

11th EA+HC-CHA+O MEETING
ACCRA, GHANA 24-26 November 2010

LOGISTICAL INFORMATION

Revision 2

Note: Changes from the previous version (Revision 1) have been emphasized in blue.

1. VENUE FOR THE 11th EASTERN ATLANTIC HYDROGRAPHIC COMMISSION MEETING IS REGIONAL MARITIME UNIVERSITY (RMU) NJOY HOTEL, ACCRA, GHANA.

2. MEETING ROOM WILL BE RMU, AUDITORIUM NUNGA ~~NJOY HOTEL MEETING ROOM~~ WHICH SEATS APPROXIMATELY - ~~100 (not provided)~~ PEOPLE.

* THE MEETING ROOM HAS POWER POINT PROJECTION FACILITIES, MICROPHONES, LOUDSPEAKERS, SCREEN AND ADEQUATE WALL FOR PROJECTION.

* THE MEETING ROOM HAS A PODIUM WHICH CAN ACCOMMODATE APPROXIMATELY - 7.

* SUFFICIENT PLUGS FOR LAP TOP CONNECTION.

* DELEGATES COUNTRY FLAGS WILL BE PRINTED WHEN NOTIFIED ABOUT THE COUNTRIES ATTENDING.

3. SECRETARIAT- WILL BE ESTABLISHED FOR ATTENDING TO PHOTOCOPIES AND OTHER DOCUMENTAION INCLUDING ADEQUATE PERSONNEL.

4. FLIGHT AND HOTEL RESERVATION- IT IS ESSENTIAL THAT FLIGHT RESERVATIONS BE MADE AS EARLY AS POSSIBLE. DEADLINE FOR HOTEL BOOKING WILL BE COMMUNICATED TO ALL PARTICIPANTS VERY SOON AND ALL PARTICIPANTS TO BE RESPONSIBLE FOR THEIR BOOKINGS. RECOMMENDED HOTELS ARE AS FOLLOWS:

A. AFRICAN ROYAL HOTEL [15 (not provided) MINS FROM THE CONFERENCE VENUE]

CORPORATE RATE - \$100 [FOR ALL ROOMS]

CONTACT-[FRED. 0302 711111- 9]

FAX – 0302 711110

WEB SITE : www.dutchhotelghana.com

EMAIL : info@dutchhotelghana.com

ALL RATES INCLUSIVE OF BREAKFAST

B. HIS PRESENCE HOTEL [15 (not provided) MINS FROM THE CONFERENCE VENUE]

CORPORATE RATE - \$70 [FOR ALL ROOMS]

CONTACT – [STEVE . 0303 401891, 0303 401114, 0303 40214]

WEB SITE : www.hispresenceghanahotel.com

EMAIL : hispresence@yahoo.com

ALL RATES INCLUSIVE OF BREAKFAST

C. N'JOY HOTEL [15 MINS FROM THE CONFERENCE VENUE]

CORPORATE RATE- \$70 – 105

EMAIL : njoyghana@yahoo.com

FAX: +233 30 3 402378

CONTACT – [BEN NYARKO. 0302 402385, 0302 402392, 0302 402369]

ALL RATES INCLUSIVE OF BREAKFAST

**NB: BOOKINGS TO MADE BY 14TH NOV 2010 AND CONFIRMED 72 HOURS BEFORE ARRIVAL
EMAILS/COMMUNICATIONS TO HOTEL FOR BOOKING SHOULD BE COPIED TO :
sikaattipoe@yahoo.com and ebotch2000@yahoo.com FOR FOLLOW-UP**

5. EACH PARTICIPANT ATTENDING THE XI EAHC CONFERENCE WILL PAY A REGISTRATION FEE OF \$ 200 [TWO HUNDRED DOLLARS] AND CAN BE PAID DURING REGISTRATION OR PAID IN ADVANCE THROUGH THE FOLLOWING ACCOUNT DETAILS BEFORE ARRIVAL AND NOTIFY RMU OF TRANSFER:

ACCOUNT NAME: REGIONAL MARITIME UNIVERSITY

NAME OF BANK : GHANA COMMERCIAL BANK

BRANCH : CIRCLE BRANCH

ACCOUNT NUMBER : 1271520002490

SWIFT CODE : GHCBHAC

6. THE REGISTRATION FEE WILL COVER THE FOLLOWING ELEMENTS:

- **CONFERENCE ROOM FOR MEETING, INCLUDING** INTERNET FACILITY WIFI, BOTTLED WATER **DURING CONFERENCE;**
- **BUFFET LUNCH AND BOTTLED WATER;**
- MORNING AND AFTERNOON COFFEE BREAKS.
- TWO [2] ENGLISH / FRENCH INTERPRETERS;
- MICROPHONE ACCESS TO EACH PARTICIPANT.

~~**5. LUNCH** WILL BE PROVIDED BY THE RMU CATERING SERVICE FOR **\$8** PER PARTICIPANT.~~

~~**6. SNACK BREAKS** TWO SNACK BREAKS WILL BE PROVIDED BY THE RMU CATERING SERVICE FOR **\$4** PER PARTICIPANT, THIS INCLUDES WATER.~~

7. DINNER OUTSIDE CONFERENCE PREMISE SHOULD BE BUDGETED FOR BY DELEGATES.

8. TRANSPORT SERVICES- A SHUTTLE SERVICE WILL BE PROVIDED BY RMU BETWEEN THE AIRPORT, THE HOTELS AND THE CONFERENCE VENUE.

9. VISAS AND HEALTH REGULATIONS- DELEGATES SHOULD ENSURE THAT THEY HAVE FULFILLED VISA REQUIREMENTS FOR ENTRY TO GHANA. THE ENTRY VISA FEE TO ENTER GHANA IS **\$150.00** FOR THOSE WHO ARE REQUIRED TO OBTAIN ENTRY VISAS.
YOU WILL BE ADVISED AS SOON AS POSSIBLE ON THE NECESSARY VACCINATIONS AND APPROPRIATE CERTIFICATES TO TRAVEL ALONG.