



ICAO FACILITATION REGIONAL FORUM
Seamless Skies: Efficient Facilitation for a Connected World

ADMINISTRATIVE NOTE

VENUE



YAOUNDE CONFERENCE CENTRE

Street 1.755, NkolNyada, Yaounde 2,
GPS Coordinates : (3.891486, 11.500658)

THE MEETING WILL TAKE PLACE DURING
THE PERIOD

MONDAY 3rd- TUESDAY 4thMARCH 2025

The official opening Forum will take place at
09H30 on Monday 3rd March 2025.

WELCOME TO THE AIRPORT



Participants will be picked up from the airport upon arrival and dropped off at the airport on departure.

At the reception, the hostesses will present a welcome sign.

WELCOME SIGN



CAMEROON FOCAL POINTS:

M. EFFOUDOU DEPRES

Whatsapp number: +237 651-17-17-23

M.ESSOMBA NICOLAS

Number: +237 655-97-56-80

M. DIM CLÉMENT

Whatsapp number: 656-44-40-40

M. ABDOULAH

Whatsapp number: 677-77-90-05

M. ZAKARI YAOU ALHADJ

Number: +237 699-55-08-55

VISA AND HEALTH TRAVEL DOCUMENTATION



- Free visas will be delivered to all the Participants, travelling to Cameroon for ICAO Meeting.
- Therefore, each participant should send a mail with a copy of his passport to the following addresses **before the 14th February 2025**:

clement.dim@ccaa.aero;

yaoualhadj@yahoo.fr.

- Each participant should present his/her international vaccination card précisng the Vaccine against **YELLOW FEVER**.

ACCOMODATION

Participants are called upon to make reservation for their hotels as soon as possible, by indicating that they are participants of the ICAO meeting to benefit a reduction price.

LIST OF SELECTED HOTELS



HILTON HOTEL

reservation.yaounde@hilton.com

+237 222.23.36.46



UNITED HOTEL

jean.biyo@unitedhotelinternational.com

www.unitedhotelsgroup.com

+237 659.00.48.70

- **Standing:** 5 Stars
- **Location:** Boulevard du 20 mai
- **Distance from the place of event:** 4.6 km
- **Rooms rate:**

| Room type | Displaced prices | Negotiated prices |
|-----------------|------------------|-------------------|
| Suite executive | 564 408 FCFA | 464 786 FCFA |
| Suite junior | 422 408 FCFA | 383 720 FCFA |
| King delux | 286 201 FCFA | 247 513 FCFA |
| Stanfard | 208 688 FCFA | 170 000 FCFA |

- **Standing:** 4 Stars
- **Location:** Hôtel de ville
- **Distance from the place of event:** 4.1 km
- **Rooms rate:**

| Room type | Displaced prices | Negotiated prices |
|-----------------|------------------|-------------------|
| Suite royale | 200 000 FCFA | 200 000 FCFA |
| Suite exclusive | 175 000 FCFA | 175 000 FCFA |
| Confort delux | 140 000 FCFA | 140 000 FCFA |
| Confort plus | 125 000 FCFA | 125 000 FCFA |
| Confort simple | 98 000 FCFA | 98 000 FCFA |

LIST OF SELECTED HOTELS



STARLAND HOTEL

- **Standing:** 4 Stars
- **Location:** Bastos
- **Distance from the place of event:** 3.2 km
- **Rooms rate:**

| Room type | Displaced prices | Negotiated prices |
|----------------|------------------|-------------------|
| Prési suite | 495 000 FCFA | 495 000 FCFA |
| Director suite | 200 000 FCFA | 200 000 FCFA |
| Delux room | 150 000 FCFA | 150 000 FCFA |
| Premium room | 160 000 FCFA | 160 000 FCFA |
| Executive room | 130 000 FCFA | 130 000 FCFA |



