

## INFORMATION NOTE FOR DELEGATES

### ECOSOC REGIONAL MINISTERIAL MEETING "ehealth" 10-11 JUNE 2009, ACCRA, GHANA

#### General

ECOSOC Regional Ministerial Meeting on "e-health, use of information and communication technology for health" will be held in Accra, Ghana on 10<sup>th</sup> and 11<sup>th</sup> June, 2009.

The conference will take place at the La Palm Royal Beach Hotel, Aday Kesse Hall, Accra.

#### Contact Details of the Organizers:

<b>NAME</b>	<b>CONTACT</b>	<b>E-MAIL</b>
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You could also visit the conference website at [www.ehealthgh.com](http://www.ehealthgh.com) or mail us on [info@ehealthgh.com](mailto:info@ehealthgh.com)

#### Contact details of the Conference Centre and Hotel accommodation

La Palm Royal Beach Hotel, Accra, Ghana  
Location: No. 1 Bypass, Osu-La Main Road, Accra  
Tel: +233 21 771700/ 771666/ 24 4342621-4  
Fax: +233 21 684307  
Email: [lapalm@gbhghana.net](mailto:lapalm@gbhghana.net)  
<http://www.gbhghana.net/pgs/lapalm.php>

Contact Persons: Yvonne Appiah on +233 (0) 21 771700  
Joseph Antonio on: +233 (0) 244 649 439

## **Visa requirements**

Delegates are expected to secure entry visas before departure. Where there is no Ghana Embassy or High Commission to obtain prior visas, point of entry visas will be processed at the Airport at a cost of US\$100 per delegate. Categories of such delegation should provide flight details and passport numbers to Assistant Director (Ahmed Mohammed), Tel: +233 20-813-8571 and e-mail: [ahmedmoh2@yahoo.com](mailto:ahmedmoh2@yahoo.com) or Peter Mensah on +233 27-743-8342.

A delegate must possess a valid travel document recognized by the Government of Ghana.

## **Arrival in Ghana**

The entry point to Ghana by air is the Kotoka International Airport, Accra.

There will be a Protocol Desk just before immigration to assist delegates. Transport will be provided to all delegates from the Airport to the hotel. If a delegate misses the Receiving Officer and the Protocol Desk, he/she can call over at the Hotel (details of Hotel on previous page).

## **Weather & Attire**

The Weather in Accra is humid and sunny. Cotton clothing would be appropriate. Average temperature in Accra is about 25 – 30 degrees Celsius. The Conference Hall maintains a temperature of 18 – 21 degrees Celsius. During the Conference, formal attire is recommended.

## **Registration and Identification Badge**

On arrival at the La Palm Royal Beach Hotel, delegates are requested to first call over at the Conference Registration/Help Desk (located in the main lobby of the hotel on the right to the Hotel Reception Counter) and obtain Conference Identification Badges. Thereafter the delegates can proceed to the Hotel Reception Counter for registration for accommodation

Delegates, who arrive in Accra, Ghana on 10<sup>th</sup> June 2009, are advised to go first to the Hotel Reception Counter for registration for accommodation and then proceed to the Aday Kesse Hall (conference venue). Delegates can obtain their Identification Badges at the Conference Registration/Help Desk, La Palm Royal Beach Hotel.

Only the names of duly registered delegates will be included in the list of delegates. For identification and security reasons, all delegates are requested to wear their Badges at all times during the sessions and social functions. The loss of a Badge should be

reported personally to the Conference Secretariat Operational Room so that new one can be issued immediately.

### **Support Services**

**Conference Secretariat Room** – This room will be located on the first floor just below the Aday Kesse Hall. Delegates may contact the Secretariat for all their Conference related requirements.

**Business Centre** – This is located on the ground floor of the Hotel near the main lobby and will operate 24hrs. Computers and internet facilities are available. However, facilities here will be charged.

**Currency Exchange** - On arrival, delegates can change money at the Forex Bureau at the Kotoka International Airport, Accra. Delegates may request for assistance from the Protocol Desk in this regard. Delegates can also change money at the hotel of residence.

### **Exchange rate**

1 US Dollar = GH¢1.40  
1 Euro = GH¢ 1.95  
(as at 15<sup>TH</sup> May, 2009)

**Medical Facilities** - Medical assistance will be provided on request.

**Reconfirmation of return flights** – Delegates are advised to ensure that their return tickets are confirmed soon after their arrival in Accra. For this purpose, please contact the Conference Secretariat.

**Board and Lodging** – Rooms are reserved for all participants at *La Palm Royal Beach Hotel* at a rate of US\$215 per night and *US\$195 per night at Labadi Beach Hotel*. (The rates are for bed and breakfast).

Participants are kindly required to settle all their bills (accommodation, mini-bar, room service, laundry etc) with the hotel upon check-out.

Government of Ghana will pay the conference venue, lunch and coffee breaks.

### **A Cocktail Party**

A cocktail party will be organized by the Honourable Minister of Health, Hon. George Sipa-Adjah Yankey for delegates and participants.

**Transport** – The Government of Ghana will arrange complementary transport to and from airport and all other events as scheduled in the Programme.

### **Working language of the meeting**

Working languages of the meeting are English and French.

### **Statements of the delegates**

In order to facilitate the operation of the draft report and the press releases, the Conference Secretariat would appreciate receiving text of all prepared statements by 5<sup>th</sup> June, 2009 before delivery. Copies of such statements may be given to the Conference Assistant on duty at the Conference Secretariat. If necessary, the conference Assistants will make photocopies and return the original to the speaker before delivery.

### **Departure**

The drive from La Palm Royal Hotel to Kotoka International Airport, Accra is approximately 1 hr at peak traffic and delegates are required to be at the airport 2 hrs prior to departure.