LOGISTICAL NOTE

This communication is intended for all prospective delegates and participants and to provide information regarding:

1. DATE AND VENUE
The 5th Annual ATRN Congress is scheduled to be hosted by the African Tax Administration Forum (ATAF) in conjunction with the General Tax Administration of Senegal (Direction Générale des Impôts et des Domaines, DGID), from 27-29 November 2019 at the Pullman Hotel in Dakar, Senegal.

2. PARTICIPATION
Each delegate who wishes to participate must complete a registration with his or her complete details on the ATRN website http://atrnafrica.org.

ONLY once you have registered, will you be eligible to benefit from the preferential rates for accommodation, transport and the congress.

3. ENTRY INTO SENEGAL
Travellers requiring Visas for when visiting Senegal must obtain the visa prior to entry into Senegal, if there is representation in the originating country. You are kindly reminded to verify the specific requirements (including transit visa) when travelling to Senegal. Ensure that you consult your local Senegalese authority and your application is done well in advance at the appropriate representation (Embassy and/or Consulate). Please take note of the information below:

Since 01 May 2015, the terms and conditions of the entry visa to Senegal has changed. If you are a national of one of the countries listed below, you do not need to visa, however, you must have a passport issued by this country (these documents must have a validity of at least 6 months).

European countries:
France, Germany, Austria, Belgium, Bulgaria, Cyprus, Croatia, Denmark, Spain, Estonia, Finland, Greece, Hungary, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Czech Republic, Romania, United Kingdom, Slovakia, Slovenia, and Sweden.

African countries:

Other countries:
Brazil, Canada, China, South Korea, Djibouti, United Arab Emirates, United States of America, Mauritius, India, Japan, Malaysia, Singapore.
If you are a national of a country that is not mentioned above, you need a Visa to enter the Senegalese territory. Persons with a refugee travel document also need a visa.

- In addition, you may be required to show proof of accommodation and return flight ticket for the duration of your stay.
- You will be provided with an automatic official and personalized invitation letter once you have paid your registration fees.

4. TRANSPORTATION

Delegates are reminded that they need to make their own local transportation bookings.

a. Delegates can make use of airport transfers directly from the Blaise Diagne International Airport (AIBD)
   - Transfer AIBD – Dakar: Please visit the website: [https://www.dakaraeroport.com/](https://www.dakaraeroport.com/)

<table>
<thead>
<tr>
<th>Type of transport</th>
<th>Prices and special terms and conditions</th>
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<tbody>
<tr>
<td>Taxi</td>
<td>13 000 F CFA (daytime) 18 000 F CFA (nighttime)</td>
</tr>
<tr>
<td>SENECARTOUR Bus (private transport)</td>
<td><a href="https://www.dakaraeroport.com/offres-senecartours/">https://www.dakaraeroport.com/offres-senecartours/</a></td>
</tr>
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</table>

b. Alternatively, ATAF has negotiated preferential rates with Hertz in Senegal for return transport services between the hotel and airport for all our guests. Kindly ensure that you advise them of your travel dates so that they can secure arrangements accordingly. To access this service, please use the reference code ATAF2019 and contact:
   Mr Oumar DEME
   Tel: +221 33 889 81 81
   Mobile: +221 776 47 35 43
   Email: [odeme@hertz.sn](mailto:odeme@hertz.sn) / [hertz@hertz.sn](mailto:hertz@hertz.sn) / [hertz@orange.sn](mailto:hertz@orange.sn)

5. CONGRES VENUE

The 5th Annual ATRN Congress will be hosted at the Pullman Hotel in Dakar, Senegal.

6. ACCOMMODATION

 Preferential rates have been secured for delegates in 3 locations: 1) the Pullman Hotel, 2) the Novotel and 3) the Ibis Hotel

Delegates are encouraged to make use of these hotels for their bookings before 13 November 2019. Rooms not taken up by this date will be released where after bookings will be based on availability (at the preferential rates) provided the relevant reference code is mentioned when making the booking.