LA FALAISE HOTEL

- **Standing:** 4 Stars
- **Location:** Warda
- **Distance from the place of event:** 4.1 km
- **Rooms rate:**

| Room type | Displaced prices | Negotiated prices |
|---------------|------------------|-------------------|
| Suite delux | 124 000 FCFA | 116 000 FCFA |
| Superior room | 99 000 FCFA | 81 000 FCFA |
| Stanford room | 89 000 FCFA | 71 000 FCFA |

www.reservationlafalaisehotels.com

+237 222.22.06.16

LIST OF SELECTED HOTELS



DJEUGA PALACE

sales@djeuga.com

+237 222.22.64.48

+237 672.90.70.52

- **Standing:** 4 Stars
- **Location:** Warda
- **Distance from the place of event:** 4.3 km
- **Rooms rate:**

| Room type | Displaced prices | Negotiated prices |
|-----------------|------------------|-------------------|
| Suite Palace | 273 000 FCFA | 180 000 FCFA |
| Suite executive | 213 000 FCFA | 130 000 FCFA |
| Delux room | 150 000 FCFA | 82000 FCFA |
| Superior room | 160 000 FCFA | 70 000 FCFA |



FRANCO HOTEL

- **Standing:** 4 Stars
- **Location:** Nlonkak
- **Distance from the place of event:** 3.7 km
- **Rooms rate:**

| Room type | Displaced prices | Negotiated prices |
|---------------|------------------|-------------------|
| Suite junior | 180 000 FCFA | 125 000 FCFA |
| Suite simple | 125 000 FCFA | 105 000 FCFA |
| Superior room | 90000 FCFA | 65000 FCFA |
| Stanfard room | 75000 FCFA | 60000 FCFA |

LIST OF SELECTED HOTELS



LAGON CLUB & AFFAIRES

COMMUNICATION



- **Standing:** 3 Stars
- **Location:** Rond point bastos
- **Distance from the place of event:** 2 km
- **Rooms rate:**

| Room type | Displaced prices | Negotiated prices |
|---------------|------------------|-------------------|
| Suite 2 rooms | 250 000 FCFA | 150 000 FCFA |
| Suite 1 room | 200 000 FCFA | 130 000 FCFA |
| Standard room | 160 000 FCFA | 100 000FCFA |

Participants can buy at their own cost mobile sim cards at the airport.

To be secure, participants are advised to present their passports for verification before sim cards are issued.

There are three mobile network providers available in Cameroon, namely:

- **Camtel**
- **Orange**
- **MTN**

EXCHANGE RATE



The local currency is FCFA. Foreign Currency can easily be exchanged at the airport and local banks.

The current exchange rate is approximately:

US\$1.00 = 628,43 Franc CFA

1Euro=655,96 Franc CFA

DRESS CODE



Recommended dress code is formal.



REGISTRATION



Registration will take place at **YAOUNDE CONFERENCE CENTRE** as follows:

Sunday 2nd March 2025 14H00 - 17H00

Monday 3rd March 2025 06H30 - 08H30

CONFERENCE PACKAGE



- Delegates will be provided with refreshments including tea/coffee/Lunch during the meeting;
- A notebook will be made available to participants during the discussions.

MEETING LANGUAGES



The meeting will be conducted in English and French with simultaneous translation.

INTERNET CONNECTION



Wireless connection will be available during your stay at the hotel and the meeting room.

VOLTAGE AND FREQUENCY



The electrical voltage in Cameroon is 220 volts and the frequency is 50 Hz. These characteristics are compatible with many electrical devices used around the world.

PLACES TO VISIT WHILE IN CAMEROON

REUNIFICATION MONUMENT

Located in the heart of Yaoundé, the Reunification Monument is an imposing architectural work that commemorates the unification of Cameroon in 1961. This place steeped in history is a must for any visitor to the Cameroonian capital.



NATIONAL MUSEUM

Located in Yaounde, the National Museum of Cameroon offers a fascinating journey through the country's diverse cultures and traditions.

Immerse yourself in the vibrant tapestry of Cameroon's past at the National Museum, a treasure trove of cultural heritage.

For more information, please contact the organizers through the following contact details:

GENERAL DELEGATION FOR NATIONAL SECURITY,

POLICE COMMISSIONNER ZAKARI YAOU ALHADJ

Mobile number: +237699-55-08-55.