



**UN Course on Double Tax Treaties
Dakar, Senegal, 9- 13 November 2015**



INFORMATION NOTE

General

The UN Course on Double Tax Treaties will be held in Dakar, Senegal from 9 to 13 November 2015, between 9:00 am and 5:00 pm.

Venue

The Event will be held at the Hotel Terrou-Bi Dakar, which is located at:

Hotel Terrou-Bi Dakar

Corniche Ouest
Boulevard Martin Luther King
BP 1179
Dakar R.P. Sénégal
Tél.: (221) 33 839 90 39
Fax: (221) 33 839 47 96
Email: terroubi@terroubi.com

Travel

Visa:

Participants should obtain a visa through the Consulate of Senegal in their home country, if required.

Air ticket:

Your air ticket will be issued by the UNDP office in your country. It will be the most economical ticket available at the time of travel. You will be alerted once the UNDP office has been authorized to issue your ticket and you will be provided the number of the Financial Authorization document. Once that happens, please contact the UNDP representative in your country to facilitate the issuance of your ticket.

Please remember to KEEP ALL YOUR BOARDING PASSES. They are needed in order to collect your Daily Subsistence Allowance (see below).

Allowances:

You will also be provided with Daily Subsistence Allowance (DSA) for 5 nights at S\$279.00 per night and Terminal Expenses (TE) of US\$152.00 to cover your transportation between the airport and the hotel.

The UNDP office will disburse to you 75% of the DSA & TE prior to your trip. Upon your return, you will be required to submit a Reimbursement Voucher, together with your Boarding passes, to claim the remaining 25% balance of your DSA & TE.

Transportation from the airport:

Taxis are available from the airport to the hotel.

Accommodations

Hotel:

Participants are kindly advised to arrange for the booking of their own hotel accommodation.

Special rates have been provided by the Hotel Terrou-Bi as follows:

Garden View: 109,000 CFA francs (est. US\$187) per night including breakfast buffet and tourist tax

Ocean View: 127,000 CFA francs (est. US\$218) per night including breakfast buffet and tourist tax

Lunch:

Daily lunch break will be from 12:30 pm to 2:00 pm.

Organization and programme of the Event

Please see the concept note and programme of the Event (to follow).

Language and Interpretation

The working language of the meeting is English. Simultaneous interpretation will be provided in French.

Contact Information

For substantive information:

Ms. Mathabo Mokoko

Financing for Development Office, DESA
United Nations

Two UN Plaza, Room DC2-2180

New York, NY 10017

Tel. (1-212) 963-3203

E-mail: mokoko@un.org

For administrative/travel-related information:

Ms. Suzette C. Limchoc

Financing for Development Office, DESA
United Nations

Two UN Plaza, Room DC2-2186A

New York, NY 10017

Tel. (1-212) 963-7218

E-mail: limchoc@un.org