



**International Civil Aviation Organization  
Western and Central African Office**

**ICAO Remotely Piloted Aircraft Systems (RPAS) Workshop**

*(Abuja, Nigeria, from 19 to 21 July, 2017)*

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**INFORMATION BULLETIN**

**1. Venue of the Workshop**

The Workshop will take place at **Sheraton Hotel Abuja**. The contact details are:

Tel.: **(+234) 9 461 2000**.....

Fax: **(+234) 9 460 1504** .....

Web Site: **www.sheratonabuja.com**

Email: **[aisha.onjefu@sheraton.com](mailto:aisha.onjefu@sheraton.com)**

**2. Languages**

The Workshop will be conducted in the English and French Languages.

**3. Opening Session**

The Opening Session of the Workshop will take place on Wednesday, 19 July, 2017 at 09:00 hours at Ladi Kwali Conference centre, Sheraton hotel, where subsequent sessions will also be held.

**4. Registration**

The registration of participants shall be online at the ICAO Western and Central African Regional Office website: **[icaowacaf@icao.int](mailto:icaowacaf@icao.int)** as soon as possible but not later than 30 June, 2017.

**5. Instruction and Documentation**

The Workshop will be facilitated by Experts from ICAO. The workshop will be paperless and all related documentation will be made available online. Therefore, participants are informed to bring laptop computers for access to Workshop documentation.

**6. Weather and Clothing**

The average temperature in Abuja in the month of July is **30°C**.

**7. Passport and visa requirements**

All participants from countries with diplomatic representation should contact the embassy. Provisions have been made by the host country in order to facilitate issuance of the visas.



## **Attachment B**

All participants from countries that do not have diplomatic services with Nigeria will be able to obtain their visa upon arrival at the Nnamdi Azikiwe International Airport, Abuja, after presenting their letters of invitation. In this case, participants are requested to send copies of their passport pages to the email below in order to get the invitation letter beforehand.

e-mail: [mbentukur@ncaa.gov.ng](mailto:mbentukur@ncaa.gov.ng) AND [yakubu.mahmud@ncaa.gov.ng](mailto:yakubu.mahmud@ncaa.gov.ng) (*Workshop Focal Point in Nigeria*)

**Note:** Entry VISA will be issued to ALL DELEGATES upon arrival at the Nnamdi Azikiwe International Airport, Abuja, **and Murtala Muhammed International Airport**, Lagos, Nigeria. However, participants must complete online registration formalities.

### **8. Health**

Participants are informed that a valid certificate of vaccination against yellow fever is required. The participants should ensure that they have applied for a valid health insurance for the coverage of any medical care during their stay in Nigeria.

### **9. Banks**

Banks are located **One bank within the hotel other banks within 2km from hotel**, and are open from **8am to 16.00** hours from Monday to Friday.

### **10. Hotels**

A list of recommended hotels is attached hereto and participants are hereby informed that transportation services will be provided from the hotels to the workshop venue and vice versa. Please make reservations with the hotel of your choice.



**Attachment B**

**HOTEL LIST / LISTE DES HOTELS      PRIX/PRICE: USD/EUR/GBP**

Name of Hotel/ <i>Nom de l'hôtel</i>	Address/ <i>Adresse</i> / ☎ <i>(distance from Workshop venue/ distance du lieu de l'atelier)</i>	Fax / E-Mail	Cost	
			Single Room	Double Room
<b>Transcorp Hilton Hotel</b>	1 Aguiyi Ironsi St Maitama Abuja (7.4 km)	Tel : +234 -9-4613006 Fax: +234- 9- 4613110 <a href="mailto:hilton_abuja@hilton.com">hilton_abuja@hilton.com</a> .	N90,000 (\$285)	N100,000 (\$317)
<b>Sheraton Hotel and Towers</b>	No.1 Ladi Kwali Way Abuja	Tel : +234 -9-4612000 Fax: +234- 9- 4601510 <a href="mailto:reservations.abuja@sheraton.com">reservations.abuja@sheraton.com</a>	N86,000 (\$274)	N94,300 (\$300)
<b>Royalton Hotel,</b>	Plot 1907 Gongola Str Area 2, Section 1, Garki Abuja (4.8km)	Tel: +234- 8065319473 Fax: +234- 9- 2344913 <a href="mailto:royalton09@yahoo.com">royalton09@yahoo.com</a>	N20,000 (\$65)	
<b>NICON Luxury (Le'Meridien),</b>	903 Tafawa Balewa Way Area 11 Garki Abuja (3.4km)	Tel : +234 -9-4619000 Fax: +234- 9- 4619009 <a href="mailto:reservation@niconluxury.com">reservation@niconluxury.com</a>	<del>N</del> 49,350 (\$157)	
<b>Protea Hotel</b>	3 Negro Crescent, Maitama, Abuja, Nigeria. (10km)	Tel : +234 -8080277027(cell) +234 -9 4612741	N69,700 (\$221)	
<b>Rockview Royale hotel</b>	196, Cadastral Zone A8 Adetokunbo Ademola Crescent, Wuse 11, (3.5km)	Tel: +2348039043800-30, Fax: +234-(09)4912829. <a href="mailto:reservationroyale@rockiewhotels.com">reservationroyale@rockiewhotels.com</a>	N35,650 (\$115)	

