



**EUMETSAT USER
FORUM IN AFRICA
FORUM DES USAGERS
D'EUMETSAT
EN AFRIQUE**

INFORMATION PACKAGE

16th EUMETSAT USER FORUM IN AFRICA
16-20 September 2024
Cotonou, Benin



Agence Nationale de la
Météorologie du Bénin
RÉPUBLIQUE DU BÉNIN



MINISTÈRE DU CADRE DE VIE
ET DES TRANSPORTS
EN CHARGE DU DÉVELOPPEMENT DURABLE
RÉPUBLIQUE DU BÉNIN

WELCOME

Dear Madam, Dear Sir,

Congratulations on successfully registering for the 16th EUMETSAT User Forum in Africa! The Forum in Cotonou, Benin, is just a few weeks away, and we are excited to have you join us.

Firstly, we want to express our sincere gratitude for your interest in participating in this event. Your presence is essential and will greatly contribute to the Forum's success.

So far, more than 130 participants have registered for the Forum. We are continuously refining the details of the meeting, and with this information package, we aim to provide you with practical information for your travel and participation in the Forum.

Please take the time to read through the information package thoroughly. Should you have any questions or require further clarification on any matter, do not hesitate to reach out to the Organising Committee.

Additionally, the dedicated Forum website will be regularly updated with practical information (hotels, visas, health services, tourist attractions, etc.). Please visit the website <http://ufa.eumetsat.int> for the most up-to-date information.

We are eagerly looking forward to welcoming you in Benin for the 16th EUMETSAT User Forum in Africa.

The Organising Committee

PROGRAMME OF THE FORUM

PROGRAMME OVERVIEW

Monday 16 th September		Tuesday 17 th September	Wednesday 18 th September	Thursday 19 th September	Friday 20 th September
08:30 - 10:30	Registration of participants Introduction <u>Working group sessions:</u> <ul style="list-style-type: none"> PUMA and ClimSA stations Data access and training 	<u>Session #1:</u> EUMETSAT programmes (Inc. Meteosat Third Generation)	<u>Session #3:</u> <i>Splinter session:</i> Regional discussions on <i>Space for Early Warning (MTG-AMSAN) project</i>	<u>Session #4:</u> Climate, Air Quality and CO2 monitoring <u>Session #5:</u> Blue Economy	<u>Session #6:</u> Agrometeorology
11:00 - 12:30					<u>Session #7:</u> Recommendations reviews & adoption
12:30	Lunch	Lunch	Lunch	Lunch	Lunch
14:00 - 18:00	PUMA / ClimSA demonstration	<u>Session #2:</u> Space for Early Warning and African Meteorological Satellite Application Facility/Network (AMSAN)	Technical visit	<u>Special Session:</u> <u>EO for Hydrology</u>	Closing Ceremony
	15:00: <u>Opening Ceremony</u> Keynotes: - Space in Africa - AMCOMET				
	16:00 Introductory session				
19h00	Cocktail with ASAP artwork handover	Benin Gala Dinner		EUMETSAT Dinner	

A detailed version of the programme with all presentations and speakers will be sent separately.

FORUM LOCATION

VENUE INFORMATION



The main Forum venue is:

Palais des Congrès Conference Center
[Boulevard de la Marina, Cotonou].

The Palais des Congrès is located on the seaside of Cotonou, near Palce de l'Amazone, 3 km from the Cotonou Cadjehoun International Airport, 3 km from Benin Royal Hotel.

The Wednesday splinter sessions will take place at the **Benin Royal hotel**.

ACCOMMODATION

ACCOMMODATION FOR SPONSORED PARTICIPANTS

Sponsored participants will be accommodated at either the **Benin Royal Hotel** (Maro Militaire Neighbourhood) or **Nobila Hotel** (near the Airport).

Upon your arrival, the welcome committee at the airport will inform you of your designated hotel and will arrange transportation to take you there.

EUMETSAT will cover the cost of the accommodation. This includes room, breakfast, wireless internet connection, tourist and municipal taxes, as well as local transport between the airport and the hotel and between hotel and conference venue.

Participants will have to pay for all other expenses (bar, minibar, laundry, telephone, fax, supplementary meals, etc.).

EUMETSAT will take care of the hotel reservations for sponsored participants.

ACCOMMODATION FOR NON-SPONSORED PARTICIPANTS

It is recommended to non-sponsored participants to book their accommodation in the Benin Royal or Nobila hotels or others located near the Palais des Congrès, Cotonou e.g. Golden Tulip, Ibis and Novotel Hotels.

However, no local transport will be arranged from these hotels to the conference venue. Participants will have to make their own arrangement for local transport.

ARRANGEMENTS DURING THE FORUM

LANGUAGES AT THE FORUM

The working languages of the Forum are English and French, and EUMETSAT has made arrangements for simultaneous interpretation services to be provided.

ON-SITE REGISTRATION

Check-in to the Forum will take place as follows:

- **Friday, 13 September 2024:** 08:30-09:00, Benin Royal Hotel
- **Saturday, 14 September 2024:** 08:30-09:00, Benin Royal Hotel
- **Monday, 16 September 2024:** 08h00 to 11h00 at the Palais des Congrès

Forum Secretariat:

The Secretariat of the Forum will be located at the Palais des Congrès.

Additional Information:

Further opening hours of the Secretariat during the Forum, including registration for late arrivals, will be confirmed at a later stage. Please ensure you check in during the allocated times to collect your conference materials and badge.

TECHNICAL VISIT

As part of the 16th EUMETSAT User Forum in Africa, a technical visit will be organised by the host. The visit will take place in Ouidah, a historic town located approximately 1 hour from Cotonou.

