



27^e CONGRES POSTAL
UNIVERSEL - ABIDJAN



LA COTE D'IVOIRE A L'HONNEUR D'ABRITER
LE 27^e CONGRES POSTAL UNIVERSEL
DU 9 AU 27 AOUT 2021

COMITE NATIONAL D'ORGANISATION

ORGANISATION OF SOCIAL EVENTS: RECEPTIONS AND BILATERAL MEETINGS

Subject : Information on social events and bilateral meetings during
the 27th Universal Postal Union Congress in Abidjan

Dear delegates, dear member countries,

Please find below information about social events and bilateral meetings as part of the Congress:

Country receptions: Coffee breaks, lunches, afterwork, dinners, dinner cruises

Each country wishing to organise a reception is responsible for inviting the other member countries directly.
The number of guests in the hall may not exceed 400 people due to prevention measures against the spread of COVID-19
and outside (garden 600 people).

The social events calendar is available on the website <https://www.upu.int/> "Social events calendar".

Social events will be announced each day of the Congress and a social events notice board will be available at the
entrance of the SOFITEL ABIDJAN HOTEL IVOIRE Auditorium and on the screens. The oral announcement will be made
at the beginning of each day, before the start of the Congress sessions.

If you wish to send or distribute your invitation, you can do so by e-mail or use the International Office (IO) channel

Cadeaux

If you wish to offer gifts to your guests, the distribution can be done during your social event (lunch, dinner or coffee break or afterwork). Please contact Mrs. N'dakon Aline (Event Manager) ndakon.aline@artci.ci / +225 07 07 02 23 65 with a copy to Mrs. Diop Catherine (General Coordinator) c.diop@upuabidjan.gouv.ci / + 225 07 08 16 78 82 for all your event preparation needs.

No other distribution of gifts is allowed if your country does not organise a social event.
Distribution in the working rooms (Auditorium and party room) is not allowed

Leaflets to be distributed

Tables will be available outside the Auditorium for this purpose. Please note that brochures must be seen and approved by the International Office beforehand.

Distribution in the working rooms (Auditorium and Party Room) is not permitted.

Audio equipment, decoration and hostess/interpreter service:

For your social event, if you need sound equipment, microphones, lecterns, screens, decoration or the services of hostesses and interpreters, please contact Ms N'dakon Aline (Event Manager) ndakon.aline@artci.ci / +225 07 07 02 23 65 with a copy to Ms Diop Catherine (General Coordinator) c.diop@upuabidjan.gouv.ci / + 225 07 08 16 78 82.

A quotation will be made according to your needs.

Organisation of bilateral meetings between delegations

BILATERAL MEETINGS:

A calendar is available to book the days and timeslot of your meetings.

Due to the lack of rooms at the Congress venue, some spaces will be available in other hotels such as PULLMAN ABIDJAN, TIAMA ABIDJAN, HEDEN GOLF HOTEL, PALM CLUB.

Do not hesitate to contact the Abidjan Organising Committee if you need further information at the following addresses information@upuabidjan.gouv.ci / ndakon.aline@artci.ci / c.diop@upuabidjan.gouv.ci

Côte d'Ivoire welcomes you
to the Congress

(Please fill in the form below)

EVENT BOOKING FORM

Name and surname (in capital letters)

Title or function/Department :

Name of the Organisation :

Country :

Business address :

Phone number :

E-mail address

CHOICE OF DAY (see calendar and indicate day, date, time)	TYPE	PLACE	TYPE OF EVENT	REFERENCE NUMBER* (see Events calendar)	EXPECTED NUMBER OF GUESTS
...../...../2021	ON THE CONGRESS SITE <input type="checkbox"/>	SOFITEL ABIDJAN HOTEL IVOIRE -Congress location <input type="checkbox"/>	Morning coffee break <input type="checkbox"/> Lunch cocktail <input type="checkbox"/> Afternoon coffee break <input type="checkbox"/> Afterwork <input type="checkbox"/> Brunch <input type="checkbox"/>		
	OUTSIDE THE CONGRESS SITE <input type="checkbox"/>	PULLMAN <input type="checkbox"/> RADISSON <input type="checkbox"/> HEDEN GOLF <input type="checkbox"/> HOTEL <input type="checkbox"/> CRUISE <input type="checkbox"/>	After work <input type="checkbox"/> Cocktail – diner <input type="checkbox"/> Diner croisière <input type="checkbox"/> Brunch <input type="checkbox"/>		

The package includes

- Booking the room
- The cocktail or coffee break, lunch or dinner served
- A sound and light control team,

The services below are extra:

- HOTESSES
- PHOTO AND VIDEO REPORTING
- DECORATION SERVICE
- CULTURAL ENTERTAINMENT
- DESIGN OF INVITATION CARDS
- MENU DESIGN

(* Please select the day on the Congress calendar and notify the Reference Number of the event

PLEASE RETURN THIS FORM, DULY COMPLETED, BY JULY 25th, 2021 AT THE LATEST
TO THE FOLLOWING FOCAL POINT

ndakon.aline@artci.ci

En copie : c.diop@upuabidjan.gouv.ci