NOTE: THE PULLMAN HOTEL IS THE CENTRAL RESERVATIONS POINT FOR ALL 3 HOTELS

Delegates and participants are requested to make their own reservations directly with the Hotel.
Quote the reference code ATAF2019 to access the special rates.
1. **Pullman Hotel**  
Dakar, Senegal  

<table>
<thead>
<tr>
<th>Room category</th>
<th>Rate per night/per person CFA</th>
<th>Meal Plan</th>
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<tbody>
<tr>
<td>Standard Single Room</td>
<td>123 000</td>
<td>Breakfast included</td>
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</table>

*Prices are exclusive of VAT*

2. **Novotel Dakar Hotel**  
Dakar, Senegal  

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<tr>
<th>Room category</th>
<th>Rate per night/per person CFA</th>
<th>Meal Plan</th>
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</thead>
<tbody>
<tr>
<td>Standard Single Room</td>
<td>102 000</td>
<td>Breakfast included</td>
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</tbody>
</table>

*Prices are exclusive of VAT*
3. Ibis Dakar Hotel
Dakar, Senegal

<table>
<thead>
<tr>
<th>Room category</th>
<th>Rate per night/per person (CFA)</th>
<th>Meal Plan</th>
</tr>
</thead>
<tbody>
<tr>
<td>Standard Single Room</td>
<td>74 500</td>
<td>Breakfast included</td>
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</table>

*Prices are exclusive of VAT*

When making a reservation direct your query to:

Mr Assad HENAINE

Tel: F: +221 33 889 22 72 P: +221 77 740 56 36

Email: H0563-SL@accor.com and RODKR-CRS04@accor.com

N.B.
- For payment, to be made online or by transfer, details and contact details will be communicated to the participants at the time of booking.
- Bookings will be taken at a first-come-first-serve basis. We therefore urge you to make your booking as soon as possible.
- Cancellations will be subject to the cancellation policy of the Hotels.

7. COSTS AND SOCIAL ACTIVITIES
All participants are to cover their own costs of attending the Congress i.e. flights, accommodation, and any other incidentals.

All local transportation will be for participants’ own account.

Lunch and coffee breaks will be provided in accordance with the sessions you will attend during the congress.

A Gala dinner will be hosted by ATAF on the evening of 28 November. (More information will follow closer to the Congress date)

A networking event is planned for the afternoon of 28 November. Details to be confirmed. Please remember to indicate your participation in the excursion on the online registration form.
8. **CONGRESS CANCELLATION POLICY:**

_Cancellation Policy:_

1. Cancellations received by e-mail to atrncongress@ataftax.org **before 06 November 2019** will incur a 20% cancellation charge.
2. Cancellations received **from 07 November 2019 onwards** will incur a 100% cancellation penalty.

For more information on the 2019 Scientific Committee, the Annual Congress Venue and Congress Fees, or if you are interested in attending the Annual Congress without delivering a paper, please visit the ATRN web page: [http://atrnafrica.org/](http://atrnafrica.org/)

All submission, registration and other enquiries related to 5th ATRN Annual Congress may be addressed to:

<table>
<thead>
<tr>
<th>Congress Organisers</th>
<th>For emergencies during your stay in Dakar, Senegal</th>
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<tbody>
<tr>
<td>Email: <a href="mailto:ATRNCongress@ataftax.org">ATRNCongress@ataftax.org</a> Telephone: +27 12 451 8820</td>
<td>Please contact DGID Senegal as below:</td>
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<tr>
<td></td>
<td>1. Mr Mamadou Gueye</td>
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<tr>
<td></td>
<td>Tel: +221 77 575 13 58</td>
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<td>OR</td>
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<td>2. Mrs Bruneau</td>
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<td>Tel: +221 77 637 75 40</td>
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<td>OR</td>
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<td>3. Mr Pape DIEME</td>
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<td>Tel: +221 77 631 46 90</td>
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