

**ASSOCIATION OF AFRICAN ROAD MANAGERS AND PARTNERS
(AGEPAR)**

-----0-----

**TECHNICAL SEMINAR AND GENERAL MEETING
LOMÉ, APRIL 20, 21, AND 22, 2004**

-----0-----

LOGISTICAL ASPECTS

Below please find information on the logistical aspects of the meetings.

I. LOCATION OF SESSIONS

The Technical Seminar and the General Meeting of AGEPAR will be held in the EVALA Room of the CORINTHIA HOTEL 02 FEVRIER, on the Place de l'Indépendance in Lomé.

II. LODGING OF PARTICIPANTS COMING FROM OUTSIDE TOGO

Participants from countries other than Togo will be lodged, preferably in single rooms, at the same hotel, namely the CORINTHIA HOTEL 2 FEVRIER in central Lomé, the capital city of Togo. Surrounded by gardens, this 36-story hotel is a landmark in the Togolese capital. It has 212 regular rooms, 52 ministerial suites, and 52 presidential suites.

The preferential rates obtained, which include breakfast, are as follows:

| | |
|--|---------------------|
| ▪ <i>Presidential suite</i> | <i>CFAF 100,000</i> |
| ▪ <i>Ministerial suite</i> | <i>CFAF 70,000</i> |
| ▪ <i>Double room</i> | <i>CFAF 45,000</i> |
| ▪ <i>Single room</i> | <i>CFAF 40,000</i> |
| ▪ <i>Lodging tax, per person and per day</i> | <i>CFAF 300</i> |
| ▪ <i>Meals (beverages not included)</i> | <i>CFAF 15,000</i> |

III. INTERPRETATION AND DOCUMENT TRANSLATION

The working languages for the sessions (principally the seminar) are French and English.

Seminar documents (theme, program, communications, miscellaneous practical information for participants, seminar proceedings, etc.) will be produced in French and English.

A pool of three bilingual (English-French) interpreters will cover the sessions and provide simultaneous interpretation of statements, speeches, and presentations of papers.

IV. TRAVEL TO AND FROM LOMÉ AND WITHIN THE CITY

4.1 - Travel to and from Lomé

Most participants (except those from Benin) will travel by air round trip between their own capital cities and Lomé.

Based on the information gathered to date, it is projected that air travel will be on the regularly scheduled flights of the following air carriers:

Air Burkina
Air France
Air Gabon
Air Mauritanie
Air Ivoire
Air Sénégal
Ethiopian Airlines
South African Airways

4.2 - Travel within Lomé

Travel in and around Lomé, principally for transfers between the airport and hotel and back, will be by van or bus (10 or 30 seats). The first participants would arrive on the Saturday prior to the week of the meetings, and the last would depart on the Saturday of the meetings week.

V. FACILITATING ENTRY INTO TOGO

Steps will be taken to ensure that:

- Togo's diplomatic representations abroad facilitate the formalities for obtaining visas for the foreign participants who request them at their offices;
- The immigration services at the various border crossings into Togo facilitate the formalities for obtaining entry visas for Togo by those foreign participants who present themselves there and who have not first obtained visas before leaving their home countries.