



Abidjan, Côte d'Ivoire
ARDA TRAINING IN COLLABORATION WITH CITAC
"Staying ahead in a rapidly changing downstream African market"
2 & 3 December 2025



PRACTICAL INFORMATION

Dear Participant,

The African Refiners and Distributors Association (ARDA) is pleased to inform you of the holding of its Training which will take place from 02 to 03 December 2025 at ARDA Headquarter in Abidjan, Côte d'Ivoire. As usual, many of you will come from all over Africa. In this regard, the present document contains all information to help you to prepare your stay in Abidjan. Please find the details below.

1 - Venue

ARDA headquarters in Abidjan, Côte d'Ivoire

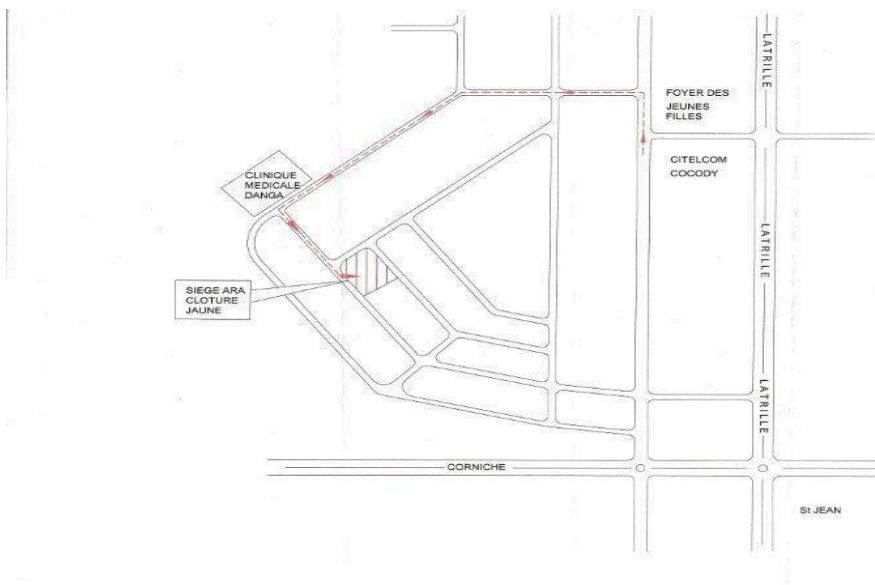
The address is as below:

Lot 70 Rue des Cannas, Ilot 6B Danga SUD, Cocody Danga

p: +225 2722446616 **m:** +225 0555473267

The access plan as well as the link are hereafter:

https://maps.app.goo.gl/wRjA8i7oGEAD25wL8?q_st=am





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2 – Registration

Each participant must register online and receive a confirmation message via email.

To do so, please register by clicking:

<https://arda.africa/event/citac-training-staying-ahead-in-a-changing-african-downstream-market/>

3- Training

• Program of the 2 days Training

The agenda including coffee break time and lunch will be circulated prior to the training session.

Languages of the Training : English & French shall be the official languages of the sessions. A simultaneous interpretation service will be available.

4 - Required vaccination

The yellow Fever vaccine is required in some countries, please consult the link below

<https://www.passporthealthglobal.com/fr-ca/conseils-destination/cote-divoire/>

5 – Entry Visas to Côte d'Ivoire

Familiarize yourself with the visa requirements for traveling to Côte d'Ivoire as required by the relevant authorities.

Visa Invitation Letter: If you need an invitation letter to obtain a visa, please send us a scanned copy of your passport.

For countries without diplomatic representation, apply for your visa via the online application:

<https://sneidai.com/e-visa/>

Please submit your visa application as soon as possible. Provide accurate and complete information.

6 – Transportation During Your Stay

You can download the “Yango” app from the Play Store for transportation services (taxi, etc.) as well as hotel shuttles, if available.

7 – Safety and Security

As in other cities around the world, it is recommended to take the usual precautions in tourist areas.
Emergency Numbers

- SAMU (Emergency Medical Service): 185

- Fire Department: 180 / +225 27.20.21.12.89

- Police: 110 / 111 / 170



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8 - Insurance

ARDA cannot accept any liability for accidents, losses, and/or damages that may occur. Participants are advised to purchase travel, medical, personal accident, and baggage insurance in their country of origin before departure.

9 - Accommodation

The table below lists recommended hotels near ARDA's operational headquarters where the training sessions will be held.

Name	Address	Preferential Rate
Sofitel Hotel	Boulevard de la Corniche, Hassan II, Cocody Abidjan Téléphone: +225 27 22 48 25 63 Booking: Sofitel.abidjan@sofitel.com	Standard Room: FCFA 200 000 at least € 306 Breakfast: Included Airport pick up: NO (car rental) Distance to Meeting venue: 5 mn drive
Tiama Hotel	Boulevard de la République, Plateau, Abidjan Phone: +225 27 20 31 33 33 Booking: reservation@hotel.tiama.ci	Standard Room: FCFA 110 000 at least €168 Breakfast: included Airport pick up: included Distance to Meeting venue: 20 mn drive
Capitol Hotel	Boulevard de France, Riviera Golf, Abidjan Phone: + 225 01 73 86 14 31 Booking: olivier.assie@capitolhotelci.com	Standard Room: FCFA 55 000 at least € 84 Breakfast: included Airport pick up: FCFA 15 000 Distance to Meeting venue: 15mn drive
Palm Club	Boulevard des Martyrs, Cocody, Abidjan Phone: +225 27 22 40 31 53 00 Booking: reception@hotelpalmclub.ci	Standard Room: FCFA 65 000 at least €84 Breakfast: Buffet XOF 10 000 Airport pick up: 15 000 Distance to Meeting venue: 10mn drive



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Outside of the Sofitel Hotel, please remember to emphasize during your booking that you are part of the ARDA group to benefit from the preferential rate.

10 - Other



Electricity

Electrical current is 230-250 volts, 50Hz. Plugs in use:

Local time: GMT

Climate

The period from December to February is the best time to visit the country. The rainy season lasts from May to November, and the rest of the year there is occasional rainfall and temperatures around 30°C, in a very humid atmosphere.

In the north, the rainy season is less pronounced and ends in September, followed by a drier season, with clear skies and cool nights, from November to March.

Currency

CFA Francs (XOF)

Exchange Rates

1 USD (\$) = 600 FCFA (approx.) – 1 EURO = 655.957 FCFA

10 – Group Photo

Tuesday, December 2, 2025, before lunch

Looking forward to seeing you in Abidjan!