



Twenty-year review of the World Summit on the Information Society in Africa: successes, challenges and prospects

The Congress Palace
Cotonou, Benin (hybrid format)
14–16 May 2025

NOTE TO PARTICIPANTS

Dear Participant,

The United Nations Economic Commission for Africa (UNECA) and the Government and National Assembly of the Republic of Benin would like to thank you for accepting the invitation to participate in the “*Twenty-year review of the World Summit on the Information Society in Africa: successes, challenges and prospects*”, to be held in Cotonou, Benin, from 14 to 16 May 2025.

Please find below the logistical arrangements for the meeting.

1. AIR TICKET AND SPONSORSHIP

ECA-sponsored participants will be provided with an economy-class return air ticket, hotel accommodation, transportation, and meals, as well as 20% of the daily subsistence allowance, as per the United Nations rates for Cotonou, Benin, for the duration of the meeting. You may contact Mr. Afework Temtime (temtimea@un.org; +251 11 544 3159) or Mr. Adeladay Solomon. Tel: +251 11 544 5517, Email (solomon6@un.org) for any outstanding issues.

Sponsored participants are expected to arrive no later than 13 May 2025 and depart no later than 17 May 2025 under ECA’s financial obligations. ECA will not be rescheduling the tickets once they have been issued.

All participants must follow the travel regulations regarding airport arrival times in their respective countries.

2. ENTRY CONDITIONS TO BENIN

Any foreign national wishing to enter and stay in Benin must possess a passport with at least six (6) months of validity from the entry date.

Holders of African passports are exempt from visa requirements for entry into Benin.

Holders of passports issued by non-African countries must complete their visa application online via the website: evisa.bj

3. RECEPTION AND LOCAL TRANSPORTATION OF PARTICIPANTS

The National Assembly's protocol service will handle the reception of delegates upon arrival at the Bernardin Cardinal GANTIN International Airport in Cotonou.

Delegates are encouraged to clearly label their luggage to facilitate identification at the airport and transfer to the hotels.

Local transportation will be provided during the stay, covering travel from the airport to the hotels and from the hotels to official meeting venues.

Delegates are advised to communicate their flight details no later than May 7, 2025.

4. ACCOMMODATION FOR PARTICIPANTS

Delegates are encouraged to send their room reservation requests as soon as possible to the email addresses listed in the proposed hotels list, copying the email address: protocole.assnatbenin@gmail.com

Accommodation costs are the responsibility of the participants.

Reservations and payments must be made directly with the recommended hotels.

Please find below the list of hotels proposed by the National Assembly.

Name of the Hotel	Contact for reservation	Type of Room	Regular rate	Negotiated rate	Reservation Code (include in the subject of the email)	Reservation Deadline
Ibis hôtel de Cotonou	Tel : (+229) 01 58 06 70 11 E-mail: georgette.dossou-yovo@accor.com	Standard room	61.760 FCFA	60.000F	Parlementaire 2025	As soon as possible
		Double room	68.310 FCFA	67.000		
Novotel	Tel : (+229) 01 58 06 70 11	Chambre classique	172.265 F CFA	110.575 FCFA	Parlementaire 2025	

Name of the Hotel	Contact for reservation	Type of Room	Regular rate	Negotiated rate	Reservation Code (include in the subject of the email)	Reservation Deadline
	E-mail: georgette.dossou-yovo@accor.com	Chambre double	184.055 FCFA	122.075 FCFA		
Azalaï hôtel Cotonou	Tel : (+229) 01-64-94-12-12 / (+229) 01-64-94-11-11 E-mail : reservationahp@azalahotels.com ; brenda.deguenon@azalahotels.com ; reception.ahp@azalahotels.com	Chambre standard vue sur ville	132.500 FCFA	86.500 FCFA	Parlementaire 2025	8 May 2025
		Chambre standard vue sur piscine	142.500 FCFA	96.500 FCFA		
		Chambre confort	187.500 FCFA	142.500 FCFA		
		Chambre terrasse	205.500 FCFA	157.500 FCFA		
Golden Tulip Le Diplomate	E-mail : reservation@goldentuliplatediplomatecotonou.com ; sales2@goldentuliplatediplomatecotonou.com	Chambre classique	107.500 FCFA		Parlementaire 2025	30 April 2025
Bénin royal hôtel	E-mail: resa@beninroyalhotel.com ;	Chambre single	75.500 FCFA	65.500 FCFA	Parlementaire 2025	As soon as possible
		Chambre double	87.000 FCFA	77.000 FCFA		
		Chambre privilège avec balcon	85.000 FCFA			
		Chambre privilège avec jacuzzi	80.000 FCFA			
Casa Cielo	Tél : (+229) 01 96 30 96 45 E-mail: reservations@casacielohotel.com	Chambre Prestige	60.500 FCFA		Parlementaire 2025	5 May 2025
		Chambre Privilège	55.500 FCFA			
Riviera hôtel	Tél : (+229) 01 53 23 47 04 E-mail: rivierahotelbenin@gmail.com	Chambre classique	46.500 FCFA		--	As soon as possible
		Chambre standard	56.500 FCFA			

5. SECURITY AND HEALTH

Security arrangements will be made at the meeting venue, and the hotels recommended by the National Assembly will be covered.

A medical unit will also be available for the duration of the event.

However, delegates are strongly advised to purchase comprehensive travel insurance for their stay abroad.

It is also recommended that an international vaccination certificate (yellow card) showing proof of yellow fever vaccination be carried.

Although this document is not required by Beninese authorities upon arrival, some airlines may deny boarding when departing from Cotonou if your destination country requires it.

Additionally, individuals with special medical treatments or other specific needs (dietary requirements, allergies, reduced mobility) are invited to inform the National Assembly protocol service.

6. IDENTIFICATION BADGE COLLECTION UPON ARRIVAL

Upon arrival in Benin, delegates are required to collect their identification badges at the event venue.

For security reasons, participants must wear the badge throughout the duration of the event.

7. BANKING SERVICES AND CURRENCY

The legal currency in the Republic of Benin is the West African CFA franc.

The approximate conversion rates are as follows:

- 1 Euro = 655.95 CFA Francs
- 1 US Dollar = 575 CFA Francs
- 1 Moroccan Dirham = 62.22 CFA Francs

However, exchange rates offered by banks and local currency exchange offices in Cotonou may vary.

Visa and MasterCard holders can withdraw cash from ATMs.

8. VENUE

The meeting will take place at the Congress Palace.

Location: on Marina Boulevard. Coming from the airport toward the Port of Cotonou, it is right next to the Amazone Square, behind the Presidential Palace.

9. REGISTRATION

For registering for both in-person and online participation, please use the following link:
https://zoom.us/webinar/register/WN_UIsyUlmZQte2wGGH-OAx8g

10. CONTACT INFORMATION

For any additional information, please do not hesitate to contact:

Deputy, National Assembly of Benin, Hon. Alidjanatou Saliou-Arekpa
(saliouarekpa18@gmail.com; +229 01 20 21 36 44/45).

Afewerk Temtime (temtimea@un.org); +251 11 544 3159

Adeladay Solomon (solomon6@un.org); +251 11 544 5517