

Logistic Note For Participants

The Third Edition of the ECOWAS Sustainable Energy Forum (ESEF2019), the largest sustainable energy gathering in the West African region, will be held from **22 -24 October 2019** at the **Kempinski Hotel** in **Accra, Ghana**. The ECOWAS Centre for Renewable Energy and Energy Efficiency (ECREEE) thanks you very much for your interest and registration to participate in this event.

In order to better support your participation in the ESEF2019, please find below additional useful information:



1. Geographical Features of the Country

Ghana (officially the Republic of Ghana) is a country located along the Gulf of Guinea and Atlantic Ocean, in the subregion of West Africa. Spanning a land mass of 238,535 km² (92,099 sq mi), Ghana is bordered by the Ivory Coast in the west, Burkina Faso in the north, Togo in the east and the Gulf of Guinea and Atlantic Ocean in the south. Ghana means "Warrior King" in the Soninke language.

Ghana's population of approximately 30 million spans a variety of ethnic, linguistic and religious groups. According to the 2010 census, 71.2% of the population was Christian, 17.6% was Muslim, and 5.2% practiced traditional faiths. Its diverse geography and ecology ranges from coastal savannahs to tropical rain forests.

2. Travel Arrangement

Participants who are not sponsored by ECREEE are responsible for making their own travel arrangements.

Upon registration and confirmation, an email will be sent to you to confirm to your travel arrangements. We expect you to send us your name, dates and airport of departure, as early as possible so that we can pre-arrange other ground logistics in Ghana.

3. Visa requirements for Ghana

Please note that a valid passport or appropriate travel documentation with an expiration date longer than six (6) months is required to enter in Ghana. A Visa is not required for citizens of ECOWAS countries. Please contact the Embassy/Consulate of Ghana in your country to check whether you need to apply for a visa.

Furthermore, visa on arrival and online visa application are available for Ghana. Participants who need support to arrange visa on arrival in Ghana should submitted their request along with copy of the biodata page of their passport by e-mail to travel@ecreee.org latest by September 20th 2019. The ESEF team will not assume any responsibility for requests for visa on arrival submitted after this date.

4. Transportation in Accra, Ghana

Airport pick-up will be arranged to ESEF2019 partner hotels. After clearing immigration formalities and claiming your luggage, please look for the “ESEF2019” sign board, which will be held by the welcoming team just outside the airport.

In addition, a **shuttle** will take you

- **Every morning** from the ESEF2019 partner hotels to the venue / Kempinski Hotel
- **Every afternoon/evening** (at the end of the conference and/or social evening event) back to your ESEF2019 partner hotel

Schedules will be shared with you at the airport pick-up and will also be available in the lobby at the ESEF2019 partner hotel and at the venue.

Please note that ESEF2019 will provide a shuttle only to/from the ESEF2019 partner hotels as provided in the list below. Detours to hotels outside of this list will not be allowed.

Please **send an e-mail** to travel@ecreee.org with the following information:

- The participant (s) first name and last name in the e-mail subject
- The arrival flight details (date), time, flight number
- The ESEF2019 partner hotel chosen

In case you cannot locate the welcoming team at the airport, please call +233 24 689 6620.

5. Accommodation

We kindly ask you to organize your own hotel reservation. ESEF2019 has negotiated special rates at **partner hotels** (see table below or visit our ESEF2019 website).

Please indicate that you are attending ESEF2019 to get the negotiated rate. *Considering the fact that October is a high season period in Accra, we recommend that you book your hotel the soonest.*

Use the promo code “ESEF2019” to get the special negotiated rate ([more information](#)).

ESEF2019 Partner Hotels – Accra, Ghana:

NAME OF HOTEL	LOCATION	PROXIMITY TO VENUE	ECOWAS RATES IN US DOLLARS (\$)
Kempinski	Accra City Center	Venue	Discount Link
Movenpick Ambassador hotel	Accra City Center	2.0 km-11mins from venue	320-350 (Standard) 450-460 (Executive)
Accra City Hotel	Accra City Center	2.0 km-10mins from venue	157-Standard 177-Superior/Executive
Swiss Spirit Alisa hotel	North Ridge	2.2km-12mins from venue	170-Standard 210-Executive
Coconut Grove Hotel	Accra Central	2.5km-9mins from venue	100-130 -Standard 150-165-Executive
Paloma Hotel	Ring way Central	5.4km- 20mins	95-Standard 95-Executive
Tang Palace Hotel	Airport Residential Area	5.7km- 17mins from venue	180-Standard 510-Executive (non-ECOWAS rate but negotiable with numbers)
Golden Tulip Hotel	Liberation Road, Airport	6.5km- 25mins from venue	350-400- Standard 380-420-Executive **non-ECOWAS rates**
Marriott Hotel	Liberation Road, Airport	6.9km-30mins from venue	332-Standard 510- Executive **non-ECOWAS rates
Airport View Hotel	Cabral Road, Airport	6.9km-34mins to the venue	120-Standard 200-Executive
La Palm Royal Beach Hotel	Labadi	7.3km -22mins from venue	215-235- Standard 250-300-Executive
Labadi Beach Hotel	Labadi	8.3km-25mins from venue	235-265- Standard 275-305-Luxury

More arrangements are being made over time; the list of hotels and rates will be updated on the website <https://esef2019.b2match.io> periodically.

6. General Information

Communication

It is possible to get a local number at the airport right after the luggage area and before exiting the airport or in one of the mobile phone agencies (SIM card for about GHC 10 i.e. EUR1.65/USD1.85).

Time

Below are the time zone differences from some of Ghana and some cities in the world;

Accra, Ghana	GMT (UTC +0)
London, United Kingdom	BST (UTC +1)
New York, NY, USA	EDT (UTC -4)
Washington DC, USA	EDT (UTC -4)
Abuja, Nigeria	WAT (UTC +1)
Toronto, Canada*	EDT (UTC -4)
Tokyo, Japan	JST (UTC +9)
Cape Verde	CVT (UTC -1)
Timbuktu, Mali	GMT (UTC +0)

Currency

The currency is the Ghana Cedi, represented by GHC. You can find many ATMs in the city (mainly in banks and hotels). Most of the hotels and restaurants accept credit cards. US dollars and Euros are the most easily changed into GHC.

Some exchange rates as follows;

USD1 = GHC5.39

GBP1 = GHC6.75

EUR1 = GHC6.05

Note, the above rates may evolve by the time of the event. For more up-to-date exchange rates visit www.xe.com

Vaccination Requirements

A valid yellow fever vaccination certificate may be required to enter Ghana for certain countries. Though the customs agents are not so strict about it, we recommend you bring your international vaccination certificate. Please ensure that you have the appropriate and necessary vaccinations including documentation before you travel.

Participants who have not taken vaccine shots (yellow fever) could do so at the airport at a fee of GHC 50 for Ghanaian nationals and GHC 80 for non- Ghanaian nationals

Safety

Accra is a safe city. However, use common sense measures to avoid attracting unnecessary attention to you and your valuables.

Electricity

The standard voltage in Accra is 230 volts and the standard frequency is 50Hz. The outlet is the same type used in continental Europe and many other countries.

Emergency Phone Numbers

- Police 191
- Firefighters 192/999
- Medical Emergency Service/ Ambulance Service-193
- Airport Police Station 0302777592

Questions / Information

Please visit the official ESEF2019 website to get updated information on the event: <http://esef2019.org>

For any other question, do not hesitate to send an e-mail to contact_esef2019@ecreee.org

We wish you a safe trip and looking forward to seeing you at ESEF2019.

The ESEF219 Team