



INTERNATIONAL CIVIL AVIATION ORGANIZATION WESTERN AND CENTRAL AFRICA OFFICE

Twenty-fifth Meeting of the AFI Satellite Network Management Committee (SNMC/25)

(Freetown, Sierra Leone 18-22 December 2017)

INFORMATION BULLETIN

1.0 VENUE, HOST AND SERVICE

1.1 The twenty-fifth meeting of the AFI Satellite Network Management (SNMC/25) will be held from the 18th to 22th December 2017 at the **Bintumani HOTEL** located at #: **11 Man "O" War Bay, Aberdeen, Freetown, Sierra Leone**, about **65** minutes' drive from the International Airport,.

1.2 The meeting will be hosted by the **ROBERTS FLIGHT INFORMATION REGION** with the support of the **Sierra Leone** Civil Aviation Authority and contact persons for the meeting are :

1.3 Contact Persons:

Name Mr. Matho N. Gomou

Cell: +231-770-673-822

E-mail: mngomou@robertsfir.org

Name : Mr. Daniel T. Johnson

Cell: +231886-554-608

E-mail: djohnson@robertsfir.org

1.4 The meeting will be serviced by Mr. **Francois Xavier SALAMBANGA**, Regional Officer CNS, for Western and Central Africa Office, Dakar- Senegal.

2.0 HOTEL INFORMATION

A list of recommended hotels is attached herewith.

Participants are requested to make their own hotel reservations or send registration with the preferred hotel to **Name: Daniel T. Johnson Mail: djohnson@robertsfir.org** to make booking. We could assist participants with bookings.

A list of recommended hotels is attached.

3.0 TRANSPORTATION

3.1 Freetown International Airport is situated about **25 km** from the city centre. Taxis are readily available. Taxi fare from airport to the city center is between **35USD – 50USD.**

4.0 VISA

While all travelers arriving in Sierra Leone should have a valid passport, Sierra Leone entry visas are not required for nationals from ECOWAS member States. You are advised to ascertain whether or not you are exempted from the Sierra Leone visa requirements at the Sierra Leone embassy in your respective countries.

5.0 HEALTH

5.1 Participants must ensure they take out travel insurance (including health) from their home country for the duration of their stay in Sierra Leone.

5.2 National Hospital of Freetown is 35 minutes' drive to **Bintumani HOTEL**.

6.0 WEATHER AND LOCAL TIME INFORMATION

December in Freetown is usually wet –the average temperature in December is between **27.5°C – 29.7°C**

6.1 The local time in Sierra Leone is UTC

7.0 LOCAL CURRENCY AND FOREIGN EXCHANGE RATES

7.1 The basic unit of currency in Sierra Leone is the Leones. Notes are bound in denominations of **Le.10,000, Le.5,000; Le.2,000; Le.1,000**

7.2 The rate of Sierra Leone currency with the US dollars is subject to market fluctuations. However, current exchange rate is **Le. 7,654.58 to 1USD.**

7.3 There is limit to the amount of foreign bank notes or travelers' cheques, which visitors may bring into Sierra Leone.

7.4 Commercial the exchange banks provide exchange facilities. All banks operate between 08 30 am – 0400 pm from Monday to Friday. There are few banks at the Airport and many Automated Teller Machine (ATM) services are available

7.5 Credit cards and traveler's cheques are accepted in most establishments. Most shops and hotels accept visa cards.

8.0 HOURS OF BUSINESS

The working week in Sierra Leone runs from Monday to Friday (08 00 am – 0500 pm) Saturdays and Sundays are work-free days.

9.0 ELECTRICITY SUPPLY

The local voltage in Sierra Leone is 220/230v@50Hz with established Standard English plugs and sockets. Participants from ASECNA, ICAO Regional Office and other French voltage plugs standard countries may bring a suitable adapter for their laptops.

10.0 TELEPHONES

From abroad dial **+232** followed by the required number.

There are several mobile operators including **Siaratel, Airtel** and **Africell**

LIST OF HOTELS IN Freetown

Country access Code: +232

Hotel Name	Address	Rate (XX/ USD)	Telephone	Observation
Bintumani Hotel	II Man "O" War Bay, Aberdeen, Freetown	US\$125/night	+232-308-20-666; +232-767-48-407	Standard Room (double bed)
Barmoi Hotel	75C Cape Road, Aberdeen, Freetown	US\$85/night	+232-769-18-771	Standard room
Mammy Yoko Hotel	Beach Road, Aberdeen, Freetown	US\$200/night	+232-794-54-000 +232-792-53-049	Standard/Double
Golden Tulip Hotel	Off Cape Road, Aberdeen, Freetown	US\$110/night	+232-795-82-465 +232-791-39-336	Standard/Double

Home Suite Hotel	78A Cape Road, Bintumani Drive, Aberdeen, Freetown	US\$150/night	+232-302-22-227 +232-302-22-228	Standard/Deluxe
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