Dear delegate,

We know that during the Congress, your delegation might need a meeting room to arrange your **B to B meeting or even your team meeting**.

Kindly note that because of the Congress held inside the SOFITEL ABIDJAN HOTEL IVOIRE, there not many meeting room available inside the hotel.

Therefore, we have agreed with other hotels, to have some meeting rooms available.

These hotels selected are not so far from the Congress place.

The organization committee will arrange transportation for you from SOFITEL to the place you will choose.

In order to allow us to serve you properly, we kindly invite you to check the different offers below , select your room and fill the last sheet below.

Please return your reservation template to the following addresses :

[ndakon.aline@artci.ci](mailto:ndakon.aline@artci.ci)

[c.diop@upuabidjan.gouv.ci](mailto:c.diop@upuabidjan.gouv.ci)

[event@upuabidjan.gouv.ci](mailto:event@upuabidjan.gouv.ci)

***The National Organizing Committee thanks you for your confidence***

***"Africa invites you, Côte d'Ivoire welcomes you!"***

**UPU CONGRESS- ABIDJAN 2021 / August 09th to 27th, 2021**

**Quote**

**MEETING ROOMS AVAILABILITY**

**PLACE : SOFITEL ABIDJAN HOTEL IVOIRE ( CONGRESS PLACE)**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **ROOMS** | **ROOM CAPACITY** | | | | | | | |
| **U SHARP** | **THEATRE** | **CLASS ROOM** | **COCKTAIL** | **DIMENSION M2** | **PRICE Xof TTC**  **FULL DAY** | **PRIX Xof TTC**  **DEMI JOURNEE** | THESE 3 ROOMS A LOCATED IN 22TH LEVEL AT SOFITEL ABIDJAN HOTEL IVOIRE – THE TOWER |
| **BALAFON** | **Booked for JAPAN delegation for the whole Congress** | | | | | | |
| **COSMOS** | **20** | **50** | **12** | **20** | **34 m2** | **200.000** | **150.000** |
| **COLLLOQUE** | **14** | **25** | **10** | **15** | **24 m2** | **200.000** | **100.000** |

**ADDITIONAL COSTS**

* **Bilingual waitress : 30.000 / hour**
* **Photo and video: 200.000 fr/ day**
* **Invitation card : XOF 150 000/100 cartes**
* **TO GET THE FULL PRICE, PLEASE CHOOSE YOUR OPTIONS AND FILL THE LAST SHEET BELOW ( MEETING / EVENT ROOM RESERVATION)**
* **CHANGE REFERENCE : 1 € = 655,957 FCFA**

**PULLMAN HOTEL (15 min from the Congress by car or shuttle bus )**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **PRESTATION**  **ESPACE** | **U SHARP** | **THEATRE** | **CLASS ROOM** | **COCKTAIL** | **SERVICE A l’ASSIETTE** | **DIMENSION M2** | **FULL PRICE / DAY**  **XOF TTC** | **HALF PRICE / DAY**  **XOF TTC** | **BASIC DECORATION**  **XOF TTC** |
|  | CAPACITY ROOM | | | | | | PRICE | PRICE | PRICE |
| Espace Pullman | - | 320 | - | 400 | 250 | 320 | 2 000 000 | 1 200 000 | 150 0000 |
| Salon Abissa | 50 | 200 | 55 | 150 | 100 | 149 | 800 000 | 600 000 | 500 000 |
| Salon Abissa 1 | 26 | 80 | 33 | 50 | 40 | 66 | 400 000 | 250 000 | 150 000 |
| Salon Abissa 2 | 30 | 120 | 45 | 70 | 50 | 83 | 500 000 | 300 000 | 100 000 |
| Salon Zaouli | 13 | 40 | 20 | 25 | 20 | 20 | 300 000 | 200 000 | 50 000 |
| Salon Tematé | 18 | 40 | 20 | 25 | 20 | 20 | 300 000 | 200 000 | 50 000 |
| Salon Zaouli Tematé | 31 | 80 | 40 | 50 | 40 | 40 | 400 000 | 250 000 | 100 000 |
| Salon Board Room | 11 | - | - | - | - | - | 500 000 | 300 000 | 50 000 |
| Citronnelle | 50 | 80 |  | 80 | - | - | 1 000 000 | 700 000 | 100 000 |
| Forfait Journée Etude |  |  |  |  |  |  | 40 000 | 36 000 |  |

