

Information Note for Participants

3rd Annual Workshop on International Economic Negotiations - “Building Africa’s Negotiating Capacity for Improved Terms of Engagement with the Rest of the World”

**Accra, Ghana
5 to 8 December 2017**

Kindly see below all the necessary information related to the Workshop.

Programme Note:

** Please note that on the evening of Monday, Dec. 4th, 2017 there will be a "Faculty Day" meeting - this is only for the UNECA Staff and the resource persons who will be facilitating the workshop.*

*The Plenary for all participants will start on the morning of the **05 December 2017** and the Programme of Work will be distributed shortly.*

Hotel: The hotel block booking has been made for participants at **LA PALM ROYAL BEACH HOTEL** which is also the venue of the meeting. The nightly rate is approximately USD \$140 for a standard room which includes breakfast each morning.

** Kindly be informed that these accommodation costs will be directly deducted from your daily subsistence allowance to pay the Hotel.*

The Hotel details are:

LA PALM ROYAL BEACH HOTEL



Address: No. 1 La Bypass Labadi, Accra

Tel: + 233 302 215 100

Website: <http://la-palm-royal-beach-hotel.accra-hotels-gh.com/en/>

Email: jbrako@legacyfricahotels.com

See more at: <https://www.legacyhotels.co.za/en/hotels/lapalm>

For Hotel bookings and confirmations, kindly contact the following person:

Ms. Agnes Mensah

Email: lapalmres@legacyfricahotels.com

Tel: +233 50 158 1999

Visa Procedures: If you were able to secure your visa from your departure city using your invitation letters and flight bookings, that is excellent. But for those participants who do not have a Ghanaian embassy in their country, we will issue a Note Verbale that will allow them to apply for a visa upon arrival at the airport in Ghana. The same Note Verbale may also be used to board the airplane as some Airlines require a visa to board the aircraft.

**NB-Diplomatic passport holders are exempted and will get visa upon arrival*

A Daily Subsistence Allowance (DSA/per diem) that includes transportation costs (to/from the Airport) and visa fees will be provided to each participant once they are checked-in at the Hotel. The DSA rate is USD \$398.00 (from which \$140 dollars per day for accommodation shall be deducted from this sum for all participants) and a onetime fee additional allowance of USD \$152.00 shall be paid to cover transportation costs and visa fees.

Transportation:

Airport Shuttle: Complimentary shuttles are provided by the hotel for pick up from and drop off to the airport. To facilitate this service, a chart of each participant's arrival and departure time has been provided to the Hotel.

Ghana Health Regulations: Yellow card / vaccination certificates are mandatory in Ghana. Please travel with them and have them handy with your passports.

Preparation for the Training: As this will be an interactive Workshop, all participants are requested to bring their own laptops. Should you require additional information regarding logistical arrangements, please do not hesitate to contact Ms. Aden Shirega at shiregaa@un.org, Likyelesh Abraha at abraham@un.org or Aster Yitayew at yitayew@un.org or you can call Tel:+251 911 50 8084

We look forward to welcoming you in Ghana and wish you a pleasant trip!