GENERAL INFORMATION NOTE

1. The World Tourism Organization (UNWTO) and the Ministry of Tourism, Arts & Culture of Ghana are organizing jointly the UNWTO Capacity Building Course on Tourism Marketing: from Product to Experience, in Accra, Ghana, from 12-17 October 2017, at the kind invitation of the Government of the Republic of Ghana and with the support of the UNWTO Themis Foundation. The Capacity Building Course is open to executive officials and stakeholders from Ghana and the subregion who are responsible for Marketing in the tourism sector.

I. VENUE OF THE COURSE

The course will be held at: Alisa Hotel

Address: 21 Dr Issert Road
North-Ridge
Accra-Ghana
Tel.: + 233 302 214 233/44
Cell: + 233 57 000 8241
Email: bd.alisa@swissspirithotels.com

Contact person: Yvonne Izzo
Tel.: + 233 278 932 139

II. REPLIES TO INVITATIONS

2. Governments and other bodies invited by the UNWTO and the Ministry of Tourism, Arts & Culture of Ghana are requested to fill in the online registration form here.

3. For further information, please contact the following officials:

<table>
<thead>
<tr>
<th>Mrs. Elcia Grandcourt</th>
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<tr>
<td>Programme Director</td>
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<td>Regional Programme Africa</td>
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<tr>
<td>World Tourism Organization</td>
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<tr>
<td>Capitán Haya 42, 28020, Madrid</td>
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<th>Dr. Joel Sonne</th>
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<tr>
<td>Job position: Ag. Chief Director</td>
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<tr>
<td>Ministry of Tourism, Arts and Culture</td>
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<tr>
<td>P.O. Box GP 4386</td>
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<tr>
<td>ACCRA</td>
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III. STATUS OF PARTICIPANTS

4. The Government of Ghana will take the necessary steps to facilitate the arrival and departure of participants invited by the Organization, as well as their stay in Ghana. Throughout their stay, participants will enjoy the privileges and immunities provided for in the Convention on the Privileges and Immunities of the United Nations of 13 February 1946.

IV. ENTRY FORMALITIES

5. A valid passport is required for visitors to Ghana. Entry visas may be obtained at Ghana’s diplomatic and consular representations abroad. Participants travelling from countries, in which Ghana does not have a diplomatic mission, can obtain a visa upon arrival at the airport in Accra. Prior information on such participants-their Passport Numbers and Bio Data should be scanned and forwarded to the Ministry of Tourism, Culture and Arts of Ghana, for processing and clearance of Ghana Immigration Service to the following email address: kiliangyader@gmail.com; jlsonne2004@yahoo.com.

6. The following countries do not require a visa:

- Benin
- Burkina Faso
- Côte d’Ivoire
- The Gambia
- Liberia
- Nigeria
- Sierra Leone
- Togo

V. TRANSPORT

7. The Ministry of Tourism, Arts & Culture of Ghana of will arrange free transport for all participants upon arrival, and departure from the airport, as well as return transport between their hotels and the meeting place. All participants are therefore, requested to register on-line here by giving the details of their arrival and departure.
VI. **AIRPORT TAXES**

8. No airport taxes are charged.

VII. **RECEPTION AT THE AIRPORT**

9. A reception and information desk will be open for delegates at the international airport of Ghana on the 11th of October prior to the executive training course.

VIII. **ACCOMMODATION**

10. The delegates are requested to make their own arrangements by contacting their chosen hotel through the phone and fax numbers and the email addresses, and to make their reservations according to the hotels listed below. They should specify that they will be attending the *UNWTO Capacity Building Course on Tourism Marketing: from Product to Experience, in Accra, Ghana, from 12-17 October 2017*. However, since the sub-regional course will be held at Alisa Hotel, it is highly recommended to the participants to proceed with their booking at said hotel in order to avoid delays in their attendance.

11. List of Hotels proposed by the Ministry of Tourism, Arts & Culture of Ghana:

<table>
<thead>
<tr>
<th>Hotels</th>
<th>Star</th>
<th>Room Rates in US dollars (Breakfast, Service Charge and VAT included)</th>
<th>Information Tel / Fax / Mail</th>
<th>Distance to the venue of the workshop</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alisa Hotel</td>
<td>4</td>
<td>Single USD$160, Double USD$170 Superior USD$170, Junior USD$250, Ebony USD$320</td>
<td>Tel: +233 302 214 233/44, +233 57 000 8241 Email: <a href="mailto:bd.alisa@swissspirithotels.com">bd.alisa@swissspirithotels.com</a></td>
<td>Main Venue of the Sub Regional workshop 5km from Airport</td>
</tr>
<tr>
<td>Fiester Royal Hotel</td>
<td>4</td>
<td>Single USD$250, Double USD$270 Single USD$320, Double USD$350</td>
<td>Tel: +233 302 740 811, Fax: +233 302 517 556 Email: <a href="mailto:info@fiestahospitality.com">info@fiestahospitality.com</a> <a href="mailto:banqueting@fiestahospitality.com">banqueting@fiestahospitality.com</a></td>
<td>6km</td>
</tr>
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</table>
IX. HEALTH REQUIREMENTS
12. A yellow fever certificate is required upon arrival.

X. REGISTRATION AND ACCREDITATION
13. At the place of the meetings, a registration desk will be open one day (11th of October) before the start of the proceedings. Badges will be issued at the time of registration.

XI. WORKING LANGUAGES
14. The working languages of the conference will be English.

XII. SOCIAL PROGRAMME
15. A welcome Cocktail will be offered on 12th of October 2017 at Alisa Hotel at 18:00.

XIII. CURRENCY REGULATIONS
16. The local currency of Ghana is the Ghana New Cedi. The current rate of exchange on the Ghana:

1 US $ = 4.40534 Ghana Cedi (GHS)  
1 EUR= 5.17128 Ghana Cedi (GHS) 
As at 6 October, 2017

XIV. CLIMATE
17. The average temperature in Ghana in the month of October ranges from 25 to 30 degrees Celsius.
XV. LOCAL TIME

18. The local time in Ghana is the same with Greenwich Meantime (GMT+0:00).

XVI. BUSINESS & SHOPPING HOURS

19. Banks are open from 08:30 to 16:00.

20. Most Shops are open from 08:00 up to 17:00.

XVII. INFORMATION ON THE WEB SITE

21. For further information on the sub-regional capacity building course, please refer to the UNWTO website, please click here.