite event management colleagues via whatsapp on +96181336685.

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 Azalai Hotel:

- Check-in date 19 November at 1500hrs
- Check-out date 24 November at 1200hrs

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 may book their accommodation at another chosen hotel as Azalai Hotel is fully booked.

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 20-23 November 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 special UN per diem rate for Azalai hotel in Abidjan, USD 291 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

Visa for Cote D'ivoire is a requirement. To apply for online visas, use the following link at <https://snedai.com/e-visa/>

Visa expenses will be reimbursed upon presentation of official receipts at the meeting.

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

8. VACCINES

A vaccine against Yellow Fever is required for entrance to Cote D'ivoire; please ensure you have your certificate of vaccination (Yellow Card). The fee will be reimbursed to you upon submission of official receipts.

9. COVID-19 TRAVEL REQUIREMENTS

Please continue to check any updates on the COVID-19 travel requirements for Cote D'ivoire before your departure.

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

10. WEATHER

The weather can be warm and humid during the day and cool in the evenings with some anticipated rain.

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 the 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