**ADDITIONAL COSTS**

* **Bilingual waitress : 30.000 / hour**
* **Photo and video: 200.000 fr/ day**
* **Invitation card : XOF 150 000/100 cartes**
* **TO GET THE FULL PRICE, PLEASE CHOOSE YOUR OPTIONS AND FILL THE LAST SHEET BELOW ( MEETING / EVENT ROOM RESERVATION)**
* **CHANGE REFERENCE : 1 € = 655,957 FCFA**

**Novotel HOTEL : (15 min from the Congress by car or shuttle bus )**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **PRESTATION**  **ESPACE** | **STYLE U** | **THEATRE** | **CLASS ROOM** | **BANQUET**  **BUFFET** | **BANQUET**  **SERVICE A**  **L’ASSIETE** | | **DIMENSION M2** | **FULL PRICE / DAY**  **XOF TTC** | **BASIC DECORATION**  **XOF TTC** |
| Ebène | 15 | 25 | 20 | - | - | 40 | | 150 000 | 50 000 |
| Samba | 15 | 25 | 20 | - | - | 40 | | 150 000 | 50 000 |
| Acajou | 15 | 25 | 20 | - | - | 40 | | 150 000 | 50 000 |
| Flamboyant | 15 | 25 | 20 | - | - | 40 | | 150 000 | 50 000 |
| Iroko | 30 | 80 | 50 | 50 | 60 | 105 | | 250 000 | 100 000 |
| Okoumé | 30-50 | 85-100 | 50 | 50 | 60 | 110 | | 250 000 | 100 000 |
| Ivoire | 30-50 | 85-100 | 50 | 50 | 60 | 110 | | 250 000 | 100 000 |
| Iroko+Okoumé | 60-100 | 101-200 | 100 | 100 | 120 | 220 | | 500 000 | 250 000 |
| Okoumé+ Ivoire | 60-100 | 101-200 | 100 | 100 | 120 | 220 | | 500 000 | 250 000 |
| Espace Novotel (Ivoire+Okoumé+Iroko) | 100-150 | 350 | 150 | 200 | 230 | 330 | | 1 050 000 | 600 000 |
| Forfait Journée Etude | - | - | - | - | - | - | | 36 000 | 33 000 |

**ADDITIONAL COSTS**

* **Bilingual waitress : 30.000 / hour**
* **Photo and video: 200.000 fr/ day**
* **Invitation card : XOF 150 000/100 cartes**
* **TO GET THE FULL PRICE, PLEASE CHOOSE YOUR OPTIONS AND FILL THE LAST SHEET BELOW ( MEETING / EVENT ROOM RESERVATION)**
* **CHANGE REFERENCE : 1 € = 655,957 FCFA**

