



Participant Information Sheet

16TH GLOBELICS INTERNATIONAL CONFERENCE 2018
24th-26th October 2018

REQUIREMENTS FOR ENTRY INTO GHANA

We say in advance, a big *Akwaaba* (Welcome) to our international participants. However, before you prepare coming to Ghana for the 16th GLOBELICS International Conference, there are certain basic requirements you need to fulfill to enable you come through immigration at the airport. You need to produce these documents:

- ✓ A valid passport
- ✓ An invitation letter
- ✓ A valid visa
- ✓ A valid Yellow Fever Card (This is mandatory for all participants and cannot be excused)

Visa can also be obtained upon arrival against a visa fee for certain nationalities. For more information please check here: http://www.ghanaimmigration.org/visa_info.html

You can find more about visa information at <http://globelicsconference2018.org/for-participants/ghana-visa-information/>

ARRIVAL INFORMATION AND TRANSPORTATION TO HOTELS

On arrival at the Kotoka International Airport, participants should look out for the Conference volunteers in their branded t-shirts. A desk will be set up to receive visitors, look out for the banner and placards. You will be assisted to get to your hotels using the appropriate shuttle. In case of the **unlikely situation**, you miss the pickup service, or the hotel shuttle, please take a taxi to your hotel (please take airport registered taxi at the information desk).

Our local participants will have to commute to the conference venue using their own means of transportation or public pick up arrangements (e.g. UBER, local taxi and/or trotro services)

CONFERENCE VENUE

The 16th GLOBELICS International Conference will take place in the Mensvic Grand Hotel, East Legon-Accra, Ghana. The Opening Ceremony will be held in the K. Ntiamoah Conference Room.

ACCOMMODATION

Participants who are self-paying their accommodation can contact the links below for hotel room reservations ahead of the Conference. There are several hotels to choose from within a close radius of the Conference venue in East Legon. Below are hotels you can choose from:

MENSVIC GRAND Hotel is a three-Star hotel, has 104 rooms of varied specs. This is the venue for the Conference

Contact: Foster Gardemor, Tel: +233 (0)302521634 or +233 (0)201617807

P. O. Box CT 5086, Cantonments, Accra

Email: info@mensvichotels.com

Website: <http://mensvic-grand.accra-hotels.com/en>

ERATA Hotel is in a two-Star category and about 4 minutes' drive to the Conference venue. It has 72 rooms, out of which there are limited twin-bed rooms for participants who may want to pair.

Contact: Stephen Oppong-Antwi, Tel: +233 (0)244357147

P. O Box GP 8949, Accra.

Email: info@eratahotel.com, eratahotel@hotmail.com,

Website: www.eratahotel.com

ELLKING Hotel is a two-Star hotel and about 6 minutes' drive to the main Conference venue, and has 24 rooms.

Contact: Joyce, Tel: +233 (0)206200127 or +233 (0)302918436

Email: info@ellking.com

MJ Grand Hotel is a three-Star hotel, about 4 minutes' drive to the main Conference venue. There are 41 rooms and apartments.

Contact: Akuffo T. Ayeh, mkt@mjgrandhotelghana.com,

Website: www.mjgrandhotelghana.com, www.mjpropertiesghana.com.

MIKLIN Hotel is in the two-Star category, about 6 minutes' drive from the Conference venue. It has 47 spacious bedrooms, including twin-bed rooms for guests who may want to pair.

Contact: Godson Anna-Fiadjoe, Tel: +233 (0)242941434 or +233 (0)302500708.

Email: egodson33@yahoo.com, miklin@miklinhotels.com,

Website: www.miklinhotels.com

TOMREIK Hotel is a newly opened three-Star hotel, about 5 minutes' walk to the Conference venue. There are 40 rooms (Single deluxe, double deluxe, twin deluxe and executive suite).

Contact: Stephen PK Bondzie, +233 (0)244286915

Email: fom@tomreikhotel.com,

Website: www.tomreikhotel.com

ANGE HILL Hotel is a two-Star hotel, about 6 minutes' drive to the Conference venue. It has 50 rooms of varied classification.

Contact: Osei Aboagye, Tel: +233 (0)244533235

Email: nangehillhotel@yahoo.com

Website: www.angehillhotel.com.gh

CALLS AND INTERNET SERVICES

There is internet accessibility (Wi Fi) available in all the hotels.

Dialling Code

+233 is the international dialling code for Ghana

Emergency Contact/Telephone Numbers

Ambulance – 193; Fire Service – 192 / 999; Police – 191

ELECTRICITY

Electricity in Ghana is 230 Volts, alternating at 50 cycles per second. If you travel to Ghana with a device that does not accept 230 Volts at 50 Hertz, you will need a voltage converter. Power sockets in Ghana generally accept the British three-pin Type G-type plug adaptors for your computer and appliances Please ensure you bring a suitable adapter for our appliances.



