

To: **Mr. Simon Kashimba MKOSAMALI**  
**Tanzania Investment Centre**  
**Dar-es-salaam, TANZANIA, UNITED REPUBLIC OF**



From **Alessandra Igne,**  
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International **Training** Centre  
Centre international de **formation**  
Centro Internacional de **Formación**

Viale Maestri del Lavoro, 10  
10127 Turin, Italy

cc

Date **21.03.2018**

Subject **A9011173 "Effective investment facilitation and sustainable development" from 09/04/2018 to 13/04/2018**

[www.itcilo.org](http://www.itcilo.org)

I am pleased to inform you that you have been enrolled for the above course, which will take place at the International Training Centre of the ILO in Turin, Italy from **09/04/2018** to **13/04/2018**.

Here is some practical information regarding your participation in the course. Please read it carefully.

### **Fellowship**

The fellowship you have been awarded covers: tuition; training materials and books; the use of training facilities and support services, including online resources; accommodation and full board on the Centre's campus; local study visits or study tours (if planned) and emergency medical insurance.

### **Travel**

The fellowship **does not** include travel costs between your home and the course venue, nor the cost of passports, visas to enter Italy or airport taxes.

### **Visa requirements**

In view of the strict entry visa requirements, the Centre will not authorize you to travel unless you have obtained all the required entry visas **in advance**. You must therefore ensure that you have a valid passport and appropriate **Schengen** visa, covering the whole duration of the course and the days on which you will be travelling.

To obtain a Schengen visa, please contact the **Embassy/Consulate indicated in the attached visa support letter**. We have notified the competent authorities of your admission to the course (a copy of the letter is attached). We nevertheless recommend that you contact the competent authorities as soon as possible, because these procedures may take a long time. Officers at borders may ask you to produce documentation relating to your visa and/or to your enrolment at the Centre: please bring such papers along with you. Do not attempt to enter the Schengen area without a valid visa: you will inevitably be refused entry.

### **Medical insurance/medical care**

All participants are covered by emergency medical insurance taken out by the Centre for the duration of their training period, including travel time.

Please let us know in advance if you have any special needs (e.g. dietary requirements, disabilities) or are receiving medical care.

If you are receiving medical care, you are requested to contact our medical service upon arrival, so that you can receive appropriate medical support and supervision.

### **Arrival**

Please be sure to submit your travel details by clicking on the following link: [Travel details Form](#)

This information will greatly assist us in organizing your stay at the Centre and is essential if we are to arrange for you to be picked up on arrival. The link is active until the Friday before the course starts.

Upon arrival at the Centre, you will be asked to hand over your passport (to comply with Italian immigration requirements) and your plane ticket (for registration and flight reconfirmation). You will receive both documents back in due course.

### **Campus facilities**

A room is reserved for you on the Centre's campus, from the night before the course starts up to and including the last day of the course. If you arrive early or stay on campus after the course, you will need to pay the additional accommodation costs (subject to room availability). Meals are served in the self-service restaurant. You will receive a meal card to cover meal expenses. The range of food items available reflects the needs of a multi-cultural clientele. The Centre's facilities also include a coffee bar, a bank, a travel agency, medical services, socio-cultural activities and excursions, free e-mail access, a post office and laundry services. Sports facilities are also available.

### **Dress code and climate**

The dress code at the Centre is informal. From October to May, warm, waterproof clothes are essential. From June to September, temperatures range from 20 to 30°C: light, comfortable clothes are recommended.

### **Venue**

Turin lies in a broad plain on the banks of the River Po, in Italy's Piedmont region. The Alps surround the city on three sides and Turin is close to the French and Swiss borders. In addition to its economic importance, Turin has a rich cultural heritage and is near to one of Italy's main wine-producing areas. For further information, please visit the following websites:

[www.turismotorino.org](http://www.turismotorino.org)

[www.comune.torino.it/canaleturismo/en/](http://www.comune.torino.it/canaleturismo/en/)

[www.regione.piemonte.it/lingue/english](http://www.regione.piemonte.it/lingue/english).

I await your confirmation. Please contact me for any further information you may need.

I look forward to welcoming you to Turin.