



**Open Science conference on**  
**“Africa and Carbon Cycle: the CarboAfrica project”**  
Accra (Ghana) 25-27 November 2008

## INFORMATION NOTE

The following information is provided in order to make your time in Accra as pleasant and efficient as possible.

### Conference Venue

The Conference is scheduled to start on 25th November 8:00am - see the agenda ([http://www.carbofrica.net/seminars\\_en.asp](http://www.carbofrica.net/seminars_en.asp)).

The location is in the Hotel Ramada Resort Accra ([www.ramadaresortaccra.com](http://www.ramadaresortaccra.com)), formerly New Coco Beach Hotel ([www.newcocobeachresort.com/index.html](http://www.newcocobeachresort.com/index.html)).

Contact: [info@ramadaresortaccra.com](mailto:info@ramadaresortaccra.com) ([newcocobeach@yahoo.com](mailto:newcocobeach@yahoo.com)); telephone: +233 244 680996 or +233 21 717235.

Ramada Hotel is in Teshie-Nungua, off the Accra-Tema road, on the beach in front of the ocean! Turn right opposite the Kpeshi Divisional & District Police Headquarters and drive 1.5km to the resort.

### Hotel Reservation

Please make your own hotel reservation by yourself directly with the hotel. 45 standard twin bed rooms and 30 chalet rooms have been pre-booked in the Ramada Beach Resort Hotel. Room pre-booking expires on 20 October 2008. After this date room can be booked according the remaining availabilities.

If you prefer a different Hotel, below there is a list of recommended hotels with different cost options. All these Hotels are located in Accra, or just close to it. In particular “La Palm Royal” and “Labadi Beach” hotels are on the beach close to “Ramada Hotel”.

The indicated prices are especially agreed with FAO Regional Office in Accra, and include breakfast. However little changes are possible, so please ask the Hotel for the cost confirmation. Note that you should indicate that you are participating in the “CarboAfrica Conference” and you benefit of the FAO special rate.

Most Hotels have airport pick up service. Please provide information to the hotel on your flight number and arrival time, and ask to arrange the pick up.

### Visas requirements

All foreigners entering Ghana require Entry Visas, except for citizens of countries belonging to the Economic Community of West African States (ECOWAS). Visas must be obtained prior to arrival in Ghana and may be obtained from a Ghana Embassy or Consulate abroad. Where Ghana has no Consular or Diplomatic representation, an application for Entry Visa may be made to the nearest Diplomatic Mission or Consulate authorised by the Government of Ghana to act on its behalf.

There is a visa-on-arrival service at US\$100.00 at Kotoka International Airport but the following procedure have to be followed: 1) Request for visa on arrival has to be submitted to the Immigration headquarters in Accra; 2) approval has to be obtained.

Participants are responsible for their own Visa (if required) and travel documents (e.g. passport). Please make sure you have all the documentation you require to travel to Ghana. Please check with the Ghana Embassy if a Health Certificate, confirming yellow fever and other vaccinations, needs to be presented.

Individuals requiring an official letter of invitation in order to obtain a visa and authorization to attend the meeting should contact the CarboAfrica Secretariat ([CarboAfrica@fao.org](mailto:CarboAfrica@fao.org); [Paola.Cardenas@fao.org](mailto:Paola.Cardenas@fao.org)).

## **Airports**

There is one main Airport in Ghana: the Kotoka International Airport (K.I.A) and other three Regional Airports (Tamale, Sunyani, and Kumasi Airports). K.I.A is situated in the Capital City of Ghana and 10 km (6 miles) north of Accra city centre.

Contacts: +233 021 776171; [www.ghanairports.com.gh](http://www.ghanairports.com.gh).

### K.I.A Services

- The Arrivals Hall has an Information Desk as well as Customer Service Officer to deal with enquiries and give advice about services and facilities at the airport.
- A bureau de change is located within the Arrivals Baggage Reclaim Hall for the smooth facilitation of foreign/ local currency transactions.
- A business center has also been set up at the Domestic Terminal to provide telephone, fax as well as secretarial services for visitors.
- An internet café is also located on the upper concourse of the departure terminal opposite a restaurant and bar.
- Taxis, Hiring cars as well as Car rental facilities are available at the airport and can be found at the Car Park 2 close to the Arrivals exit from the terminal (remember to change your foreign currency into Ghanaian Cedis, so you can pay the taxi driver on arrival!).

## **Security**

Usual precautions:

- Always keep luggage and personal belongings close to you at all times in taxis or at terminals.
- Beware of groups of young children approaching you while walking around the city, in taxis or walk ways. Note that often an item of clothing or a newspaper is used to hide the hands “at work” and accomplices may create diversions to distract you.

## **Transport in Accra**

Please note that an airport pick up should be organized by your hotel. However, in case you need other transports:

- Taximeter in taxis could be not available. It is recommended to agree with the driver on a fare before the trip. It is recommended to check with the driver in advance if fuel is included. The average cost of a taxi ride from the Airport to city center is around GH¢5 but will vary (you might pay additional fee if you have a lot of luggage or you arrive late at night/ early in the morning).
- Bring with you details/ directions of your hotel.
- Please ask the Hotel for assistance if you encounter any problems with the driver on arrival.

