

## ANDE WEST AFRICA CONFERENCE

### EVENT TRAVEL GUIDE

#### Travel Information

1. Delegate Arrival & Departure:

**ANDE Staff** should arrange their travel to arrive 2 days before the West Africa Conference on the 17<sup>th</sup> July 2022. The conference officially starts 9.00am GMT, Tuesday 19<sup>th</sup> July 2022.

**All other delegates** should arrange their travel in order to be in attendance at the first session scheduled to begin at 9:00 a.m. Local Time on Tuesday 19<sup>th</sup> July 2022.

2. **Booking Travel:** Delegates are responsible for booking their travel to the conference in Ghana. Travel information will be sent to delegates via e-mail after online registration and payment has been completed. Delegates are advised to register and pay for the event to facilitate visa requirement.

3. **Ground Transportation:**

**ANDE Staff:** Transport will be arranged to/from the hotel and airport and during the conference to and from the hotel to the conference venue

**All other delegates:** are responsible for securing and paying for his/her own ground transportation to/from the hotel and/or airport. Estimated driving distance between the airport and hotel is approximately 7km from the airport and can take anything from 15 mins – 25 mins depending on traffic. Taxi Fare: Estimated GHC 30-40 (one-way) in a BOLT or UBER which are both available in Ghana

**Supplemental Expenses:** Designated Delegates are responsible for all other expenses such as lodging, rental car and associated expenses, tolls, taxi, airport shuttle, parking fees, meals, registration fees, guests, etc.

#### Hotel Information

1. Hotel Accommodations: [The Kempinski Hotel](#) in Ghana is the host hotel for the conference. The hotel is a non-smoking facility. The hotel address is Gamel Abdul Nasser Avenue, PMB 66 - Ministries, Accra, Greater Accra.



2. Due to the prohibitive cost of the Kempinski Hotel we have negotiated with 3 other hotels

### Hotel Accommodation

i. Alisa Hotel - \$120 - Code: ATME2022

North Ridge,

21 Dr Isert St, Accra,

Ghana

Tel: +233 30 221 4233

Kindly book directly via email: [reservations@alisahotels.com](mailto:reservations@alisahotels.com)

***ANDE Staff will be staying at this hotel***

ii. Golden Tulip - \$150 – Code: ANDE Conference

ACCRA

Liberation Road, Accra, Ghana

Tel: +233 30221 3161

Kindly book directly via email: [reservations@goldentulipaccrahotel.com](mailto:reservations@goldentulipaccrahotel.com)

iii. Central Hotel, Ridge - \$ 100 - Code: ATME22

5 Julius Nyerere Rd, Ridge, Ghana

Tel: +233 30225 8257

Kindly book directly via email: [book@centralhotels.com.gh](mailto:book@centralhotels.com.gh)

3. **ANDE Staff:** Travel is covered in the budget and each staff will process their travel advance expenses according to ANDE finance guidelines

**All other delegates:** will be responsible for securing and paying for his/her own hotel accommodations. You are advised to call the hotel directly to make reservation quoting reference codes as outlined below.

### Visa Requirements

1. International participants are responsible for obtaining an entry visa to Ghana where required. It is important to contact the nearest Consulate and/or Embassy of Ghana in your country to check entry visa requirements.
2. Foreign nationals from countries where Ghana has a Diplomatic or Consular Representation should submit their application, together with conference registration and Visa invitation letter which will

be available on request.

3. The application form for entry visa to Ghana should be duly completed. Participants who need an entry visa for the Ghana are required to complete the [Visa Application Form](#). Participants will receive a personalised Letter of Invitation on completion of formal registration and payment from our on ground strategic partners Impact Investing Ghana.

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[www.impactinvestinggh.org](http://www.impactinvestinggh.org)

4. ANDE Staff can request personalised Letter of Invitation on request to the ANDE West Africa team who will complete and send as requested.
5. Our strategic partners will also be informing Ghana's Ministry of Interior to facilitate **Visa on Arrival** if required by any participant.