



## LOGISTICS NOTE

### MEETING VENUE

The 2016 ReSAKSS conference will be held in the conference center of the **Labadi Beach Hotel** in Accra (Ghana):

#### **Labadi Beach Hotel**

#1 La Bypass Beach Road

Accra, Ghana

Tel: +233 302 772501-6 | E-mail: labadi@legacyhotels.co.za

### CONFERENCE TIME

The conference will begin with side events on Tuesday, October 18 at 9:00 am and is expected to conclude on Thursday, October 20 at 6:15 pm .

### CONFERENCE LANGUAGE

The conference will be conducted in English, with simultaneous French and Portuguese translation available during plenary sessions and some parallel sessions.

### REGISTRATION AND CONFERENCE PACKETS

Registration will take place on October 18 between 8:00 am and 3:00 pm at the conference site.

### TRAVEL

IFPRI will cover the cost of the most economical round-trip fares for sponsored participants only. Based on flight availabilities, arrangements will be made for an arrival on Monday, October 17 and a departure on Friday, October 21. All other participants are responsible for arranging their own travel.

### VISA REQUIREMENTS:

Please note that a valid passport and visa are required for entry into Ghana for all non-citizens except:

- Nationals from ECOWAS countries
- Holders of a service passport of Regional Economic Communities in Africa and the African Economic Community as well as United Nations and its specialized agencies.

Participants who require a visa to enter Ghana must obtain this from the Ghanaian embassy or consulate offices in their home country, or from the embassies of other countries, which provide consular services on behalf of Ghana, before leaving for Accra.





To obtain a visa, participants are requested to submit the following documentation to the nearest Ghanaian Embassy, or Consulate:

1. Four (4) passport size photographs
2. An invitation letter from the organizers of the meeting or conference
3. Personal passport (valid for at least six months)
4. Proof of yellow fever vaccination
5. Appropriate fees (this may vary from country to country)
6. Proof of accommodation (hotel reservation)
7. Travel itinerary
8. Any other supporting documentation depending on the home country's travel policy

As advised by the Ghana Immigration Services, travelers who do not have a Ghanaian Diplomatic representation in their country of residence will have to travel to the nearest Country for their visas.

In some rare cases, visas can be granted on arrival for citizen of countries without a Ghanaian Diplomatic representation. They will first need to secure a pre-arranged approval from the director of immigration through their local host. However, this procedure is quite long and the approval is not guaranteed. Participants are encouraged to take all necessary steps to secure their visas before travelling to Ghana.

## VACCINATION

Visitors to Ghana must show an official health certificate at airport immigration as proof of having been vaccinated against yellow fever. Travelers can be denied entry if they lack the proper documentation.

## ACCOMODATION

Sponsored participants will be accomodated at the Kempinsky and IBIS Styles hotels (with breakfast and dinner included). Please note that all bar/mini-bar bills, room service, use of hotel phone, and all other extra expenses will be covered by the participants themselves.

All other participants are invited to make a reservation at the hotel of their choice.

We have blocked a limited number of rooms at these hotels for non-sponsored participants. If you would like to take advantage of the negotiated conference rate please contact Miss Pamela Dogbe ([ReSAKSS2016Conference@cgiar.org](mailto:ReSAKSS2016Conference@cgiar.org)) **by Friday, September 30, at the latest**. Please note that you will need to settle your bill in its entirety upon checking out.

**Kempinsky Hotel: \$250/night (breakfast and dinner included)**

Contact information:

Kempinski Hotel Gold Coast City Accra, Ministries, Gamel Abdul Nasser Avenue PMB 66,

Contact person: Miss Fausta Juayibim

Tel: +233 242 436 000

Email: [fausta.juayibim@kempinsky.com](mailto:fausta.juayibim@kempinsky.com)





**IBIS Styles Hotel:** \$140/night (breakfast included) - \$165/night (breakfast and dinner included)

Contact information: Plot 24 Airport city area, Airport City Enclave, Accra, Ghana,

Contact person: Miss Clara Agbana

Tel: +233 (0)302 742 747

Email: [HA0K0-FO@accor.com](mailto:HA0K0-FO@accor.com)

## AIRPORT PICK UP AND DROP OFF

Upon arrival at the Kotoka International Airport, please follow the signage and proceed to the ReSAKSS protocol desk for hotel transfer facilitation. The following transportation arrangements will be available:

- Shuttles from the IBIS Styles and Kempinsky Hotels will be available for participants staying at these hotels
- A private shuttle from *Nii Plants and Car Rentals* will also be on standby at the airport to assist with airport transfers

In the unlikely event that you are not met at the airport, please call any of the following numbers for immediate assistance:

*Nii Plants and Car Rentals: Mr. Theo Ayitey Adjin (+233 27533 4888 (cell))*

*Hotel Kempinsky: Reception desk (+233 (0)302 742 747 – 74 66 00)*

*IBIS Styles Hotel: Reception desk +233 24 243 6000)*

## TRANSPORT TO THE CONFERENCE VENUE

A free shuttle bus service will be provided between the Kempinsky, and IBIS Styles Hotels and the Labadi Beach conference center. Buses will depart from the front of the hotel lobbies at 8:00 am each morning and return after the conference concludes each day. There will be no shuttle service during lunch breaks.

## MEALS

Lunch and coffee breaks will be provided during the conference from October 18 to 21.

A cocktail will be held at the conference venue on October 18, and a conference dinner will be offered to all participants at the Kempinsky Hotel in the evening of October 19th. Shuttle buses will drive participants to the dinner site and back to the IBIS Styles hotel.

## CURRENCY

The currency in use in Ghana is the Ghanaian Cedi. Accra offers a good network of banking and foreign exchange services. Credit cards are widely accepted at hotels and supermarkets.

## WEATHER

The weather in Accra is humid and sunny. Average temperatures in October are around 30 – 35 degrees Celsius. Afternoons in particular can be very hot.





## **SAFETY**

In general, Accra is a relatively safe city. Nonetheless, as with all major cities, discretion is advised. Participants are encouraged to take necessary precautions whenever they venture out.

## **HEALTH/EMERGENCY PHONE NUMBERS**

Police: 191

Fire Service: 192/999

Medical Emergency (Ambulance): 193

## **MOBILE PHONES**

Participants are encouraged to come to Ghana with dual-band or tri-band mobile phones (900/1800/1900 MHz). Participants can purchase a SIM card with pre-charged airtime for GHC 5.00 upon arrival.

## **ELECTRICITY**

Delegates traveling with electrical appliances are encouraged to travel along with gadgets that operate on or are adaptable to 220/240 volts. Electricity outlets in Ghana accept 3-prong and 2-prong pins. British or continental European type plus or converters are recommended. More information can be found here <http://www.power-plugs-sockets.com/ghana/>.

## **CONFERENCE SUPPORT SERVICES**

Secretariat Room – This room will be located next to the main conference venue. Delegates may contact the conference staff for all their Conference related requirements.

Paperless environment – Participants are encouraged to download and carry copies of any documents they wish to access at the conference. Paper copies of the final agenda only will be available at the venue.

Medical assistance will be available on site and available on request.

## **SIGHTSEEING IN ACCRA**

Among other things, Ghana is famous for its fabrics, art, and African prints, so do plan on exploring these. The following website provides helpful resources should you like to explore Ghana <http://www.ghanakey.com>

## **FINAL NOTE**

Should you have questions or concerns prior to the conference, please contact the conference organizers at [ReSAKSS2016Conference@cgiar.org](mailto:ReSAKSS2016Conference@cgiar.org).

