



AFRICA SUMMIT ON WOMEN AND GIRLS IN TECHNOLOGY

October 9-11 | Accra, Ghana

Travel Note

Thank you for confirming your presence and participation in the Africa Summit on Women and Girls in Technology 2018 ([#TechWomenAfrica](#)). To ensure a hassle-free trip, please take note of the recommendations below.

Event Venue

The [#TechWomenAfrica](#) event will take place at the Labadi Beach Hotel located at No 1 La Bypass, Accra, Ghana.

Hotel Information

Address: [No 1 La Bypass, Accra, Ghana](#)

Telephone: +233 302 772 5016

Email: labadi@legacyhotels.com

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Flights

If you are being sponsored by #TechWomenAfrica, your travel itinerary will be shared with you. Please note that any requests for changes to sponsored participants' issued bookings after submitting a participant profile should be made directly with the airline. Any charges incurred for amendments or changes to booking shall be at individual's personal cost.

Visa

It is cheaper to receive a visa in advance of travel; most Ghanaian embassies require a minimum of two weeks for visa application. Please apply for a visa in your nearest embassy. If your travel is sponsored you will be reimbursed up to \$100 towards your cost upon submission of receipts at the Summit. Also note that African nationals and members of the African Union can obtain visa on arrival at the entry point including the Accra Airport upon the payment of the visa on arrival fee of US\$150 (only cash in USD is accepted) to the Ghana Immigration Service which will issue a receipt; please note that reimbursement will still be only up to \$100 with few exceptions made where confirmation was secured late and/or where there is no in-country facility for visa applications. All other participants must inquire from the Ghana Embassy or consulate in their respective countries regarding the visa processes. Please note, if you plan to obtain a visa upon arrival you will be required to make payment in cash in USD.

Airport Transfers

Local transport to/from airport (Home country): International participants are responsible for local transport to/from the airport in their home countries.

Transport to/from airport (Kotoka International Airport): Airport pickups and drop-offs will be arranged for speakers and sponsored participants. For international arrivals please look for someone holding a sign for Labadi Beach Hotel in the public arrivals hall near the information desk.

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Participants who are not sponsored by #TechWomenAfrica are advised to arrange their own transport from the airport to the Forum venue or pre-arranged accommodation.

- Taxify and Uber are operational in Ghana. They are cheaper than taxis but not easy to hail from the airport especially when using a foreign mobile number.
- If you opt to use a cab, there are taxis stationed at the airport. Your fee should not exceed USD \$12. (GHC60)

If you are uncertain about your ground transportation upon arrival at Kotoka International Airport please ask for guidance from the information desk at the arrivals hall. Most hotels offer shuttles for a fee.

Accommodation

Sponsored participants will be accommodated at the same hotel as the event venue, **Labadi Beach Hotel** (<http://www.legacyhotels.co.za/hotels/labadi-beach-hotel>).

Additional rooms have been secured for self-sponsoring participants at a rate of USD \$235 per night for bed and breakfast. Please use the attached forms and use the code **WWWF/WGT2018**.

Accommodation for #TechWomenAfrica sponsored participants is booked on a bed and breakfast basis for the duration of your stay. Individual hotel expenses, including, international and local telephone calls, laundry, fax, use of the mini bar, and all other additional drinks and meals **MUST** be paid for on an individual basis prior to checking out of the hotel. Please clarify with hotel staff about your free and complimentary service entitlements before placing an order.

Self-sponsored participants may also book at the [La Palm Royal Beach Hotel](#) which is next to Labadi Beach Hotel and [His Majesty's Hotel](#) for accommodation. AirBnB is also available in Ghana.

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Expenses

Participants are responsible for all expenses related to their conference attendance. Sponsored participants are eligible for the reimbursement of visa fees up to \$100 USD when a receipt is provided and will receive a modest stipend to cover dinner on nights when none is provided and for local transportation only; other incidentals are not provided for. Please note that cash payment in USD is required when applying for Visa-on-Arrival at the Airport in Ghana. Other participants are advised to carry enough funds to cover the duration of their stay in Accra. A lunch meal and two coffee/snack breaks will be offered each day of the Summit.

Local Currency

The official currency is the Ghanaian Cedi (GHS). The current average exchange rate is about GHS 4.89 to 1.00 US dollars. Foreign currencies can be converted at the airport or at the hotel (major currencies only) or any Forex Bureau in the country. Please note that most ATMs accept major credit/debit cards including Visa, Master Card, and Maestro.

Departure

Please also be informed that for your **departure**, it is advisable to leave for the airport **two hours before** your departure time.

GENERAL INFORMATION

Yellow Fever Certificate

A Yellow Fever certificate is mandatory for arriving passengers. All travellers are advised to take the vaccination.

Travel Medical Insurance

We recommend that all participants obtain travel insurance for their trip which covers the date of departure from home country until the date of return. For personal health needs, remember to carry your own medication.

There is a risk of contracting malaria in Ghana. The use of antimalarial medication is therefore recommended.

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It is also recommended to use bottled drinking water and not to consume Ghanaian tap water.

Weather and What To Pack

Ghana is a tropical country and during the time of the conference, the rainy season will be receding. Average temperatures will be between 30° C (86° F) and 24° C (75° F). Light clothing is advisable. It is however, recommended that participants carry warm clothing such as long-sleeved tops especially for those who will be staying at Labadi Beach Hotel and its environs, as it is close to the sea and might be cold at night.

Communication

Should you wish to get a local sim card, there are a variety of options including MTN, Vodafone, Tigo-Airtel and Glo Mobile. Proof of Identity such as a passport will be required to register a local number. This can be done at the airport before exiting the arrivals halls.

Internet

All rooms at the recommended hotels have internet access. During the conference, the venue will also have wireless Internet Access. You can also access Internet service on a locally acquired sim card which will incur additional charges.

Food

Ghana boasts of a variety of foods due to the diversity of cultures found in the country. Should you have any dietary restrictions, **please notify us before October 09, 2018**.

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Electricity and Electrical Outlets

The standard voltage in Ghana is 230 V and the frequency is 50 Hz. You can use your electric appliances in Ghana, if the standard voltage in your country is in between 220 - 240 V (as is in the UK, Europe, Australia and most of Asia and Africa). If you travel to Ghana with a device that does not accept 240 Volts at 50 Hertz, you will need a voltage converter.



A Ghanaian plug typically has three square pins. If your appliances plug has a different shape, you will need an adapter.

Contact Details

If you have any further queries or in case of emergency, please do not hesitate to contact Summit staff via email: africasummit@webfoundation.org

Social Media

To engage with us on social media both before and during the conference you can use the hashtag [#TechWomenAfrica](https://twitter.com/TechWomenAfrica). Be sure to [send out a tweet before the event](#) to let your colleagues and friends know that you will be attending.

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