Meetings of

The International Task Force on Teachers for EFA

*Kinshasa, 25 – 29 November 2013*

Democratic Republic of Congo

PRACTICAL INFORMATION

Policy Dialogue Forum
Meeting of the Steering Committee
Meeting of the Task Force
Below is relevant information on your travel to, and your preparation for the meeting and your stay in the host country

VENUE OF THE MEETINGS
The event will take place at the Grand Hotel of Kinshasa

Address:
Grand Hôtel de Kinshasa
4, avenue Batetela
B.P. 9533 Kinshasa 1
République Démocratique du Congo
Telephone:  + 243 81 555 30 10 / + 243 81 555 30 15
Fax :    + 243 81 555 30 05
e-mail :  grandhotelkinshasa@gh.cd
Website:  www.grandhotelkinshasa.net

WORKING LANGUAGES
The working languages of the meetings are French and English, with simultaneous interpretation.

TRANSPORT
A bus service will be available for pick up from and to N’djili International Airport, as well as from the various hotels and the conference venue.

HOTELS
Attached you will find the list of hotels recommended by UNDSS of Kinshasa where participants can stay.

In order to obtain the United Nations quoted price at the hotels, participants are requested to contact Mrs Cynthia Kalanga Mouelle (c.mouelle-kalanga@unesco.org), Administrative Assistant of the UNESCO Office of Kinshasa, to book a room in the hotel of their choice.

Your booking will be organized as soon as you send a confirmed itinerary of your flights to the UNESCO Office of Kinshasa.
**VISA**

Participants from countries where there is a Democratic Republic of Congo embassy or consulate must request their visa, taking along the invitation letter to the Kinshasa meetings.

Participants in countries without a Democratic Republic of Congo embassy or consular should send a photocopy of the first 3 pages of your passport to:
Mr Casimir Kovungbo Nzinga, \( kovungbo@yahoo.fr \), tel.: +243(0)999936304;
Ms Cynthia Kalanga-Mouelle, \( cmouelle-kalanga@unesco.org \), tel.: +243 (0) 819500731; and Ms Marie Noel Mishika-Kalamba \( mn.mishika-kalamba@unesco.org \), tel.: + 243 (0) 999982324. This will allow for visas to be issued on arrival to the Democratic Republic of Congo.

In case you need a reference in the DRC for your application, you could use the following.
Name: Casimir Kovungbo Nzinga
Occupation: Conseiller du Délégué Permanent de l’UNESCO
Business address: Commission Nationale pour l’UNESCO en RD Congo
Personal address: Kinshasa - RDC
Nationality: Congolese
Telephone: +243(0)99993630

You will enquire about the cost of the visa with the DRC embassies. These possible additional costs will only be reimbursed to the Task Force sponsored participants upon present a proof of payment. In case your itinerary involves stop overs, make sure you get transit visas (if required).

**AIRPORT FEE**

At departure from Kinshasa’s N’djili International Airport, an airport fee of $50.00 (USD) is charged.

**LUGGAGE**

In order to easily identify the luggage of participants arriving at N’djili airport, participants will be requested to stick special tags which will be sent to you by the organizing team before your trip.

**BANK AND MONEY**

The currency is Congolese Francs (CDF).

**Exchange rate:**
1 USD = 930 CDF
1 EUR = 1.228 CDF

Travelers’ checks and credit cards (American Express, Diners Club, MasterCard and Visa) are accepted.

Travelers’ checks can be changed at the bank or at an exchange office.
The banks' opening hours are Monday to Friday, from 9am to 3pm. Some banks are also open on Saturdays (BIAC and BCDC) from 9am to 1pm.

HEALTH
Participants are expected to have a travel insurance policy.

IMMUNISATION
The entry to the DRC is subject to the presentation of a vaccination card with updated vaccinations against yellow fever, polio, diphtheria and tetanus.

If you live in a country where the vaccine against yellow fever is compulsory, please obtain proof of this immunization. We recommend you take precautionary measures against Hepatitis A and B and against malaria.

CLIMATE
It is currently the raining season in Kinshasa. Temperatures vary between 17°C and 35°C.

OTHER DETAILS
The voltage for electrical appliances in DRC is 220-240V.

It is advised that you bring adaptors for your electrical equipment.

The electrical plugs are standard.

SECURITY
Security information will be available to the participants via the United Nations service.

Get updates on the Task Force Meetings in Kinshasa by consulting our website
# List of hotels in Kinshasa recommended by UNDSS. – July 2013

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<thead>
<tr>
<th>NAME OF THE HOTEL</th>
<th>ADDRESS</th>
<th>CONTACTS DETAILS</th>
<th>ROOM PRICES</th>
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<tr>
<td>GRAND HOTEL</td>
<td>Avenue Batetela Kinshasa Gombe - RDC</td>
<td>Tel.: +243 81 555 30 00/01/05 <a href="http://www.grandhotelkinshasa.net">www.grandhotelkinshasa.net</a> <a href="mailto:grandhotelkinshasa@gh.cd">grandhotelkinshasa@gh.cd</a></td>
<td>Simple room: 220 US$&lt;br&gt;Double room: 260 US$&lt;br&gt;Junior suite: 615 US$&lt;br&gt;Diplomatic room: 919 US$&lt;br&gt;Presidential suite: 3246 US$</td>
</tr>
<tr>
<td>HOTEL MEMLING</td>
<td>5D Av.de la République du Tchad Kinshasa Gombe - RDC</td>
<td>Tel.: +243 81 700 11 11 +243 99 700 20 00 <a href="http://www.memling.net">www.memling.net</a> <a href="mailto:info@memling.net">info@memling.net</a></td>
<td>Simple room: 250 US$&lt;br&gt;Junior suite: 610 US$&lt;br&gt;Presidential suite: 1250 US$</td>
</tr>
<tr>
<td>SULTANI HOTEL</td>
<td>30 Av de la Justice Kinshasa Gombe - RDC</td>
<td>Tel.: +243 81 885 33 18 +243 89 700 01 13/42 <a href="http://www.sultanihotel.com">www.sultanihotel.com</a> <a href="mailto:info@sultanihotel.com">info@sultanihotel.com</a></td>
<td>Double room: 200 US$&lt;br&gt;Junior room: 250 US$</td>
</tr>
<tr>
<td>VENUS HOTEL</td>
<td>306 Av de la Gombe Kinshasa Gombe - RDC</td>
<td>Tel.: +243 89 700 07 34 +243 89 700 07 06 <a href="mailto:reception@venushotel.cd">reception@venushotel.cd</a></td>
<td>Simple room: 160 US$&lt;br&gt;Suite room: 250 US$</td>
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