



**AFRICAN PARLIAMENTARY UNION
APU**

39th CONFERENCE
69th Session of the Executive Committee
(Rabat, 5 – 9 November 2016)

General Information

1. REGISTRATION OF THE DELEGATES

National Parliaments invited to take part in **the 69th Session of the Executive Committee and the 39th Conference of the African Parliamentary Union due to be held in Rabat (Kingdom of Morocco), from 5th to 9th November 2016**, are kindly requested to make known the composition of their delegations **as soon as possible on the form n° 1 attached hereto**.

Hotel reservations will be done on the attached **form n° 2**. National Parliaments are kindly requested **to send directly to the Hotel, before 1st October, the duly completed reservation form n° 2**, including information on arrival and departure of delegations, with a copy to **the Moroccan Parliament and to the APU Secretariat** at the following addresses:

Parlement Marocain Avenue Mohamed V B.P. 431 Tel. : 00212.5 37.67.96.56 Fax : 00212.5 37.67.97.91 E-mail : s_satraouy@hotmail.com	General Secretariat of the African Parliamentary Union B.P. V 314 Abidjan (Côte d'Ivoire) Tel. : (225) 20 30 39 70 to 74 20 30 39 79 Fax : (225) 20 30 44 05 to 09 E- mail : upa1@aviso.ci upa2@aviso.ci
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2. ENTRY VISAS

When required, the entry visa will be issued to delegates in the diplomatic and consular missions of the Kingdom of Morocco in their respective countries.

The visa could be delivered at Casablanca international airport or at Rabat-salé international airport if there is no diplomatic mission in their countries. In this case, the delegates should send to the Moroccan Parliament their arrival date, the flight n° and the scanned copies of passports.

3. CLIMATE

In November the climate in Rabat is mild. In that period the temperature varies from 16°C in the night to 22°C in the day.

4. TRANSPORTATION OF THE DELEGATES

A welcome service will be provided at Casablanca Mohamed V international airport and at Rabat-salé international airport. This service will ensure transport for delegates on their arrival and departure, and between the hotels and the meeting venue.

5. AIR CONNECTIONS

Delegates are kindly requested to consult air companies or their travel agencies in order to get necessary information to travel to Casablanca or Rabat by Royal Air Maroc and many air companies in Africa and Europe.

6. VENUE OF MEETINGS

The proceedings of the 69th Session of the Executive Committee and the 39th Conference of the African Parliamentary Union will take place **in Rabat, at the Parliament.**

7. OFFICIAL CEREMONIES

Delegates will find invitation cards to official receptions in their briefcases.

8. CURRENCY

The national currency is the Dirham. Following are the exchange rates as on **4 August 2016:**

- 1 \$.US = 9.70 Dirhams
- 1 Euro = 10.86 Dirhams.

9. HEALTH

It is recommended that delegates have their international vaccination card valid. First aid facilities will be available during the session.

10. SERVICES FOR THE DELEGATES

The Moroccan Parliament will facilitate for the delegates access to internet connexion service, travel agencies, and to medical service.

11. HOTELS

Delegates are requested to send their duly completed reservation forms before 1st October 2016 directly to the Hotel with a copy to the Moroccan parliament and to the APU General Secretariat.

Please find below the list of Hotels advised by the Moroccan Parliament and preferential rates:

Golden tulip farah	Type of Room	Reduced rates (in Moroccan Dirhams)
Contact: Jamila lahroudy Fax: 00212537722155 Tel : 00212537237400 cell : 00212661265533 @:jamila.lahroudy@goldentulipfarah rabat.com	Single Room B&B	1 250.00
	Double B&B	1 250.00
	Junior Suite B&B	1 800.00
	Senior Suite B&B	2 800.00
	Ambassador Suite	3 500.00
	Tax/night/person	40.00

Hotel La Tour Hassan	Type of Room	Reduced rates (in Moroccan Dirhams)
Contact : M. CHEGDALY Service Réservation 26, Rue de Chellah BP 14. Rabat – MAROC Tel : +212 5 37 23 91 15 Fax: +212 5 37 72 54 08 @ :a.chegdaly@latourhassan.com http://www.latourhassan.com	Single Room B&B	1 950.00
	Double B&B	2 200.00
	Junior Suite B&B	5000.00
	Senior Suite B&B	9000.00
	Tax/night/person	40.00

Hotel Cantor Terminus Rabat	Type of Room	Reduced rates (in Moroccan Dirhams)
Contact : Souad Zamzami Account Manager Tél: 212 (0) 5 37 21 29 23/00 Fax: 212 (0) 5 37 26 60 50 GSM: 212 (0) 6 61 88 86 15 @ : zamzami@cantor.ma	Single Room B&B+Tax	970



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FORM N° 1: REGISTRATION OF DELEGATES

Parliament or Organization :.....

