



## LOGISTICAL NOTE

### ATO - VALIDATION WORKSHOP

**17<sup>th</sup> to 20<sup>th</sup> September 2019 at the NOVOTEL HOTEL, Cotonou, Benin**

ATAF and the Tax Administration (DGI) of Benin are organizing the validation workshop of the ATO from 17 to 19 September 2019 at the Hotel NOVOTEL, Cotonou, Benin.

Thirty-seven (37) tax and customs administrations are now participating in the 2020 edition of the PFA. In preparation for the launch of the 2020 edition, ATAF is organizing a series of activities during 2019, including this validation meeting. The costs related to the travel tickets, daily allowances and visa fees as well as any other possible expenses will be borne by each tax administration.

#### **Guide to the participants**

This ATO validation workshop is a programme open to all focal points of tax and customs administrations. All are encouraged to participate.

#### **1. General**

All participants are expected to register via the following link  
[https://events.ataftax.org/index.php?page=event-details&event\\_id=18](https://events.ataftax.org/index.php?page=event-details&event_id=18)

*All delegates are requested to arrive on Monday, September 16 and leave on Friday, September 20<sup>th</sup> in the evening, after the excursion or latest on Saturday, September 21<sup>th</sup>, 2019.*

Documents and presentation materials for the 3 days will be available just before the meeting.

#### **2. DAILY SCHEDULES**

The sessions will start at 9:00 am and end at 5:00 pm every day from 17<sup>th</sup> to 19<sup>th</sup> September 2019. Tea/coffee breaks will take place between 10:30 and 10:50 and 15:30 to 15:50. Lunch will be served between 12:30 and 13:30.

#### **3. WEATHER AND DRESS CODE**

The temperature margin is between 24°C and 30°C during this period. Participants should dress in business attire in a casual manner especially on the first day for family photos and note that it is necessary to attend all sessions.

#### **4. ACCOMMODATION**

All participants must be accommodated at the Novotel hotel and ATAF will cover the accommodation costs.

It is possible to provide special food for vegetarians if the hotel is informed in advance.

#### **5. TRANSPORT AND TRAVEL ARRANGEMENTS**

Ground transportation will be provided for participants to and from the airport and event site (Novotel) by the DGI of Benin

To facilitate the coordination of your care, please confirm your registration by clicking on the link:  
[https://events.ataftax.org/index.php?page=event-details&event\\_id=18](https://events.ataftax.org/index.php?page=event-details&event_id=18)



6. **VISA** - To apply for a VISA, please go to the Benin Embassy in your country of origin or prepare to pay for the visa upon arrival and register on the following website: [www.evisa.gouv.bj](http://www.evisa.gouv.bj) (50 euros)

For those planning to obtain the visa upon arrival, please note that you should register online. An immigration letter and an invitation will be sent to you

7. **Support and Protocol**

In case of visa dispute, please contact our Benin correspondents: Ms Ida Abloutan (+229 96 87 90 17) and Mr Damas Hounsounon (+229 97 82 85 56)

8. **CALLING CHARGES**

Please note that international call charges will apply when calling outside the country.

We sincerely wish you a pleasant stay in Cotonou and an exciting learning experience.

Thank you!