HEALTH CONCERNS/ MEDICAL SERVICES

Yellow Fever: All visitors travelling to Ghana should have a valid International Certificate of Vaccination against yellow fever.

Malaria Prevention: Because visitors travelling to Ghana are at high risk of contracting malaria, it is **advisable** to take anti-malaria medication prior to arrival, during your stay and for a short time after returning home. In addition, take other personal protective measures, such as the use of insect repellents to reduce malaria risk.

First Aid: It is important to note that all the listed hotels have first aid kit or facility, which is opened every day for 24 hours. In case of any health problem, please contact the reception staff for help.

If you need medical care whilst in Ghana, be advised that medical providers may not accept payment through your insurance company abroad. In such a situation, you will have to pay in full after your treatment and later file a claim with your insurance company for reimbursement. Therefore, you should have access to cash or a debit/credit card. The local organising committee of GLOBELICS 2018 will not be responsible for any medical costs incurred by participants.

Water: Even though pipe-borne water is generally potable, it is always safer to drink bottled water. This is widely available in small shops, and will also be provided at the Conference as part of snacks. Some hotels provide complimentary bottled water in the rooms.

SECURITY

The security of persons and property in Ghana is on the whole reasonably good. However, as in most major international cities, it is advisable to observe the appropriate security measures. Therefore you are advised to take necessary precautions to avoid being the victim of crime. For example:

- ✓ Leave your valuables at the hotel reception and only carry small amounts of money on you
- ✓ Hire a recommended taxi if you wish to move around at night and for your personal safety, avoid dark deserted lanes and street
- ✓ Do not respond to strangers accosting you outside the compound or in the street
- ✓ Do not walk far from your hotel location late in the night

CLIMATE AND CLOTHING

Accra is mostly warm. October will be in the latter part of the rainy season and hence it will be good to come along with an umbrella or a raincoat should you decide to move out of the hotel. October temperatures range between 25°C and 30°C. However, the weather can change unpredictably. Light clothing is generally recommended. Kindly visit these websites for additional weather updates:

<https://www.accuweather.com/en/gh/accra/178551/october-weather/178551>

<http://www.cnn.com/WEATHER/newcities/Africa.html>

<http://www.bbc.co.uk/weather/5days.shtml?world=1007>

MEALS

Your meals (snacks and lunch) for the three days will be catered for as part of your registration fee. There is a cocktail dinner on Wednesday, 24th October, 2018 and a gala dinner on Thursday 25th October, 2018. Coffee, tea, fruit juice, and snacks will be served mid-morning and mid-afternoon of each conference day. Kindly let the Conference organisers be informed if you have special dietary considerations. All the hotels are on bed and breakfast basis so you do not need to worry about breakfast.

VIDEO/PHOTOGRAPH/MEDIA COVERAGE

In the course of the event, videos and still photos will be taken and there will also be both print and electronic media coverage. Hence, if you do not wish for your photos to be taken and used or appear in the videos, kindly let us know in advance.

TIME

Ghana is on GMT+0 time zone. Kindly synchronize your watch so that you are on time for each activity.

CURRENCY/ BANK

Local currency and exchange: The official currency in Ghana is the Ghanaian Cedi, abbreviated as GHC. As at June 22nd the indicative exchange rate is USD 1 = GHC 4.72. Major foreign currencies can be exchanged at the international airport, banks and bureau de change throughout Accra, and also within the vicinity of the Conference venue. It is advisable to carry US Dollars, Euros or Pounds Sterling.

Please note that the listed hotels may accept only Master, American Express and Visa credit cards.

Traveller's Cheque: It is possible to exchange Traveller's Cheques in Accra, though it is not accepted at every forex bureau counter. The larger hotels that have forex are likely to take them, as well as the bigger forex bureaux. Be aware that the rate will be less than what you get if you use hard currency. Most of the big banks (e.g. Barclays and Standard Chartered) will exchange traveller's cheques.

ATM Machines: ATM machines are available within the Conference venue and some other locations in the East Legon enclave of the hotels.

FURTHER INFORMATION AND CONTACTS

Please visit the 16th GLOBELICS and the host institution's websites: www.globelicsconference2018.org and www.csir-stepri.org; OR call the CSIR-STEPRI telephone numbers: +233 (0)302-773856; [+233 \(0\)303-779402](tel:+2330303779402) for more information. You can also send a mail to info@globelicsconference2018.org for any further enquires.

For urgent and emergency enquiries, please contact the following persons:

1. Mrs. Justina Onumah
justina.onumah@csir-stepri.org; onumahja@gmail.com
+233 (0) 243584205
2. Mr. Masahudu Fuseini
masahudu@csir-stepri.org; mashud69@yahoo.com
+233 (0)248100038 or +233 (0)206607475