**RADISSON BLU (30 min from the Congress by car or shuttle bus )**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **PRESTATION**  **ESPACE** | **U SHARP** | **THEATRE** | **CLASS ROOM** | **COCKTAIL** | **CABARET** | **BANQUET** | **DIMENSION M2** | **PRIX Xof TTC**  **JOURNEE ENTIERE** | **PRIX Xof TTC**  **DEMI-JOURNEE** | **TARIFS Décoration Basic** |
| Ballroom (Modulable) | - | 650 | 500 | 650 | 420 | 500 | 720 | 5 000 000 | 3 000 000 | 1 500 000 |
| Yamoussoukro | 80 | 200 | 160 | 200 | 140 | 150 | 240 | 2 000 000 | 1 200 000 | 300 000 |
| Bamako | 80 | 200 | 160 | 200 | 140 | 150 | 240 | 2 000 000 | 1 200 000 | 300 000 |
| Abidjan | 80 | 200 | 160 | 200 | 140 | 150 | 240 | 2 000 000 | 1 200 000 | 300 000 |
| Comoé | 12 | 25 | 18 | 25 | na | na | 30 | 300 000 | 180 000 | 50 000 |
| Denguélé | 50 | 100 | 75 | 100 | 56 | 70 | 132,6 | 1 000 000 | 600 000 | 200 000 |
| Gôh Djiboua | 30 | 80 | 55 | 80 | 42 | - | - | 700000 | 420 000 | 100 000 |
| Sassandra | 12 | 25 | 18 | 25 | - | - | - | 300 000 | 180 000 | 50 000 |
| Bandaman | 12 | 25 | 18 | 25 | - | - | - | 300 000 | 180 000 | 50 000 |
| Woroba | 12 | 25 | 18 | 28 | - | - | - | 300 000 | 180 000 | 50 000 |
| Zanzan | 20 | 45 | 30 | 40 | 28 | - | - | 400000 | 240 000 | 50 000 |
| Korhogo | 12 | 28 | 22 | 30 | - | - | - | 300 000 | 180 000 | 50 000 |
| Dabou | 12 | 20 | - | 20 | - | - | - | 200 000 | 120 000 | 50 000 |
| Forfait Journée Etude |  |  |  |  |  |  |  | 40 000 |  |  |

**ADDITIONAL COSTS**

* **Bilingual waitress : 30.000 / hour**
* **Photo and video: 200.000 fr/ day**
* **Invitation card : XOF 150 000/100 cartes**
* **TO GET THE FULL PRICE, PLEASE CHOOSE YOUR OPTIONS AND FILL THE LAST SHEET BELOW ( MEETING / EVENT ROOM RESERVATION)**
* **CHANGE REFERENCE : 1 € = 655,957 FCFA**

**Möven Pick (15 min from the Congress by car or shuttle bus )**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **PRESTATION**  **ESPACE** | **STYLE U** | **THEATRE** | **BOARD**  **ROOM** | **TABLE PLEINE** | **DIMENSION M2** | **PRIX Xof TTC**  **JOURNEE**  **ENTIERE** | **PRIX Xof TTC**  **DEMI**  **JOURNEE** | **TARIFS Décoration Basic** |
| Monne Bou | 20 | 50 | - | - | 90 | 700 000 |  | 200 000 |
| James Houra | 12 | 30 | - | - | 50 | 500 000 |  | 150 000 |
| Tamsir Dia | - | 18 | - | 8 | 33 | 400 000 |  | 100 000 |
| Jems Koko Bi | - | - | 10 | - | 38 |  |  | 100 000 |

**ADDITIONAL COSTS**

* **Bilingual waitress : 30.000 / hour**
* **Photo and video: 200.000 fr/ day**
* **Invitation card : XOF 150 000/100 cartes**
* **TO GET THE FULL PRICE, PLEASE CHOOSE YOUR OPTIONS AND FILL THE LAST SHEET BELOW ( MEETING / EVENT ROOM RESERVATION)**

