



# ITSO FACE-TO-FACE TRAINING ON “SATELLITE COMMUNICATIONS” FOR ENGLISH SPEAKING COUNTRIES IN AFRICA

Abuja, Nigeria, 22-26 OCTOBER, 2018

## INFORMATION NOTE

### 1. VENUE



Digital Bridge Institute  
International Centre for ICT Studies  
No 8 P.O.W Mafemi Crescent, off Solomon Lar way  
Utako District, Abuja, Nigeria

### 2. WORKSHOP COORDINATORS

DBI COORDINATOR	ITU COORDINATOR
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### 3. WORKING HOURS

Working hours are from 8:00am to 5:00pm. Local time: GMT +1 Hour

### 4. VISA INFORMATION

Please refer to the nearest Nigerian Consulate or Embassy for the latest visa requirements for travel to Nigeria. More information: <https://portal.immigration.gov.ng>.

Where necessary **and upon request**, DBI will issue a letter of invitation to the participant to support visa application.

### 5. RECOMMENDED HOTELS

A list of recommended hotels in/around the Federal Capital Territory (Abuja) city centre and training venue is provided below. Participants who would like to be assisted in booking accommodation are requested to communicate their choice to DBI contact/s one week prior to arrival in Abuja.

No.	Accommodation	Rating	Rates starting from (\$)	Web Address	Distance to venue of event by car
1	Sheraton Abuja Hotel	*****	243.24	<a href="http://www.sheratonabuja.com">www.sheratonabuja.com</a>	5.5km
2	Transcorp Hilton Abuja	*****	250.00	<a href="http://www3.hilton.com">www3.hilton.com</a>	7.5km
3	NAF Conference Centre and Suites	****	121.62	<a href="http://www.nafconsuites.com">www.nafconsuites.com</a>	6km
4	Sandralia	***	135.00	<a href="http://www.sandraliahotel.com">www.sandraliahotel.com</a>	680m
5	3J's Hotel	***	72.97	<a href="http://www.3jshotels.com.ng">www.3jshotels.com.ng</a>	650m
6	Chida International Hotel	***	46.33	<a href="http://chidahotelinternational.com">chidahotelinternational.com</a>	550m
7	Nordic Villa	***	122.42	<a href="http://www.nordichotelabuja.com">www.nordichotelabuja.com</a>	1km
8	Reiz Continental Hotel	***	81.00	<a href="http://www.reizcontinentalhotels.com">www.reizcontinentalhotels.com</a>	6.5km

**Notes:**

*List consists of Hotels that offer corporate rates to DBI and those that DBI regularly deals with. Clients are however, not limited to listed Hotels, and may request accommodation in other Hotels in the city by contacting the Institute Coordinator.*

**6. DETAILS OF ARRIVAL AND TRANSPORT**

**Airport transfers** – shuttle vehicle(s) will be available at the Nnamdi Azikiwe International Airport, Abuja to convey participants to their hotels upon arrival and during departure. To properly coordinate the movement of participants from the Airport to their hotels, information on flights, dates, time of arrival and the booked hotel(s) will be required. The required information should be sent to any of the emails indicated under DBI Coordinator in No. 3 above.

**Hotel to training venue shuttle** – shuttle vehicle(s) will be available in the morning and in the evening to convey participants from and to their hotels.

**7. CURRENCY**

There is no limit to the amount of foreign bank notes or traveller's cheques which visitors may bring with them to Nigeria. Commercial banks, forex bureaux and most hotels provide currency exchange facilities.

**8. ELECTRICAL APPLIANCES**

- A. The voltage in Nigeria is between 220 to 240 volts AC.
- B. Hotels may have a 220 to 240 volts AC. Visitors with lower volts will need to bring a converter.
- C. The Nigeria type D/G power plugs and sockets are used.

**9. LANGUAGE**

The training will be delivered in English by the International Telecommunications Satellite Organization (ITSO) Experts.

**10. SECURITY**

Abuja is generally safe being the Federal Capital Territory. There are no specific threats for which participants need to be advised against. Protocol services will provide security officials.

## **11. MEDICAL AND HEALTH**

The following is recommended:

- Immunization against yellow fever
- Medication for prevention of malaria

There are no medical insurance. The organizers will take care of any emergency.

Bottled water from big supermarkets is safe for drinking in the country.

## **12. WEATHER**

Although Nigeria lies wholly within the tropical zone, there are wide climatic variations in different areas of the country. Near the coast, the seasons are not sharply defined. Temperatures rarely exceed 32°C (90°F).

Inland, where Abuja is situated (in the north central), there are two distinct seasons: a wet season from April to October, with generally lower temperature, and a dry season from November to March, with midday temperatures that surpass 38°C (100°F) but relatively cool nights. The months of June, July, August and September have a nice average temperature.

Usually, most rainfall (rainy season) is seen in May, June, July, August, September and October. Abuja has dry periods in January, February, November and December.

## **13. INTERNET CONNECTIVITY**

Internet connection will be available at the training venue and it is secured.

Wi-Fi access may be charged by some of the hotels.