**TRAINING WORKSHOP ON THE
SEVERE WEATHER FORECASTING DEMONSTRATION PROJECT
IN WESTERN AFRICA**

(Lomé, Togo, from 20 to 30 November 2018 at Hotel Amoukadi)

**Information about the workshop**

1. **Venue**

The training workshop will take place from 20 to 30 November 2018 at Hotel Amoukadi in Adétikopé, a suburb to the north of Lomé. The hotel will provide all the equipment and facilities needed for the workshop, including internet access. Please bring a laptop computer with you to the workshop.

1. **Contact people**

**You can contact the following people if you have any questions about the workshop and venue:**

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| Name: Mr Kokou EGA Head of the Administrative and Financial DivisionAddress: National General Directorate for Meteorology (DGMN)Tel: + 228 90 75 87 92 / 98 25 18 77 Email: kokouega@yahoo.fr |
| Name: Mr Tchilabalou LEMOU Head of the Studies and Research Division, CoordinatorAddress: National General Directorate for Meteorology (DGMN)Tel: + 228 92 41 02 31 / 79 71 77 10 Email: lemou\_2000@yahoo.fr |

1. **Workshop documents**

This document and the provisional schedule for the training workshop can be downloaded from the website using the following link:

<http://www.wmo.int/pages>

1. **Visa**

Nationals of certain countries must have a valid passport and visa to enter Togo. To get your visa at the Gnassingbé Eyadéma International Airport in Lomé, please fill in the enclosed form ([Enclosure I](#_Enclosure_I)) and send it by email, along with a copy of your passport, to Mr Kokou Ega (kokouega@yahoo.fr), copy to Mr Tchilabalou Lemou (lemou\_2000@yahoo.fr).

Nationals from countries within the Economic Community of West African States do not need a visa.

1. **Local transport from the airport to the hotel**

You will be met at Gnassingbé Eyadéma International Airport by the Protocol Officers from the DGMN, who will take you to the hotel. Please send a copy of your plane ticket to Mr Kokou Ega as soon as possible (kokouega@yahoo.fr), copy to Mr Tchilabalou Lemou (lemou\_2000@yahoo.fr).

1. **Accommodation**

Participants will stay at Hotel Amoukadi. Rooms are available at the following reduced rates:

* FCFA 10,000 for rooms with a fan;
* FCFA 15,000-20,000 for rooms with air conditioning;
* FCFA 45,000-70,000 for suites.

|  |  |
| --- | --- |
| Hotel Amoukadi | Adétikopé, Nationale No. 1 Tel.: (+228) 22 35 32 27 / 9150 60 31 / 93 85 50 57email: hôtelamoukadi@yahoo.com<http://hotelamoukadi.com/> |

The DGMN will make all room bookings.

1. **Excursion**

The DGMN will organize an excursion to the "Maison des Esclaves" in Agbodrafo (29.5 km from Lomé). You will be given more information about the visit during the workshop.

1. **Currency**

The currency in Togo is the CFA franc. Information about daily exchange rates is available at:<http://www.xe.com/fr/currency/xof-cfa-franc>. You can withdraw local currency at the airport and in local banks.

1. **Electricity**

The standard voltage in Togo is 220 volts. You will need to bring an adapter.

1. **Climate**

The average temperature during your stay will be around 27.5°C.

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| --- | --- |
| Minimum daily temperature | 24.5°C |
| Maximum daily temperature | 28.5°C |
| Rainfall | * 1. mm
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1. **Health care**

Please bring a valid vaccination card with you. You must be vaccinated against yellow fever to enter the country.

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### Enclosure I

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**Information sheet**

Please complete this document and send it by email to:

kokouega@yahoo.fr, lemou\_2000@yahoo.fr, pgomez@wmo.int

**Please attach a copy of your passport**

**Personal details**

Title:  Prof  Dr  Mr  Ms  Other, please specify:

Last name(s):

First name(s):

Organization:

Position:

Tel:

Fax:

Email address:

Please provide the following information:

|  |  |
| --- | --- |
| Passport number  |  |
| Expiry date |  |
| Arrival date / flight number / arrival time |  |
| Departure date / flight number / departure time |  |

Your choice of room:

|  |  |
| --- | --- |
| □ | FCFA 10,000 for rooms with a fan |
| □ | FCFA 15,000-20,000 for rooms with air conditioning |
| □ | FCFA 45,000-70,000 for suites |

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