Leader of the Delegation (Full Name):

Members of the delegation:

FAMILY NAME	FIRST NAME	TITLE

Secretaries and Advisers:

1.....

2.....

Date & signature.....

Kindly complete and address as soon as possible to:

<p>Parlement Marocain</p> <p>Avenue Mohamed V B.P. 431 Tel. : 00212.5 37.67.96.56 Fax : 00212.5 37.67.97.91 E-mail : s_satraouy@hotmail.com</p>	<p>General Secretariat of the African Parliamentary Union</p> <p>B.P. V 314 Abidjan (Côte d'Ivoire) Tel. : (225) 20 30 39 70 to 74 20 30 39 79 Fax : (225) 20 30 44 05 to 09 E-mail : upa1@aviso.ci , upa2@aviso.ci</p>
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FORM N° 2: INDIVIDUAL HOTEL BOOKING

Full Name :

Country or Organization:

HOTEL BOOKING

CATEGORY OF CHOSEN ROOM

(Please indicate the name of the Hotel)

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Date of Arrival: Hour of Arrival:

Flight N°: Coming from:

Date of Departure:Hour: Flight N°:

Date & signature.....

Kindly complete **and address directly to the Hotel before 1st October 2016 with copy to:**

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RESERVATION FORM FOR HOTEL GOLDEN TULIP FARAH

Contact : Jamila Lahroudy
Fax: 00212537722155 Tel : 00212537237400, cell : 00212661265533
@: jamila.lahroudy@goldentulipfarahrabat.com

FORM N°2 : INDIVIDUAL HOTEL BOOKING

Full name :

Country or Organization :

HOTEL RESERVATION

TYPE OF ROOM

- Single Town side : 1250 MAD***
- Double Town side: 1350 MAD***
- Junior suite : 1800 MAD***
- Senior suite : 2800 MAD***
- Ambassador suite:3500 MAD***
- Tax(per night, per person) : 40 MAD**

**Breakfast included/Petit dejeuner inclus*

Date of arrival:..... Arrival time :

Flight N° :..... Coming from:.....

Date of departure : Time : Flight N° :.....

Date & signature.....

Visa <input type="checkbox"/>	Master Card <input type="checkbox"/>	American Express <input type="checkbox"/>	Other <input type="checkbox"/>
Number :		Date of expiry :	
		CVV CODE :	
Name of holder of the card :			

Kindly complete **and address directly to the Hotel before 1st October 2016 with copy to:**

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RESERVATION FORM FOR HOTEL LA TOUR HASSAN PALACE

T +212 5 37 23 91 15

F +212 5 37 72 54 08

@ : reservation@latourhassan.com

<http://www.latourhassan.com>

FORM N°2 : INDIVIDUAL HOTEL BOOKING

Full name :

Country or Organization :

HOTEL RESERVATION

TYPE OF ROOM

- Single Town side : 1950 MAD***
- Double Town side : 2200 MAD***
- Junior suite : 5000 MAD***
- Prestige suite : 9000 MAD***
- Tax(per night, per person) : 39.60 MAD**

**Breakfast included/Petit dejeuner inclus*

Date of arrival: Arrival time :

Flight N° : Coming from:.....

Date of departure : Time: Flight N°:.....

Date & signature.....

Visa <input type="checkbox"/>	Master Card <input type="checkbox"/>	American Express <input type="checkbox"/>	Other <input type="checkbox"/>
Number :		Date of expiry :	
		CVV CODE :	
Name of holder of the card :			

Kindly complete **and address directly to the Hotel before 1st October 2016 with copy to:**

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RESERVATION FORM FOR HOTEL TERMINUS

Souad Zamzami

Account Manager

CANTOR HOTELS Terminus

Tél: 212 (0) 5 37 21 29 23/00

Fax: 212 (0) 5 37 26 60 50

GSM: 212 (0) 6 61 88 86 15

FORM N°2 : INDIVIDUAL HOTEL BOOKING

Full name :

Country or Organization :

HOTEL RESERVATION

TYPE OF ROOM

Single: 970 MAD*

**Breakfast and tax included/Petit déjeuner+ tax inclus*

Date of arrival:..... Arrival time :

Flight N° :..... Coming from:.....

Date of departure : Time: Flight N°:.....

Date & signature.....

Visa <input type="checkbox"/>	Master Card <input type="checkbox"/>	American Express <input type="checkbox"/>	Other <input type="checkbox"/>
Number :		Date of expiry :	
		CVV CODE :	
Name of holder of the card :			

Kindly complete **and address directly to the Hotel before 1st October 2016 with copy to:**

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