**Eden Golf Hôtel (30 min from the Congress by car or shuttle bus )**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **PRESTATION**  **ESPACE** | **THEATRE** | **CLASS ROOM** | **COCKTAIL** | | **DINER** | **REUNION** | **DIMENSION M2** | **PRIX / FULL DAY**  **XOF** | **DECORATION PRICE / ROOM** |
| Anono 1 | 100 | 40 | | 75 | 55 | 25 | 161 | 400 000 | 500 000 |
| Anono 2 | 100 | 40 | | 50 | 40 | 20 | 110 | 400 000 | 300 000 |
| Anono 3 | 100 | 35 | | 75 | 55 | 25 | 133 | 400 000 | 300 000 |
| Anono 1&2 | 200 | 75 | | 125 | 100 | 45 | 271 | 800 000 | 500 000 |
| Anono 2&3 | 200 | 75 | | 125 | 100 | 45 | 243 | 800 000 | 500 000 |
| Anono1&2&3 | 325 | 115 | | 200 | 200 | 70 | 404 | 1 200 000 | 800 000 |
| Bar flambloyant |  |  | | 40 |  |  | 150 | 500 000 | 200 000 |
| Cascade |  |  | | 100 | 100 |  | 564 | 300 000 | 700 000 |
| Colline |  |  | | 60 | 50 |  | 250 | 200 000 | 300 000 |
| Ebrié (Restaurant) |  |  | | 40 | 25 |  | 84 | 250 000 | 200 000 |
| Hall |  |  | | 250 |  |  | 684 | 500 000 | 700 000 |
| M’Badon | 15 | 12 | | 20 | 11 | 10 | 40 | 120 000 | 150 000 |
| M’Pouto |  | 15 | | 15 | 8 | 8 | 53 | 120 000 | 100 000 |
| Paillote marina | 15 | 10 | | 20 | 15 | 10 | 58.71 | 200 000 | 250 000 |
| Piscine |  |  | | 400 | 400 |  |  | 600 000 | 1 000 000 |
| Plage 1 |  |  | | 1000 | 750 |  |  | 800 000 | 2 500 000 |
| Plage 2 |  |  | | 250 | 250 |  |  | 800 000 | 1 500 000 |
| Plage 3 |  |  | | 1000 | 500 |  |  | 800 000 | 2 500 000 |
| Plantation |  |  | |  | 100 | 60 |  | 1 500 000 | 1 000 000 |
| Terrasse Beige |  |  | | 150 | 125 |  | 350 | 300 000 | 700 000 |

**RESERVATION FORM**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **HOTEL** | **Type of arrangment** | **Nombre de jours / Number of days** | **Prix unitaire /Unit price** | **Equipmment Supply requirement** | **TOTAL COSTS** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  | Montant / Sum (HT / Duty free | | | |  |
|  | TVA / VAT (18%) | | | |  |
|  | Taxe touristique / Tourism tax (1,5%) | | | |  |
|  | Total TTC / Sum with tax | | | |  |

**Kindly send this reservation form to the following address and the final cotation will be sent to you for payment accordingly**

[ndakon.aline@artci.ci](mailto:ndakon.aline@artci.ci)

[c.diop@upuabidjan.gouv.ci](mailto:c.diop@upuabidjan.gouv.ci)

[event@upuabidjan.gouv.ci](mailto:event@upuabidjan.gouv.ci)