## Contacts in Ghana

<p><u>Logistical Contact Point:</u></p> <p>FAO Regional Office Protocol Staff: (Monday–Thursday: 07.30-16.00; Friday 7:30–2:30 pm)</p> <p>Ms. Joyce Dickens: tel. +233 (0)20-2017951 Mr. Joseph Apronti: tel. +233 (0)20-2018501</p> <p><u>Hotel Ramada:</u> +233 (0)21 717235 +233 244 680996 (Gilbert Ansah Bruce)</p>	<p><u>Emergency Contacts:</u></p> <p>Emergency (general): 999 Fire: 192 Ambulance: 193</p> <p><u>Hospitals:</u> Korle Bu: 00233 21-665401, 673033 Ridge: 228382 SSNITrust Hospital: 776787 / 761974 Tema General Hospital: 022-302094, 302695 Psychiatric Hospital: 228688 Nyaho Clinic: 784504</p>
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## Conference facilities

### Presentations and Equipment

The conference will be equipped with a Power Point slide projector to give presentations from a PC. If you are giving a presentation please send the PPT in advance or provide us with a CD-Rom or a pen-drive containing a copy of your presentation.

### Internet access

Internet service is available at conference hall. Users only need to buy units from the front desk. It should be \$3 for an hour, \$5 for 2 and \$12 for 24 hours.

## General information on Ghana and Accra

Time zone: GMT + 0 (Ghana does not operate Daylight-Saving Time)

Official language: English.

Telephone country code: +233

### Weather

The climate in Ghana is typically tropical. Temperatures are hot and humid with only slight variations in temperature between day and night. There are two distinct seasons in the climate of Ghana that is the rainy and dry seasons. Accra is located in the dry equatorial zones. In Southern Ghana, the rains last from April to June and again from September to October. The rest of the year is dry and hot with temperature up to 38°C. With this climate, light clothes are preferable.

Current exchange rate: **The exchange rate in Ghana now is 1US\$ to 1GHCedi.** (One Cedi is divided into 100 Pesawas). It's advantageous to exchange foreign currency at Forex Bureaux in the country, but it's also possible in banks and hotels.

Traveller's Cheques: All banks and Forex Bureaux accept Traveller's Cheques although the rate of exchange may be slightly lower than for cash transaction.

Credit Cards: The most widely accepted credit cards are American Express, Diners Club, and Visa. Your card may be used for payment at nearly all airlines, leading hotels and major supermarkets. Please be vigilant when using your credit card in Ghana, since there have been numerous instances of credit card fraud.

Business Hours: 8:00 - 12:00 ; 13.00 – 17.00 ; Banks: 8:00 – 14.00

Electricity: If you are bringing along any electrical appliances, they should operate on, or be adaptable to, 220 volts. Electric outlets in Ghana accept either 3pronged, or sometimes 2-pronged.

For more touristy information:

[www.ghanatoday.com](http://www.ghanatoday.com) ; <http://www.touringghana.com/> ; <http://www.ghanatourism.gov.gh/>

#### HOTEL LIST

HOTEL	recommended price	Phones (+233)	Email Website
<b>Ramada</b>	<b>double</b> \$ 115 <b>Single</b> \$ 90	21-717235 / 7 244-680996	<a href="mailto:info@ramadaresortaccra.com">info@ramadaresortaccra.com</a> <a href="mailto:newcocobeach@yahoo.com">newcocobeach@yahoo.com</a> (contact: Gilbert Ansah-Bruce) <a href="http://www.ramadaresortaccra.com/">www.ramadaresortaccra.com/</a> <a href="http://www.newcocobeachresort.com/index.html">www.newcocobeachresort.com/index.html</a>
<b>Novotel</b>	<b>single room</b> \$ 115	21-667546	<a href="mailto:sales@accrahotel.net">sales@accrahotel.net</a> <a href="http://www.novotel.com/novotel/fichehotel/gb/nov/1021/fiche_hotel.shtml">http://www.novotel.com/novotel/fichehotel/gb/nov/1021/fiche_hotel.shtml</a>
<b>Sunlodge</b>	<b>single room</b> \$ 68	21-229758 21-229795	<a href="mailto:sunlodgehotel@yahoo.com">sunlodgehotel@yahoo.com</a> <a href="http://sunlodgehotel.com/">http://sunlodgehotel.com/</a>
<b>Golden Tulip</b>	<b>single room</b> \$ 168	21-213161	<a href="mailto:reservation@goldentulipaccra.com">reservation@goldentulipaccra.com</a> <a href="http://www.goldentulipaccra.com/">http://www.goldentulipaccra.com/</a>
<b>Alisa Hotel</b>	<b>single room</b> \$ 120	21-910568	<a href="mailto:mea.alisahotels@gmail.com">mea.alisahotels@gmail.com</a> <a href="http://www.alisahotels.com/">http://www.alisahotels.com/</a>
<b>Fiesta Royale</b>	<b>single room</b> \$ 140	21 517411	<a href="mailto:reservations@fiestaroyalehotel.com">reservations@fiestaroyalehotel.com</a> (Beatrice Darko) <a href="http://www.fiestaroyalehotel.com/website/">http://www.fiestaroyalehotel.com/website/</a>
<b>La Palm Royal</b>	<b>single room</b> \$ 145	21-771700	<a href="mailto:lapalm@gbhghana.com">lapalm@gbhghana.com</a> (Ekow Eyeson Ghansah) <a href="http://www.gbhghana.com/lapalm.html">http://www.gbhghana.com/lapalm.html</a>
<b>Labadi Beach</b>	<b>single room</b> \$ 180	21-772501	<a href="mailto:kwatanabe@legacyhotels.co.za">kwatanabe@legacyhotels.co.za</a> <a href="http://www.legacyhotels.co.za/content.aspx?h=25">http://www.legacyhotels.co.za/content.aspx?h=25</a>
<b>M Plaza Hotel</b>	<b>single room</b> \$ 120	21-763417	<a href="mailto:mplazahotel@4u.com.gh">mplazahotel@4u.com.gh</a> <a href="http://www.mplaza-hotel.com/">http://www.mplaza-hotel.com/</a>

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You can also check at <http://www.hotelscombined.com/City/Accra.htm>