

Practical Information for Participants

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1 Event Venue

[National Communication Authority](#)

Address: NCA Tower, KIA, 6 Airport By-pass Rd, Accra, Ghana

Contact persons:

- Collins Adu: +233 26 771 1771 /email: collinsad@aiti-kace.com.gh
- Annibert: +233 27 775 3394 /email: anniberta@aiti-kace.com.gh

2 Accommodation

A list of hotels available is attached for the benefit of delegates. To benefit from the preferential rates negotiated by the Planning Committee for this forum, participants are requested to book their rooms directly with the hotel of their choice using the hotel reservation table at the bottom of this document.

3 Transportation/Accommodation

Delegates will find convenient transport from the airport to their respective hotels. Many of the hotels run shuttle service between the airport and their respective hotels.

4 Airport

Kotoka International Airport is the international airport of Ghana and is served by the major international airlines.

5 Entry Requirements and Visa Information for Ghana

A valid passport and an entry visa are required to enter Ghana. Visas must be obtained prior to arrival and are required by all except nationals of ECOWAS, Kenya and Singapore. Visas can be obtained and extended in Ghana, especially for those who wish to stay beyond the conference period.

For participants from countries without Ghana High Commissions and Embassies, the host country may apply for visa on participants' behalf, and it will be issued on arrival. The single-entry visa fee is at a cost of \$150, which will be paid at the point of entry.

Participants who wish the host country to apply for entry visas on their behalf should provide a scanned copies of their passport details to Sarata Omane, email: sarataa@aiti-kace.com.gh Tel: +233 24 334 9368 as well as:

- a) Date Of Arrival
- b) Duration Of Stay
- c) Place Of Lodging

The details must be received not less than two (2) weeks before the date departure.

NOTE - You may be refused entry on a passport that is due to expire within six months of your departure date.

6 General Information

6.1 Insurance

Participants are advised to obtain supplementary medical/travel insurance. However, medical facilities in Ghana provide great medical services.

6.2 Vaccination Requirements and Medical Facilities

For information about vaccination requirements and health information for travelers please consult the World Health Organization's (WHO) website at <http://www.who.int/ith/countries/gha/en/>.

6.3 Climate

Ghana's low latitude and proximity to the equator give it a typically tropical climate. Temperatures approach or exceed 30 degrees (80 Fahrenheit) most days of the year, with virtually no seasonal variation. Accra tends to receive less rain than other areas, but you should plan to bring a waterproof windbreaker, umbrella, waterproof shoes and clothes that dry quickly.

6.4 Time Zone:

GMT zone

6.5 Currency

The official currency is the Ghana Cedi (GH¢) (Cedi Pronounced "See Dee"). Credit cards are not widely used in Ghana, although they are of use in Accra. You may bring much of your budget in the form of travelers' cheques and some cash, particularly if you plan to spend time outside the capital city, Accra. Foreign currency can be exchanged at any foreign exchange bureau across the Country. Banks are open weekdays from 08.30-15.00 hrs.

6.6 Telecommunications

Five reliable telecommunications networks are available in Ghana (two fixed and six mobile). Ghana country code is + 233. Wireless Internet connectivity will be available at the Centre for delegates.

6.7 Electricity

Electricity is 220V AC at 50 cycles. Stabilizers are required for sensitive devices, and adapters are required for appliances using 110V. Kindly find below some links for more information:

<https://www.electricalsafetyfirst.org.uk/guidance/advice-for-you/when-travelling/travel-adaptor-for-ghana/>

<https://www.power-plugs-sockets.com/ghana/>

7 Accommodation/hotels

| Name of Hotel | | Distance km/miles | Single (\$) | Double (\$) | Contact | Comments |
|----------------------------|--------|----------------------|----------------|----------------|---|--------------------------------------|
| Kempinski Hotel | 5-star | 1.0/0.6 | | 300 | +233 24 243 6000 Ministries PMB, 66 Gamel Abdul Nasser Ave, Accra | USD 300 is the lower rate offered |
| Movenpick Ambassador Hotel | 5-star | 1.2/0.7 | 310 | 320 | Tel: +Eunice +233 20 4333265 / +233 30 261 1000 Email: hotel.accra.reservations@movenpick.com Website: www.movenpick.com | |
| La Palm Royal Beach Hotel | 4-Star | 12/ 6.8 | 180 | 220 | Tel: +233 30 221 5100 Email: lapalm@gbhghana.com Website: www.lapalmroyalbeachhotel.com | |
| Accra City Hotel | 4-Star | 2.3/ 1.4 | 130 | 150 | Tel: +233 30 263 3863 Email: reservations@accracityhotel.com Website: http://www.accracityhotel.com | |
| Marriott Hotel | 4-Star | 7.0/4.4 | 350 / 323 | 550 | Tel: +233 30 273 8000 Email: mhrs.accmc.reservations@marriott.com Website: www.marriott.com | |
| M-Plaza Hotel | 4-Star | 6.1/3.8 | 120 | 150 | Tel: Evalove Mensah +233 24 452 2585 / +233 20092 5686 (Charlotte) / +233 30 276 3417 | Provides shuttle to and from Airport |

| Name of Hotel | | Distance km/miles | Single (\$) | Double (\$) | Contact | Comments |
|---------------------|--------|----------------------|----------------|----------------|--|----------|
| Holiday Inn | 3-star | 6.6/4.1 | 180 | 200 | Tel: +233 302740930 Email: accra@holidayinnaccraairport.com Website: www.ihg.com | |
| Coconut Grove Hotel | 3-star | 2.0/1.2 | 120 | 145 | Rob Torks (Roberta Coconut Grove) +233 26 300 0686 Email: sales@coconutgrovehotelghana.com | |
| Frankies Hotel | 2-star | 2.5/1.6 | 75 | 95 | Tel: +233 30 277 3567 or +233 24 968 0000 Email: reserve@frankieshotel.com or info@frankieshotel.com Website: www.frankieshotel.com | |

HOTELS QUOTING IN LOCAL CURRENCY, GHANA CEDIS (GHS)

| Name of Hotel | | Distance km/miles | Single (GHS) | Double (GHS) | Contact | Comments |
|-------------------|--------|----------------------|-----------------|-----------------|---|----------|
| Paloma Hotel | 2-star | 4.1/2.5 | 600 | 650 | Tel: +233 24 431 5330 / +233 24 433 6070 John Sales and marketing +233 54 431 3111 | |
| Highgate Hotel | 2-star | 2.7/1.7 | 90 | | Tel: Gloria Baah- +233 54 945 9923/ +233 30 223 3315 | |
| Hotel, Ridge | 2-star | 0.7/0.4 | 540 | 500/600 | Tel: +233 30 701 0600 / +233 30 225 8257 Email: centralhotelltd@yahoo.co.uk | |
| SSNIT Guest House | 2-star | 0.7/0.4 | 340 | 360 | Tel: +233 30 222 6228 Email: ssnitguesthouse@yahoo.com | |
| UDS Guest House | 2-star | 2.8/1.7 | 340 | 360 | Tel: +233 50 680 8872 +233 30 278 3717 | |

8 Hosting Committee Members Contacts

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