**TIMES SLOTS**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **27eme CONGRES DE L'UNION POSTALE UNIVERSELLE A ABIDJAN 09 – 27 Août 2021**  **27th UNIVERSAL POSTAL UNION IN ABIDJAN August 09th to 27th, 2021** | | | | | |
| **PLANNING DES RENCONTRES B2B / B2B MEETINGS PLANNING** | | | | | |
| **SEMAINE 1/ WEEK 1** | | | | | |
| **Jours**  **DAYS** | **LUNDI**  **MONDAY** | **MARDI**  **TUESDAY** | **MERCREDI**  **WEDNESDAY** | **JEUDI**  **THURSDAY** | **VENDREDI**  **FRIDAY** |
| **DATE** | **09 Août**  **August 9th** | **10 Août**  **August 10th** | **11 Août**  **August 11th** | **12 Août**  **August 12th** | **13 Août**  **August 13th** |
| 09h00-09h30 |  |  |  |  |  |
| 09h30-10h00 |  |  |  |  |  |
| 10h00-10h30 |  |  |  |  |  |
| 10h30-11h00 |  |  |  |  |  |
| 11h00-11h30 |  |  |  |  |  |
| 11h30-12h00 |  |  |  |  |  |
| 12h00-12h30 |  |  |  |  |  |
| Lieu |  |  |  |  |  |
| 12h30-13h30 | Pause déjeuner | Pause déjeuner | Pause déjeuner | Pause déjeuner | Pause déjeuner |
| 13h30-14h00 |
| 14h00-14h30 |  |  |  |  |  |
| 14h30-15h00 |  |  |  |  |  |
| 15h00-15h30 |  |  |  |  |  |
| 15h30-16h00 |  |  |  |  |  |
| 16h00-16h30 |  |  |  |  |  |
| 16h30-17h00 |  |  |  |  |  |
| 17h00-17h30 |  |  |  |  |  |
| 17h30-18h00 |  |  |  |  |  |
| Lieu |  |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **27eme CONGRES DE L'UNION POSTALE UNIVERSELLE A ABIDJAN 09 – 27 Août 2021**  **27th UNIVERSAL POSTAL UNION IN ABIDJAN August 09th to 27th, 2021** | | | | | |
| **PLANNING DES RENCONTRES B2B / B2B MEETINGS PLANNING** | | | | | |
| **SEMAINE 2/ WEEK 2** | | | | | |
| **Jours**  **DAYS** | **LUNDI**  **MONDAY** | **MARDI**  **TUESDAY** | **MERCREDI**  **WEDNESDAY** | **JEUDI**  **THURSDAY** | **VENDREDI**  **FRIDAY** |
| **DATE** | **16 Août**  **August 16th** | **17 Août**  **August 17th** | **18 Août**  **August 18th** | **19 Août**  **August 19th** | **20 Août**  **August 20th** |
| 09h00-09h30 |  |  |  |  |  |
| 09h30-10h00 |  |  |  |  |  |
| 10h00-10h30 |  |  |  |  |  |
| 10h30-11h00 |  |  |  |  |  |
| 11h00-11h30 |  |  |  |  |  |
| 11h30-12h00 |  |  |  |  |  |
| 12h00-12h30 |  |  |  |  |  |
| Lieu |  |  |  |  |  |
| 12h30-13h30 | Pause déjeuner | Pause déjeuner | Pause déjeuner | Pause déjeuner | Pause déjeuner |
| 13h30-14h00 |
| 14h00-14h30 |  |  |  |  |  |
| 14h30-15h00 |  |  |  |  |  |
| 15h00-15h30 |  |  |  |  |  |
| 15h30-16h00 |  |  |  |  |  |
| 16h00-16h30 |  |  |  |  |  |
| 16h30-17h00 |  |  |  |  |  |
| 17h00-17h30 |  |  |  |  |  |
| 17h30-18h00 |  |  |  |  |  |
| Lieu |  |  |  |  |  |

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| **27eme CONGRES DE L'UNION POSTALE UNIVERSELLE A ABIDJAN 09 – 27 Août 2021**  **27th UNIVERSAL POSTAL UNION IN ABIDJAN August 09th to 27th, 2021** | | | | | |
| **PLANNING DES RENCONTRES B2B / B2B MEETINGS PLANNING** | | | | | |
| **SEMAINE 3/ WEEK 3** | | | | | |
| **Jours**  **DAYS** | **LUNDI**  **MONDAY** | **MARDI**  **TUESDAY** | **MERCREDI**  **WEDNESDAY** | **JEUDI**  **THURSDAY** | **VENDREDI**  **FRIDAY** |
| **DATE** | **23 Août**  **August 23th** | **24 Août**  **August 24th** | **25 Août**  **August 25th** | **26 Août**  **August 26th** | **27 Août**  **August 27th** |
| 09h00-09h30 |  |  |  |  |  |
| 09h30-10h00 |  |  |  |  |  |
| 10h00-10h30 |  |  |  |  |  |
| 10h30-11h00 |  |  |  |  |  |
| 11h00-11h30 |  |  |  |  |  |
| 11h30-12h00 |  |  |  |  |  |
| 12h00-12h30 |  |  |  |  |  |
| Lieu |  |  |  |  |  |
| 12h30-13h30 | Pause déjeuner | Pause déjeuner | Pause déjeuner | Pause déjeuner | Pause déjeuner |
| 13h30-14h00 |
| 14h00-14h30 |  |  |  |  |  |
| 14h30-15h00 |  |  |  |  |  |
| 15h00-15h30 |  |  |  |  |  |
| 15h30-16h00 |  |  |  |  |  |
| 16h00-16h30 |  |  |  |  |  |
| 16h30-17h00 |  |  |  |  |  |
| 17h00-17h30 |  |  |  |  |  |
| 17h30-18h00 |  |  |  |  |  |
| Lieu |  |  |  |  |  |