

**Fourth meeting of ITU-T Study Group 13 Regional Group for Africa (SG13RG-
AFR), Accra, Ghana, 16 - 17 March 2016**

Practical information for participants



**Ministry of Communications
Republic of Ghana**

1 Event venue

La-Palm Royal Beach Hotel

Tel: +233 (0) 302 215100/215111

Fax: +233 (0) 302 215121/215122

Location: La Beach Road (20 minutes from Kotoka Airport)

Email: lapalm@gbhghana.com / lapalmres@gbhghana.net

Online booking: <http://gbhghana.net/index-lapalm.aspx>

2 Accommodation

A list of suggested hotels in Accra can be found in **Appendix I** of this document. Participants are requested to book their hotel rooms directly with the hotel of their choice. To benefit from the preferential rates negotiated for this event, please use the hotel and transfer reservation form (**Form 2**).

3 Transportation

Transportation from the airport to the hotels and venue will be provided. Participants are requested to send **Form 2** by fax: + 233 (0) 302 667 114 to **Mr. Desmond Boateng, tel.: +233 (0) 302 685601/Mobile: +233 54 788 8085, email: des67b@yahoo.com** to ensure airport pickup and transfer.

4 Airport

Kokota International Airport is the international airport in 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 event period.

For countries without Ghana High Commissions and Embassies, the host country may apply for visa on your behalf and it would be issued upon arrival. The single entry visa fee is at a cost of \$100, 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 copy of their passport biodata to **Mr. Desmond Boateng, email: des67b@yahoo.com; fax: +233 (0) 302 667114.**

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 and Medical care

Participants are advised to obtain supplementary medical/travel insurance. However, excellent private medical facilities in Ghana provide for all of your medical needs. First aid services will be available at the event venue.

6.2 Vaccination requirements

For information about vaccination requirements and health information for travellers please consult the World Health Organization's (WHO) website at <http://www.who.int/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. The month of March falls in the wet season. 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

The time zone is GMT.

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. Plan on bringing much of your budget in the form of travellers' 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. Banks are open weekdays from 0830 hours - 1500 hours.

6.6 Telecommunications

Six reliable telecommunications networks are available in Ghana (two fixed and four mobile). Ghana's country code is +233.

6.7 Safety

Ghanaians pride themselves as being one of the friendliest people in the world, and the level of crime against visitors/tourists in Ghana is remarkably low. However, normal precautions are still advisable.

6.8 Electricity

Electricity is 220V AC at 50 cycles. Stabilizers are required for sensitive devices, and adapters are required for appliances using 110V.

FORM 2 - HOTEL AND TRANSFER RESERVATION FORM

(to TSB Collective letter 4/SG13RG-AFR)



Fourth SG13 Regional Workshop for Africa on "Future Networks for a better Africa: IMT-2020, Trust, Cloud Computing and Big Data" and Fourth Study Group 13 Regional Group for Africa meeting (Accra, Ghana, 14-17 March 2016)



HOTEL AND TRANSFER RESERVATION FORM

This form should be sent directly to the hotel of your choice with a copy to Mr. Desmond Boateng, to ensure transfer to and from the airport by fax at: +233 (0) 302 667 114

The list of hotels including contact information and room rates is attached

Family name -----

First name -----

Address ----- Tel: -----

----- Fax: -----

----- E-mail: -----

Name of Hotel -----

----- *single/double room(s) at the SG13RG-AFR and Workshop preferential rate*

Credit card to guarantee this reservation: AX/VISA/DINERS/EC (or other) -----

No. ----- valid until -----

Date ----- Signature -----

TRANSFER INFORMATION

Transportation will be provided from the airport to the hotels and to the venue of the meeting.

Date of Arrival	Time of Arrival	FLIGHT NO.
Date of Departure	Time of Departure	FLIGHT NO.

Appendix I

(to TSB Collective letter 4/SG13RG-AFR)

Hotel list

No.	Name of Hotel		Single (\$)	Double (\$)	Bed & Breakfast	Tax Inclusive	Contact
1.	La Palm Royal Beach Hotel	5-star	235	275	Yes	Yes	Tel: +233(0)302 215100/215111 Fax: +233 302 215121/ 215122 Email: lapalm@gbhghana.com Online booking: http://gbhghana.net/index-lapalm.aspx
2.	ASA Royal Hotel	2-star	100	130	Yes	Yes	Tel: +233 (0) 302 764420 Mobile: +233 24 4475611 Email: asaroyal@gmail.com
3.	His Majesty's Hotel	2-star	100	120	Yes	Yes	Tel: +233 (0) 302 773225 Mobile: +233 24 4315380 Email: hmapartments@yahoo.com Website: www.hismajestyhotel.com.gh
4.	Deon Hotels	2-star	80	110	Yes	Yes	Tel: +233 (0) 31 2298008 Mobile: +233 20 0354184 Email: info@deonhotel.com Website: http://deonhotel.com/
5.	Susana Lodge	2-star	100	130	Yes	Yes	Tel: +233 (0) 302-774296 Mobile: +233 24 4274577 Email: stereoq@yahoo.com
6.	Eastoment Hotel	2-star	100	107	Yes	Yes	Tel: +233 (0) 302 773541 Mobile: +233 54 2395587 Email: eastomentatgl@gmail.com