**EVENT**

**COUNTRIES RECEPTION**

**COFFEE BREAKS**

**COCKTAIL - LUNCHES**

**GOUR****MET AFTER WORK**

**COCKTAIL - DINNERS**

**DINNER CRUISES**

**MEETING ROOMS**



**PROMOTE YOUR COUNTRY DURING THE**

**27th UPU CONGRESS IN ABIDJAN**

Dear Member Countries,

The Government of the Republic of Côte d'Ivoire has the honor to inform you that an organization has been set up to assist you in managing your sponsored receptions during the Congress.

These receptions can be **coffee breaks, cocktail lunches, afterwork gourmet, brunch or dinner cruises.**  This is the best opportunity for you to promote your culture, your country, your candidates for election and your postal services.

This organization composed with a team of professionals, will offer you tailor-made events supported by internationally recognized standards of organization and which will consider the barrier measures in force in Côte d'Ivoire, to fight effectively against the spread of the Coronavirus COVID-19 disease.

Be ensure that the team will assist you in any kind of manner and make sure to ensure to your enquiries properly. The offer will consider your time constraints, health constraints, organizational imperatives, or even your budget constraints.

According to your objectives, you will be able to benefit from a set of entertainment spaces with the option of:

* A hostess service,
* A photo and video reporting service,
* A video broadcasting team,
* A decoration team adapted to your country
* An invitation card printing service,
* The making of menu cards,
* A team of Sound and Light Management,
* A service of lazarette,
* A team of animation (Artists, Master of ceremony, etc.).

The activities are designed according to your expectations, and will be articulated as follows: **Reservation request 🖝 processing of the request 🖝 validation 🖝 payment 🖝confirmation**

**« TO BOOK »**

To book your for **coffee breaks or receptions**, we suggest the following procedure:

1. Please contact International Office’s staff in UPU at Berne in order to book for a slot for your meeting or a day for your reception:

**Mr KERLL Andreas** [andreas.KERLL@upu.int](mailto:andreas.KERLL@upu.int)

Or **Mr DUCREST Jean Alexandre** [jean-alexandre.DUCREST@upu.int](mailto:jean-alexandre.DUCREST@upu.int)

The UPU’s team will book your day or slot and inform the team in Abidjan with you in copy

1. The UPU’s team will book your day o and inform the team in Abidjan with you in copy **EVENT: focal point Mrs Aline Moularé N’dakon**

[**event@upuabidjan.gouv.ci**](mailto:event@upuabidjan.gouv.ci) **/**[**ndakon.aline@artci.ci**](mailto:ndakon.aline@artci.ci)

1. Abidjan’s focal point will proceed in collecting your requirements and assist you accordingly to organize your reception or coffee break
2. Once you and the team agree, you fill in the **"Event reservation"** form.
3. Please send the form to the following address: [**ndakon.aline@artci.ci**](mailto:ndakon.aline@artci.ci) **and** [**event@upuabidjan.gouv.ci**](mailto:event@upuabidjan.gouv.ci)
4. You will receive a quotation that you must validate and return to the following addresses: [**ndakon.aline@artci.ci**](mailto:ndakon.aline@artci.ci) **and** [**event@upuabidjan.gouv.ci**](mailto:event@upuabidjan.gouv.ci)
5. You will proceed to the payment **at the latest 10 days before the event on the bank account which will be communicated to you**

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

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

## 27th CONGRESS OF THE UNIVERSAL POSTAL UNION (UPU)

**ABIDJAN (Côte d’Ivoire)**

**From August 09TH to 27TH 2021**

**FICHE EVENT RESERVATION**

**( COFFEE BREAKS OR RECEPTIONS)**

**Full name (in capital letter)** …………………………………………………………………………………………….............................................................................

**Title or function/Department:** ………………………………………………………………………………………………………..............................................................

**Organization Name**: ……………………………………………………………………………………………………..................................................................

**Country:** …………………………………………………………………………………………………………………………………...................................

**Business Address: ……………….**……………………………………………………..……………………...........................................

**Phone Number:** ……………………………………… **E-mail address**……………………………………...........................

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **CHOICE OF DAY (see calendar and indicate day, date, time** | **TYPE** | **LOCATION** | **TYPE OF EVENT** | **DATE** | **EXPECTED NUMBER OF GUESTS** |
| 2021/…/….. | AT THE CONGRESS SITE | SOFITEL ABIDJAN HOTEL IVOIRE  – Congress venue | Morning coffee break 🞏  Lunch Cocktail 🞏  Afternoon coffee break 🞏  Afterwork cocktail 🞏 |  |  |
| OFF SITE OF THE CONGRESS | PULLMAN 🞏  RADISSON 🞏  HEDEN GOLF 🞏 HOTEL | Afterwork 🞏  Cocktail – dinner 🞏  Diner cruise 🞏  Brunch 🞏 |  |  |

**The package includes**

* The reservation of the room
* The cocktail or coffee break, lunch or dinner served
* A sound and light management team

**Below services come in extra:**

WAITRESS 🞏 PHOTO AND VIDEO REPORT 🞏 DECORATION SERVICE 🞏 CULTURAL ANIMATION 🞏 INVITATION CARD DESIGN 🞏 MENU DESIGN 🞏