



ICAO



## Regional Seminar on Implementation of the New Global Reporting Format for Runway Surface Condition, Accra, Ghana, 17 – 18 October 2019

### INFORMATION BULLETIN

#### Venue of the Seminar:

The Regional Seminar on Implementation of the New Global Reporting Format for Runway Surface Condition, will be held at the Kempinski Hotel, in Accra, Ghana, from 17 to 18 October 2019.

#### Contact Persons:

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#### Official/Working Languages:

The official language of Ghana is English. The seminar will be conducted in English and French with simultaneous interpretation.

#### Opening Session

The Opening Session will take place on Thursday 17 October 2019 at 09:00 hours at in the Kempinski Hotel in Accra (Ghana), where subsequent sessions will also be held.

#### Registration

Participants are required to register for the seminar online using the following the link: [http://aci-africa.net/Form\\_delegate.php](http://aci-africa.net/Form_delegate.php) . Only registration for the GRF Seminar is free. The retrieval of participants badges will take place at the venue on Thursday 17 October 2019 from 07:30 to 09:00 hours.

#### Hotel Information:

Participants are advised to make their own hotel reservations. A list of recommended hotels is attached at the end of this bulletin or available on <http://aci-africa.net/hotel.php>

Participants are also encouraged to confirm their hotel reservations early to avoid last minute inconveniences.

#### Documentation

The meeting will be paperless and all related documentation will be provided in electronic form and participants are kindly requested to bring laptops.

#### Weather and Clothing:

The first rainy season extends from April to June and the second less heavy rainy season from September to November. The maximum temperatures are on average between 24 ° C and 31 ° C but can reach nearly 40 ° C. They are observed before the rainy season, during the months of February and March. The minimum is between 23 ° C and 27 ° C, during the summer period between the two rainy seasons (July and August).

**Visas**

All applicants who wish to obtain a Ghana visa need to have a valid passport. If requested, participants can obtain visa upon arrival at the Kotoka International Airport in Accra for a \$150 (US) fee.

**Nationals of the following countries do not need Visas to enter Ghana:**

ECOWAS (Benin, Burkina Faso, Cabo Verde, Côte D'ivoire, The Gambia, Guinea, Guinea Bissau, Liberia, Mali, Niger, Nigeria, Senegal, Sierra Leone, and Togo)

**Health**

All persons arriving in Ghana must carry valid Yellow Fever Vaccination cards and the vaccine ought to have been administered at least ten (10) days before entry into the country. In the event that someone enters the country without having undergone the vaccination, it may be administered at the Kotoka International Airport on arrival for a fee of \$20 (US).

**Banks and Currency:**

Ghana enjoys commercial and merchant banking services. Most Banks handle travellers' cheques and convert international currencies. Banking hours are from Monday to Friday; 8:30 a.m. to 5:00p.m, with several banks open on Saturday from 9:00 a.m. to 2:00 p.m. Forex Bureaus are also available in Accra and other towns. The official currency is the Ghana cedi (GHS). The current exchange rate is about \$1 = GHS 5.3

**Hours of business:**

The working week in Ghana runs from Monday to Friday (**0800-1700hrs**).

**Local Transportation**

Transport shall be provided by Ghana from the Kotoka International Airport to only recommended hotels and in certain instances by hotels, which will have received prior booking. A welcome desk will be available in the arrivals hall at the Airport to receive delegates and provide the necessary assistance. Contacts: [angela@oxygenplusgh.com](mailto:angela@oxygenplusgh.com), [tim@fm24gh.com](mailto:tim@fm24gh.com) .

**Electrical Supply:**

Local voltage is 220/240 V 50 Hz. British-type three-pin plugs are used.

**Telephones:**

Worldwide direct connections are available, using the international code or telephone operator if necessary. From abroad, dial +233 followed by the required number. Telephone and communication services are spread around the country with internet access available. Four mobile phone companies: Vodafone, GLO, MTN, and Airtel-Tigo provide telephone services.

**Internet**

The conference room is equipped with wireless internet access.

**Hotels**

Please find below the list of recommended hotels. Participants are required to make their own hotel reservations and are informed that transportation service from the recommended hotels to the training venue will be arranged. Rates quoted are to be confirmed at time of booking.

