



LOGISTICS INFORMATION

2ND ACAFP FOOD SAFETY CONFERENCE FOR AFRICA
12th - 14th December 2023
Accra-Ghana

WELCOME

We welcome you to the 2nd ACAFP Food Safety Conference for Africa to be held in Erata Hotel, Accra-Ghana. We would provide you with the needed support to make your stay in Accra, Ghana pleasant, Erata Hotel (East Legon).

Below are some guidelines and some information required before you travel and during your stay in Accra.

KEY FACTS ABOUT THE 2ND ACAFP FOOD SAFETY CONFERENCE FOR AFRICA

VENUE: ERATA HOTEL, Ouagadougou Avenue, East Legon, Accra, Ghana

EVENT DATES: 3-DAY EVENT 12 - 14 DECEMBER 2023

EVENT TIME: (8h30 - 18h30) each day

REGISTRATION: 12- 14 DECEMBER 2023

LOCATION: HARAJUKU HALL at ERATA HOTEL

TIME: 8h-9h each day

COCKTAIL: 12 DECEMBER 2023

TIME: 18H30 - 20H30

FREE TIME : 14 DECEMBER 2023

TIME:





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TRAVEL GUIDE

1. ARRIVALS AT KOTOKA INTERNATIONAL AIRPORT

The main point of entry for those travelling by Air to Ghana is the Kotoka International Airport (KIA).

On arrival after disembarkation you will make way to the immigration queue as appropriate for Non Ghanaians and present your passport with Valid Visa if required and have your passport stamped. Visa on arrival is also available for foreigners at a fee of \$150. After, you will head towards the carousel for your luggage and pass through the customs if you have something to declare otherwise you will be asked to go out through the arrival doors and meet the hotel driver you arranged the transfer with.

2. ACCOMMODATION

We hope you have made necessary accommodation arrangement with one of the suggested hotels on the website.

<https://acaftp.org/wp-content/uploads/2023/10/Accommodation-for-participants.pdf>

3. CONFERENCE VENUE

The three day conference will be held at Erata Hotel, East Legon, from Tuesday to Thursday (12-14 December 2023). Use this google location as guide to the venue and kindly report on time

<https://foursquare.com/v/4f1d61c4e4b03543a33f7ea2>

4. IMMIGRATION

Participants who need visas to travel to Accra are to secure their visas at the Ghana Embassy in their home countries. In the case where there is no Ghana Embassy or Consulate in your home country, visa on-arrival is available at the airport at a fee of \$150.

5. HOTEL TRANSFERS TO THE CONFERENCE VENUE

Kindly arrange a means of transport with your hotel to Erata Hotel. We recommend a registered taxi at your hotel or you can use Uber, YANGO or BOLT App as well to request for a ride to convey you to the meeting venue.

Transport can also be arranged at a fee if notified a day before the conference.

Please contact 0242 244 244 if required.



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6. BASIC MEDICAL CARE

These hospitals are recommended around the hotel in case of any emergency

- University of Ghana Medical Centre opens 24hrs
- Tel:+233 302 550843, +233 302 550844, +233 302 550845

- Bloom Medical Centre opens 24hrs
- 21 Lagos Avenue opposite Zenith Bank
- Tel: 055 165 1123

It is important for participants to come along with their medical aids and insurance.

Please travel with a valid yellow fever vaccination card which is required at the Kotoka International Airport.

7. SECURITY

The hotel security will ensure the safety of all delegates during the programme. It is however recommended that participants take care of their belongings during the meetings. Participants are encouraged to wear their registration Tags during the programme to facilitate identification. Do not wear your name tags when exploring the City.

8. PROGRAM

The program for the event is posted on the website. There will be a QR code behind your name tag which allows you to access the program electronically from the website.

9. BREAKOUT SESSIONS (Please check programme for details)

10. EXCURSION

This is a free time set aside for Participants to explore the City. Should you have a specific interest please notify the Organisers on the first day so the necessary arrangements will be made.

11. CATERING

The first Tea break will be served from 10hrs to 10h45m, Lunch from 13hrs to 14hrs and second Tea break from 16hrs to 16h30min on the first floor of the same building where the Conference will be held.

All other cost will be borne by participants. Please notify us if you have allergies or need special attention.



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12. REGISTRATION/NAME TAGS PICK UP

Onsite registration and payment is handled by GeniusEvent staff from the 11th December (5–8pm) and 12th to 14th December from 7am at the entrance of the HARAJUKU HALL.

We entreat each Participant to come along with a photo ID for confirmation and to enjoy the categorized payment.

- Participants who have completed registration and made payment will only sign, pick their name tags and conference bags
- Participants who are yet to pay or register will have to make the necessary payment, before receiving name tags and conference bags and allowed to enter the conference hall
- Sponsored organizations, LoCs and organizers should look out for their desk.

The registration fees are as follows:

Ghanaian Students	150 GHS
Ghanaian Professionals	400 GHS
Foreign Students	30 USD
Foreign Professionals	75 USD

**Conference Materials will be shared after registration.

13. SECRETARIAT

This is handled by GeniusEvent and services at the entrance of HARAJUKU HALL.

CONTACT DETAILS

ROLE	NAME	EMAIL ADDRESS	TELEPHONE
Event Manager	Ms. Ama Diana Pokuah Asenso Adu-Dartey	hr@mygeniusevent.com	+233 244316421
Event Support	Ms Akouvi Legbeze	hr@mygeniusevent.com	0267244244/ 0242244244
Program Coordination	Dr. Rose Omari	Rose.omari@yahoo.com	+233 244158896



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ANY OTHER INFORMATION

14. CURRENCY

The official currency in Ghana is the Ghana Cedi. Please use the accredited Forex bureaus at the airport or Accra Mall.

15. WEATHER

December is usually a dry month in Ghana, with sunny spells, occasional rains and temperature of about 31°C currently.

TIME ZONE

Ghana is in the GMT Zone (+00 hrs)

DECEMBER IN GHANA

There are lots of activities in Ghana in December. Please visit the following social media pages of [@decemberingh](#) on Instagram and [@visitghana](#) for more details

WE WISH YOU A SAFE FLIGHT