- **Date:** Wednesday, 18 September 2024
- **Time:** Afternoon (Exact departure times will be communicated during the forum)
- **Departure:** Buses will depart from the Benin Royal hotel just after lunch.

Additional information about the technical visit will be provided on the event website and by email to all participants. During the Forum check-in, you will be required to confirm your participation in the technical visit.

NETWORKING EVENTS

The following networking events are planned for the 16th EUMETSAT User Forum in Africa:

- **Monday, 16 September 2024:** Cocktail Dinner at Golden Tulip Hotel, starting at 19:00.
- **Tuesday, 17 September 2024:** Benin Gala Dinner, starting at 19:00 (location to be confirmed).
- **Thursday, 19 September 2024:** EUMETSAT Gala Dinner at Benin Royal Hotel, starting at 19:00.

More details, including exact locations, transportation arrangements, and any additional information, will be provided during the forum.

MEALS DURING THE FORUM

Breakfast will be provided for sponsored participants at the hotel.

The following lunches and dinners will be provided by EUMETSAT and Météo-Bénin for all participants (sponsored and non-sponsored):

- Lunches from Monday to Friday (included)
- Dinner on Monday (cocktail dinner), Tuesday, and Thursday

You will need to show your conference badge, which you will receive upon arrival, to access the lunches and dinners.

LOCAL TRANSPORT

AIRPORT TRANSFERS

Sponsored Participants: EUMETSAT will provide transport to and from the airport

Non-Sponsored Participants: You will need to contact your hotel directly to arrange airport transfers.

LOCAL TRANSPORTATION

Hotel to venue transfers:

EUMETSAT will provide transportation from the Benin Royal and Nobila hotels to and from the meeting venue, as well as to social events.

Non-Sponsored Participants: If you are staying at a different hotel, you will need to arrange your own transportation to the venue and social events.

Public transport/Taxi options

For non-sponsored participants staying at different hotels, information on public transport and taxi services will be available at the forum or can be inquired directly at your hotel.

TRAVEL ARRANGEMENTS

VISA INFORMATION

All nationals of the African Union (except SADR) are exempt from visa requirements for entries that do not exceed 90 days. Therefore, **nationals from these countries will NOT need a visa to travel for the Forum in Benin.**

If you are a holder of a different passport than those mentioned above, please consult the website of the Ministry of Foreign Affairs of the Republic of Benin to determine if you need a visa and, if so, its category (ordinary or referral).

VISA ACQUISITION METHODS

E-Visa: Submit your visa application and payment online at the following page: <https://evisa.bj/> (payment of \$50 by credit card). Within 48 hours, you will receive a visa acceptance letter, which you must present at the departure airport for your flight and upon arrival in Cotonou to obtain your visa.

Embassy or Consulate: Submit your visa application directly to the embassy or consulate of Benin in your country before your departure.

If you encounter difficulties in obtaining your visa for Benin, please contact the Secretariat of the User Forum in Africa (ufa@eumetsat.int) as soon as possible, and they will assist you as much as possible in your efforts.

TRAVEL AND HEALTH INSURANCE

Each participant (sponsored or non-sponsored) is responsible to have its own travel and health insurance to cover for her/his stay in Benin.

EUMETSAT will not reimburse insurance or medical expenses occurred by any participants. Hence please make your own arrangements for travel insurance as necessary.

FLIGHT TICKET (FOR SPONSORED PARTICIPANTS)

Sponsored participants will receive their electronic ticket as soon as they confirm your itinerary, after your confirmation, it will no longer be possible to change the itinerary.

- Each sponsored participant will receive the routing with the ETIX reservation number by e-mail.
- Participants are requested to print the itinerary with the reservation number and visit the airline to ensure that everything is correct and that the boarding pass(es) will indeed be issued on the day of departure. In case you are travelling with several airlines, please visit them all if possible;
- If there are problems, there is still time to solve them, and EUMETSAT will work on them directly to find a solution.

Thank you for your cooperation and understanding.

LOCAL INFORMATION

CURRENCY

The official currency of the Benin Republic is the West African CFA franc (XOF). The easiest foreign currency to exchange is Euros. Alternatively, you can also withdraw cash from ATMs, which are widely available in Cotonou.

WEATHER

Benin has a tropical or equatorial climate, and is hot and humid year-round, with temperatures and humidity particularly high along the coast.

In September you can expect in Cotonou: commonly rain, often thunderstorm and heat waves. Typically, the temperature fluctuates around 28°C and the wind is gentle breeze.

INTERNATIONAL DIALING & POWER

Benin Country Code : +229

It is relatively easy to purchase local SIM cards. You will need your passport as ID to purchase the sim card and your phone will have to be unlocked.

The main companies providing GSM networks are Bell Benin Communications (BBCOM), Etisalat Benin SA (TELECEL BENIN), Spacetel-Benin (MTN) and Glomobile Benin Limited (GloBenin).

Benin operates on 220 volt electricity.

EMERGENCY

Emergency numbers in Benin:

- Ambulance: 112
- Police: 117
- Fire service: 118

Recommended Hospital:

CNHU Hubert Maga

Category: Hospital

Address: Avenue Pape Jean-Paul II, Cotonou, Littoral

Phone: +229 95861317

CONTACT INFORMATION

Organising Committee: contact details for event-related inquiries:

Email: ufa@eumetsat.int

Emergency Contacts: dedicated contacts for urgent issues during the event:

- **EUMETSAT:**

Mobile: +49 151 16742707 (Vincent Gabaglio)

Mobile: +49 151 23710228 (Sylwia Miechurska)

Mobile: +49 151 54045481 (Mara Dambour)

- **Météo Benin:**

Mobile: +229 94 17 41 57 (Didier Kakpa)