

Evaluation Week
5-7 September | 2018
Abidjan, Côte d'Ivoire
Strengthening development impact

Information Note on Logistical Arrangements

Please find below the administrative arrangements for the Evaluation Week 2018:

Venue of the forum African Development Bank Headquarters
Avenue Joseph Anoma
01 BP 1387 Abidjan 01 Côte d'Ivoire
Phone : +225 20 26 20 41
E-mail: evaluationweek@afdb.org; Website: idev.afdb.org



Registration Participants should first register online on the link below:
<http://idev-registration.afdbnet.com/en>

Once their online registration has been validated, they will receive a notification via email.

Check-in Upon arrival at the African Development Bank, participants should check in at the registration desk at the entrance of the building and pick up their badges and conference materials.

For security reasons, only registered participants will be able to access the AfDB Headquarters building and attend the sessions.

Language Both English and French will be used at the forum. There will be simultaneous interpretation

Visa Requirements Many visitors need to obtain a visa to enter Côte d'Ivoire. We encourage you, before you travel, to check with the Ivorian embassy or a representative in your country about visa requirements.

There are 2 ways you can obtain a visa to enter Côte d'Ivoire:

- Go to an accredited embassy of Côte d'Ivoire in your country of residence
- Apply online at the following website: www.snedai.com

The main international airport of Cote d'Ivoire is located about 14 km south of downtown Abidjan and is known as Félix Houphouët Boigny International Airport or Port-Bouet airport.

Vaccination Please ensure that your Yellow Fever vaccination is up-to-date and bring your Vaccination Certificate with you. Malaria prevention treatment and the following vaccines are recommended before departure: Viral hepatitis A and B, Diphtheria, Meningitis A and C, Tetanus, Poliomyelitis, Typhoid, Diphtheria, Rabies

Hotels and special rates Participants are expected to make their own hotel bookings. The African Development Bank has negotiated special hotel rates **ONLY for international participants travelling to Abidjan for Evaluation Week 2018**. To benefit from the special rate, please mention "Evaluation Week 2018" when making your booking.

SEEN Hotel

Address: Avenue Lamblin/ Rue Colomb, Plateau – Abidjan, Côte d'Ivoire

Phone: +225 20 00 67 00. Email: info.abidjan@seenhotels.com

- **Standard Room: 81 000 F CFA = US\$ 150.82** (with breakfast)
- **Junior Suite: 136 000 FCFA= US\$ 253.24** (with breakfast)

TIAMA Hotel

Address: Boulevard de la République, Abidjan, Côte d'Ivoire

Phone: +225 20 31 33 33. Email: reservation.tiama@gmail.com

- **Room: 130 000 F CFA = US\$ 242.06**
- **Breakfast: 15 000 FCFA= US\$ 27.93**

NOVOTEL

Address: 10 Avenue du General de Gaulle Plateau Abidjan, Côte d'Ivoire

Phone: +225 20 31 80 00. Email: Abidjan.reservation@accor.com

- **Classic Room: 105 000 F CFA = US\$ 195.51**
- **Superior Room: 120 000 F CFA = US\$ 223.44**

IVOTEL

Avenue Terrasson de Fougères, Abidjan- Côte d'Ivoire.

Phone 20 25 66 66

- **Standard Room: 55 000 F CFA = US\$ 97.75** (with breakfast)
- **Junior Suite: 60 000 FCFA= US\$ 106.63** (with breakfast)

IBIS Hotel

7, boulevard Roume, Plateau Abidjan- Côte d'Ivoire. Phone 20 30 16 00

- **Standard Room: 63 000 F CFA = US\$ 111.97** (with breakfast)

Transport Please arrange with your hotel for your pick-up service from and to the airport. In case your hotel does not provide airport transfers, you may use taxi services, there are two main taxi orders:

Afri-cab: www.afri-cab.com

Call Center: +225 56 96 66 36

Taxijet: <http://www.taxijetci.com/>

Catering Lunch and coffee breaks will be provided by the Bank at the event venue.

Reception A Welcome Reception will be held on Thursday 6th September 2018 at the SEEN Hotel, a short walking distance from the Bank.

A Closing Reception will be held on 7th September 2018 in the Bank's headquarters.

Banking and currency There are currency exchange offices at Felix Houphouet Boigny airport, BICICI Bank, SGBCI Bank, as well as all major hotels. Credit cards are accepted at most hotels. The local currency conversion rate as at July 2018 is:

1 United States Dollars (USD) = 562.66791 Cfa Franc Bceao (XOF);

1 Cfa Franc Bceao (XOF) = .00178 United States Dollars (USD)

1 European Euro (EUR) = 655.957 Cfa Franc Bceao (XOF)

1 Cfa Franc Bceao (XOF) = .00152 European Euro (EUR).

Event Documents Please find the program and concept note on the event page on the IDEV website:
<http://idev.afdb.org/en/page/evaluation-week-2018>

IDEV evaluation reports can be found on <http://idev.afdb.org/en/page/evaluations/>

Internet access: Wireless Internet connection will be available for free at the event venue.

Weather: September in Abidjan usually coincides with some rainy spells and temperatures between 23C° and 29C°.

For more information, visit:

<http://www.timeanddate.com/weather/cote-divoire/abidjan/ext>

Contact us In case you require assistance or further help, please do not hesitate to contact:

Claire a. ANON, E-mail: a.anon@afdb.org; Tel: +225 09.79.04.72 or

Jean-marc ANOH, E-mail: j.anoh@afdb.org; Tel: +225 20 26 56 76

We look forward to welcoming you to abidjan and evaluation week
Safe travels!

