



INFORMATION NOTE

Hotel Accommodation:

Special room rates have been negotiated with 3 hotels where delegates will be accommodated. The rates are quoted in US Dollars. Delegates are requested to book their hotel accommodation early, latest by **18th September 2017** to qualify for these negotiated rates and to ensure availability of desired rooms. Hotel reservations should be done directly with the hotel using the contact details provided.

Movenpick Ambassador Hotel

Rates per night on bed & breakfast

(all rooms have kingsize beds)

Room Category	Single Occupancy	Double occupancy	No. of rooms available
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Type of room and cost (USD) per night	\$240	\$290	80
Contact Person	Mildred Quaye / Rebekah Robertson		
Tel.	+233 302611000		
Email	Mildred.quaye@movenpick.com Rebekah.robertson@movenpick.com		
Web Site	www.movenpick.com		
Address	Independence Avenue, Accra, Ghana		

Accra City Hotel (1Kilometre from the Conference venue)

**Rates per night on bed & breakfast
(all rooms have double beds)**

Room Category	Standard	Superior	No. of rooms available
Type of room and cost (USD) per night	\$165	\$185	80
Contact Person	Winifred Staudt		
Tel.	+233 577600447		
Email	reception@accracityhotel.com		
Web Site	www.accracityhotel.com		
Address	Barnes Road, Accra, Ghana		

Urbano Hotel (5 Kilometres from the Conference venue)

Rates per night on bed & breakfast

Room Category	Standard single	Standard double	No. of rooms available
Type of room and cost (USD)	\$80	\$100	40
Contact Person	Frank Owusu Danquah		
Tel.	+233 540124949		
Email	reservations@urbanohotel.ghana.com		
Web Site	www.urbanohotel.info		
Address	Oxford Street, Accra, Ghana		

Transaction

The official currency is the Ghana Cedi (GHC). Notes are in denominations of 1,2,5,10,20 and 50. Foreign currencies can be exchanged at the airport, forex bureau and hotels. In addition to cash, major international credit/debit cards are generally accepted for payment of transactions in Ghana.

Visas

Delegates are advised to familiarize themselves with the visa requirements for entry into Ghana. The information is available on the Conference website www.cata38.gov.gh.

Participants who will need visa on arrival must inform the Conference coordinators before arrival.

Travelling to and from Ghana

Ghana's main airport the Kotoka International Airport is served by several airlines that makes connectivity very easy. The Airport is located 7 Km from the Conference venue. Some of these airline carriers includes British Airways, KLM, Emirates, Turkish Airline, South African Airways and Kenya Airways. Delegates should make their own travel arrangements and are advised to arrange their flight reservations as early as possible to avoid last minute rush.

Transportation

The host country will be providing transportation for the delegates from the airport to the respective hotels. To facilitate this, delegates are requested to send their itinerary to the Local Organizing Committee. This information can be provided alongside the on-line registration.

Communication

The international dialing code for Ghana is +233. The communication network providers include MTN, Airtel, Tigo, Vodafone and Globacon(Glo). All SIM cards are to be registered by official registration centres. Participants should be prepared to present their passports or identification for this purpose.

Time Zone

Ghana observes Greenwich Mean Time (GMT) all the year round.

Weather conditions

In Accra, the month of November is characterized by high temperatures, with daily highs around 88°F/31Celcius throughout the month

Health requirements

Delegates coming from or through yellow fever endemic countries are required to have a yellow fever vaccination certificate to be allowed entry into Ghana. Further information on health requirements may be obtained from the Conference website.

Registration

Delegates from member countries and invited guest must register online by visiting the Conference website: www.cata38.gov.gh

Electricity/Voltage

The voltage used in Ghana is 220/240 volts.

The power sockets are three pins. It is however advisable for delegates to bring along universal adapters to power their electronic gadgets such as phones and laptops.

Conference Coordinator

Antoinette Tettevi will be the Conference Coordinator of the Local Organising Committee and may be reached on the following addresses:

Tel.: +233 244144060/208360254
Email: Antoinette.tettevi@gra.gov.gh

Names and contacts of the some other members of the Local Organizing Committee are:

NAME	ROLE	CONTACT
Valerie Ennison	Chairperson	+233 208191845
Vivien Adusei	Co-Chairperson	+233 208134192
Dela Heloo	Member	+233 244806689
Daniel Edisi	Member	+233 243126875
Kwasi Bobei Ansah	Member	+233 208159478
Nana Birago Opoku Manu	Member	+233 577685444
George Lutterodt	Member	+233 273486699