Negotiation workshop
“Training and Mentoring Programme for Women-Led Business project in Liberia, South Africa, DRC, Mozambique, Senegal and Rwanda”

Administrative Note

Meeting Dates
The Negotiation Workshop planned in the 3rd Phase of the “Training & Mentoring Programme for Women-led Business in Liberia, DRC, Rwanda, Senegal, Mozambique and South Africa” place on 28th-30th June in Casa Africa, Las Palmas, Spain.

Travel and Transportation
Femmes Africa Solidarité (FAS) is responsible for the travel arrangements of the delegates attending the Workshop. The organizers will provide the electronic ticket and ground transportation, as well as the transfer at arrival and departure.

Health Requirements
Please check with your local Embassy or Consulate to confirm whether you need any vaccinations or immunizations to enter Spain. For delegates who have bought medical insurance, FAS will reimburse them the cost. They will be asked to fill in the Reimbursement form provided by FAS in Las Palmas.

Accommodation and Meals
Participants will stay at Hotel Dunas Canteras, where reservations have been made for them in advance.

Hotel Dunas Canteras
Calle Portugal Nº 68, E-35010 Las Palmas, Gran Canaria.
Tel: +34 928 22 40 62 Fax: +34 928 27 07 84

Half pension (breakfast and dinner) will be provided to the participants each day at the Hotel Dunas Canteras’ restaurant, while the lunches will be served in Casa Africa. FAS will cover the cost of the accommodation and meals accordingly to the flight arrangements. All extra expenses (telephone, extra drinks and secretariat services) must be paid by the delegates.

Visa Information
All participants should travel with an entry visa to Spain, Casa Africa has provided a verbal note for the purpose, but the organizers cannot guarantee to obtain the visa. Please, inform FAS for any problem concerning the visa before your departure. They should bring the receipts for any payments
made in connection with obtaining visas and they will be asked to fill in the reimbursement form provided by FAS in Las Palmas.

**Conference**
Casa Africa is gratefully hosting the Negotiation Workshop in its Nelson Mandela Auditorium. The organizers have prepared a welcome pack which will be given to the participants before the meeting.

Casa Africa, the Development Agency of the Spanish Government, has the mission to improve economic, social and cultural relationship between Spain and African countries. Its geographical position is strategically placed in Canary Island in order to be closer to the African continent.

As to ensure a productive Workshop, it is important that delegates adhere to the agenda and the allocated timing of sessions. Sessions will commence on time and it will be appreciated if delegates assist the Workshop organizers in keeping good time management by returning from breaks to the sessions on time.

**Language**
The workshop will be held in English and material will also be in English.

**Practical Information:**
Madrid is the capital of Spain. Las Palmas is one of the main cities of Canary Islands, a province of Spain, located on the northern-west coast of the African continent, close to Morocco. Country dialling code is +34.

**Weather and climate:**
The temperature in June is about 24 C° max, 19 C° min. Due to the wind and the proximity to the sea, comfortable clothes might be needed at night.

**Dress code:**
Formal/traditional wear will be suitable for the Workshop.

**Currency:**
Spain uses the Euro.
1€ = 1,2219 $ (last updated 23rd June 2010)

**Local Time:**
UTC/GMT + 1 h (Daylight saving time)

**For all questions and concerns, please take note of the following FAS contacts:**
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