**LIST OF RECOMMENDED HOTELS**

Nom/Name	Réservations/Booking	Tarifs/Rates
<p>Kempinski Hotel Gold Coast City Accra  <b>Address:</b> Ministries PMB, 66 Gamel  Abdul Nasser Ave, Accra, Ghana  <b>Phone:</b> +233 24 243 6000</p>	<p>Booking: <a href="mailto:david.attakpah@kempinski.com">david.attakpah@kempinski.com</a>  Contact: + 233 (0) 24 243 6000  Rate conditions: Indicate in the email that the booking is for the ACI Africa event</p>	<p>Bed and Breakfast  Superior Room/Single: \$280  Superior Room/Double: \$280  Superior Room/Double: \$310</p>
<p>Golden Tulip  <b>Address:</b> Liberation Road, Accra, Ghana  <b>Phone:</b> +233 30 221 3161</p>	<p>Booking: <a href="mailto:info@goldentulipaccra.com">info@goldentulipaccra.com</a>  Contact: +233 302 213 161  Rate conditions: Indicate in the email that the booking is for the ACI Africa event.</p>	<p>Bed and Breakfast  Standard Room: \$180</p>
<p>Holiday Inn  <b>Address:</b> Pmb Ct 97, Cantonments, 19-20 Airport Bypass Rd, Accra, Ghana  <b>Phone:</b> +233 30 274 0930</p>	<p>Booking: <a href="mailto:reservations1@holidayinnaccraairport.com">reservations1@holidayinnaccraairport.com</a>  Contact: 030 274 0930  Rate conditions: Indicate in the email that the booking is for the ACI Africa event and the Booking code: ACI/Conference/Delegate</p>	<p>Bed and Breakfast  Standard Twin - smoking: \$180  Standard Twin – Non smoking: \$180  Standard Double- Non smoking: \$180  Superior/Exclusive: \$250  Deluxe: \$300  Executive suite: \$500  Presidential suite: \$1200</p>
<p>Alisa Hotels Group</p>	<p>Booking: <a href="mailto:info@alisahotels.com">info@alisahotels.com</a>  Contact: +233 (0)302 214 233  Rate conditions: Indicate in the email that the booking is for the ACI Africa event.</p>	<p>Standard Room:  Single: \$130  Double: \$70  Club Room: Bed and Breakfast  Single Room: \$150  Double Room: \$80</p>

<p>Accra City Hotel  <b>Address:</b> Barnes Road, Accra, Ghana  <b>Phone:</b> +233 30 263 3863</p>	<p>Booking: <a href="mailto:reservations@accracityhotel.com">reservations@accracityhotel.com</a>;  <a href="mailto:info@accracityhotel.com">info@accracityhotel.com</a>  Contact: +233 (0) 30 263 3863  Rate conditions: Indicate in the email that the booking is for the ACI Africa event and the booking code: GACL/ACI/ACH/01/19.</p>	<p>Bed and Breakfast  Standard Room/Single: \$160  Standard Room/Double: \$180</p>
<p>City Escape  <b>Address:</b> Agostinho Neto Rd, Accra, Ghana  <b>Phone:</b> +233 30 279 8425</p>	<p>Booking: <a href="mailto:gloria@cityescapehotels.com">gloria@cityescapehotels.com</a>  Contact: +233-0243632511  Rate conditions: Indicate in the email that the booking is for the ACI Africa event</p>	<p>Bed and Breakfast  Standard Room: \$160  Standard Deluxe Room: \$180  Executive Room: \$180</p>
<p>Airport View Hotel  <b>Address:</b> Dr Amilcar Cabral Rd, Accra, Ghana  <b>Phone:</b> +233 20 225 2244</p>	<p>Booking: <a href="mailto:info@airportviewhotel.net">info@airportviewhotel.net</a>  Contact: (+233) 302 769 594  Contact: (+233) 202 252 244  Rate conditions: Indicate in the email that the booking is for the ACI Africa event.</p>	<p>Bed and Breakfast  Standard Room: \$110  Deluxe Room: \$130  Twin Room: \$140  Deluxe Twin: \$160  Executive Room: \$180  Day use: \$80</p>
<p>Ibis Style Hotel  <b>Address:</b> area Airport City Enclave, Plot 24 Liberation Road, Accra, Ghana  <b>Phone:</b> +233 30 274 6600</p>	<p>Booking:  Contact: +233 30 274 6600  Rate conditions: Indicate in the email that the booking is for the ACI Africa event</p>	<p>Bed and Breakfast  Standard Room: \$150  Standard Deluxe: \$170</p>