



2019 ReSAKSS ANNUAL CONFERENCE

GENDER EQUALITY IN RURAL AFRICA

From Commitments to Outcomes

November 11-13 | Lomé, Togo

LOGISTICS NOTE

MEETING VENUE

The 2019 ReSAKSS conference will be held at the **SARAKAWA** hotel in Lomé, Togo.

Hôtel Sarakawa : Boulevard du Mono

BP 2232 - Lomé, Togo

Tel: (228) 22 27 65 90

CONFERENCE TIME

The conference will begin with side events on Monday, November 11 at 9:00 AM and is expected to conclude on Wednesday, November 13 at 6:30 PM.

CONFERENCE LANGUAGE

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

REGISTRATION AND CONFERENCE PACKETS

A registration and assistance desk will be settled at each hotel where sponsored participants will be accommodated (**ONOMO** and **SARAKAWA**). The hotel registration desks will be opened for registration on November 10, between 3PM and 8PM.

Registration will also be available at the conference site on November 11 between 8:00 am and 3:00 pm.

TRAVEL

IFPRI and the ReSAKSS Nodes 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 Sunday, November 10 and a departure on Thursday, November 14. All other participants are responsible for arranging their own travel.

VISA REQUIREMENTS

Please note that a valid passport and visa are required for entry in the Republic of Togo. ECOWAS nationals can enter Togo without a visa but will need a valid passport or a national identity card. Some countries are visa-free: South Africa, Romania. On the national territory, they are issued by the immigration services at border posts and international airports for a maximum of one week.

All participants are responsible for obtaining their own visa. Travelers should obtain a visa from a Togolese Embassy or Consulate before departure.

To apply for your visa, you will require:

- One (01) **visa application form** duly completed and signed
- One (01) Valid passport (required duration: at least six months)
- One (01) photocopy of Passport
- One (01) photocopy of the vaccination notebook
- Two (2) passport photos
- One (01) Mission Order or Letter of Invitation or Flight Booking / Hotel
- Visa fees.

VACCINATION

Visitors to Togo **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.

AIRPORT PICK UP AND DROP OFF

Airport pick-up and drop-off have been arranged with the Sarakawa and Onomo Hotels. Further information will be provided as we confirm your arrivals and departure times by email.

ACCOMODATION

Sponsored participants will be accommodated on a bed and breakfast basis at the **SARAKAWA** and **ONOMO** Hotels. Please note that all bar/mini-bar bills, room service, use of hotel phone as well as other extra expenses will have to be covered by the participants themselves.

We have blocked a limited number of rooms at the above stated hotels for non-sponsored participants. If you would like to take advantage of the negotiated conference rate please contact Miss Maybelle Bulan at (ReSAKSS2019Conference@cgiar.org) **by Monday, October 28, at the latest**. Please note that you will need to settle your bill in its entirety upon checking out.

Sarakawa Hotel:

Boulevard du Mono, BP 2232, Lomé, Togo

- XOF 81,000/night (Standard room - Bed & Breakfast)
- XOF 101,000/night (Superior room - Bed & Breakfast)

ONOMO Hotel:

Boulevard du Mono, 01 BP 2135, Lomé, Togo

- XOF 61,000/night (Standard room - Bed & Breakfast)

TRANSPORT TO THE CONFERENCE VENUE

There will be a free shuttle bus service provided between the Onomo Hotel and the meeting venue at the Sarakawa Hotel. Buses will depart at **8:00 am** each morning and return after the conference concludes each day. There will be no shuttle service during lunch breaks.

CURRENCY

The currency in use in Togo is the West African Franc CFA (XOF). Lomé offers a good network of banking and foreign exchange services, including ATMs located in the International Gnassingbé Eyadéma Airport, at Sarakawa Hotel and surrounding banks to the venue. Credit cards are widely accepted at hotels and supermarkets.

MEALS

Lunch and coffee breaks will be provided during the conference from November 11 to 13. A cocktail will be held at the conference venue on November 12, and a conference dinner will be offered to all participants in the evening of November 13.

A small stipend will be given to sponsored participants to cover their meals during travel days.

WEATHER

In November, the average high temperature in Lomé is 32°C (90°F) and the average low temperature is 23°C (73°F).

SAFETY

In general, Lomé 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.

Street crimes, including mugging, purse-snatching, and pick-pocketing are common in the capital city and in secondary cities.

HEALTH/EMERGENCY PHONE NUMBERS

Gendarmerie	22 21 26 05 / 37 / 35
Police	117 / +228 22 22 21 21 / +228 22 22 32 47
Ambulance	8200 / +228 22 21 25 01
C.H. U Tokoin	22 21 25 01 / 22 25 77 68
C.H. U Campus	22 25 77 68 / 22 25 47 39
Fire	118 / +228 22 21 67 06

If you require medical attention, please contact the secretariat for assistance.

MOBILE PHONES

Participants are encouraged to come to Lomé with dual-band or tri-band mobile phones. They can buy a SIM card with pre-charged airtime upon arrival at the airport or their hotels.

ELECTRICITY

Togo's electrical current is 220 volts and the standard frequency is 50 Hz. The power plugs and sockets are of type C. We advise participants to carry a converter and/or adapter (two small round pins), should they need it.

CONFERENCE SUPPORT SERVICES

Secretariat Room - This room will be located at the Mezzanine level of the 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 will need to access venue and attend the conference. Only paper copies of the final agenda will be available at the venue.

FINAL NOTE

Should you have questions or concerns prior to the conference, please contact the conference organizers at ReSAKSS2019Conference@cgiar.org.





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