

We look forward to welcoming you to the AFRALO General Assembly on Monday 24 July and Tuesday 25 July (morning) as well as the Africa Engagement Forum on the afternoon of Tuesday 25 July.

This email includes logistical information to help you prepare for the event. **Please take a few minutes to carefully read the information below and contact At-Large Staff (staff@atlarge.icann.org) if there are any concerns.**

HOST HOTEL

Accra Marriott Hotel
Address: Liberation Road, Accra, Ghana
Phone: +233 30 273 8000
Web: <https://www.marriott.com/en-us/hotels/accmc-accra-marriott-hotel/overview/>

Check in time: 15:00
Check out time: 12:00

No early check-ins. No exceptions. Please be prepared to provide a credit card or cash upon check-in for any incidentals incurred.

Breakfast: Your reservation includes breakfast at the Red Restaurant inside the hotel – Level 1.
Hours: 06:00-10:30

Guest room wifi and access to the Fitness Center are included with your reservation.

IMPORTANT - FORM-C REQUIREMENT! All (non-Ghanaian) arriving at the hotel as guests are required by Ghanaian Immigration laws to complete the Form C prior to the check-in process. Be prepared to complete this form and give a printed copy to the hotel upon check in

MEETING DETAILS

REGISTRATION – please REGISTER for the AFRALO GA and African Engagement Forum, using the AEF registration link [here](#) (this will generate the badges for all in person participants)

AFRALO General Assembly

Agenda: <https://community.icann.org/x/UpGZDg>

Sunday, 23 July

- **18h00-20h00 Welcome Reception** Garden Room, Level 1 (outdoors, weather permitting)

Monday, 24 July

- **09h00-18h00 AFRALO GA Sessions** Mandela Room
- **19h00 Dinner** Kozo Restaurant (details to follow)

Tuesday, 25 July

- **08h30 – 12h00** AFRALO GA Sessions Mandela Room (*note EARLIER start*)
- **12h00-14h00** Lunch Wesley Girls Ballroom
- **14h30** Africa Engagement Forum Nkrumah Ballroom
 - Agenda: <https://www.icann.org/en/system/files/files/africa-engagement-forum-23jun23-en.pdf>

- **18h00** Gala Dinner Garden Room

BADGE PICKUP

- **23 July:** 18h00 @ AFRALO Welcome Reception
- **24 July:** 08h30 Mandela Meeting Room

IMPORTANT NOTES

Power Adaptors

All participants, including staff, must bring their own power adapters.




Airport Transfers to/from Hotel

Option 1: Free Airport Shuttle offered by Accra Marriott hotel. **Look for signs at Arrival. Shuttle arrives every half hour (ex. 15:00, 15:30, etc.).** Max vehicle capacity 8.


Option 2: Online apps Uber or Yango

Area Map



Arrivals/Airport

Minimum requirements for entering Ghana:	
	Valid Passport (min. 6 months, one blank page)
	Valid Yellow Fever vaccination
	Proof of COVID-19 vaccination


Kotoka International Airport Accra




Transport

To get from the airport to the hotel, it is recommended to use the free hotel shuttle bus.		
	Marriot hotel shuttle bus	<ul style="list-style-type: none"> • Every half hour during the day • Late evening/early morning: contact hotel for pick-up
	Uber online taxi	<ul style="list-style-type: none"> • Order via the app • Pick up at public parking in front airport

Hotel

The Accra Marriott hotel is located a kilometer (10 mins drive) from Kotoka International Airport		
		

Money

	US Dollar to <u>Ghanian Cedi</u> (GHS) : 1USD = 11,38 GHS (06 July 2023)
ATM's	<ul style="list-style-type: none"> • One ATM in baggage collecting area in Kotoka airport • One ATM in the Accra Marriot hotel (hotel also has a forex bureau)

Getting around in Accra

It is generally safe to walk around Accra in daytime, although petty crime does happen. It is recommended to avoid certain areas, move around in groups and use online taxi apps (Uber, Yango) or hotel taxis instead of normal taxis. At walking distance from the hotel (200-500meters) are the Marina Mall and Atlantic Towers, some restaurants and a supermarket and pharmacy can be found here. The area is safe to walk around. The staff logistics document contains a link to more restaurants in Accra. For most of these, transport is necessary.