

ACCRA, GHANA

MEDIA HANDBOOK

20-25 April 2008



The Government of Ghana will host the twelfth session of the United Nations Conference on Trade and Development (UNCTAD XII) from 20 to 25 April 2008. The **opening ceremony** will take place on Sunday 20th April at 3 p.m. and will be preceded by a number of events. The Conference will be held at the International Conference Centre in Accra, Ghana. It is located across the road from the Parliament building. A map will be available at the welcome desk upon arrival at Accra airport.

Accra International Conference Centre,
Castle Road, 1054 Cantonments, Accra, Ghana
Telephone: +233 21 669600/669700
Fax: +233 21 669825

MEDIA ACCREDITATION AND REGISTRATION

ADVANCE ACCREDITATION

Bona fide representatives of the mass media – press, photo, radio, television and film – must be accredited to cover the Conference.

The media accreditation form and related information can be accessed at www.unctadxii.org/mediaaccreditation

Completed **applications forms**, together with a **letter of assignment** on official letterhead from Editor or relevant Bureau Chief, should be sent before or on 11 April 2008 by fax to:

United Nations Office at Geneva
Information Service, Room C323,
Palais des Nations - 1211 Geneva 10, Switzerland
F: +41 22 917 00 73 or 917 00 31 - E: cfegli@unog.ch



UNITED NATIONS
UNCTAD

No acknowledgement will be mailed to you. If you have applied during the pre-accreditation period, a press pass will be issued at the International Conference site upon presentation of **two forms of photo ID** (passport, official national press pass, driver's licence, work ID etc.).

ON-SITE ACCREDITATION (AFTER 14 APRIL 2008)

If you are applying at the Conference site, you should complete an **application form** and present a **letter of assignment** and **two forms of photo ID**.

Photo ID security badges will be issued at the Registration Counter in the Accreditation and Registration Centre located in a temporary structure in the parking lot of the Parliamentary House (across the road from the Accra International Conference Centre).

Important: application forms will be considered only if accompanied by a letter of assignment. Incomplete applications will not be processed. Accreditation is free of charge.

MEDIA CENTRE

The **Media working area** will be operational from 14 to 27 April 2008. It will be for the exclusive use of accredited media and can accommodate up to 100 persons at a time. The bullpen area will be open on a 24/7 basis and stay open 24 hours after the end of the Conference. This area will have an **Internet working area**, an **electronic press working area** (for which connections will be available by payment), and a **printed press working area** with power outlets and phone lines (analogue).

Commercial offices for **international communication** companies (telephone, fax, telex, cable) and **photocopying services** will be available in the Media Centre 24 hours a day and reserved exclusively for the media. A commercial service will be located adjacent to the Media Centre. It will be possible for journalists to transmit TV, radio and print reports by phone, fax, computer, plug and play connections, ISDN landlines, satellite and fibre.

Radio transmission services will be provided to journalists from the 49 least developed countries on a scheduled basis, depending on availability and at no charge. The scheduling will be coordinated by the UN.

Forty PCs with Internet access and 30 network-based high-speed internet **connection points for laptops** will be made available at no charge. **WIFI connections** will also be available at no charge. Five shared printers will be available.

There will be a number of **CCTV monitors** in the area to allow journalists to follow meetings, press conferences, arrivals etc.

There will be a sound-proof **press conference room** with a capacity of about 180. Interpretation in English and French will be provided for some press conferences.

There will be a **press documentation distribution counter** near the press/media working area. Announcements for press conferences and other information will be made from this area. Information for the press will be posted on notice boards next to the documentation counter. In the same area there will be an open space with a small coffee shop and lounge.

Simultaneous interpretation in the six UN languages will be available in the Plenary and Main Halls and during the main session of the World Investment Forum.

A number of sessions on trade, investment, technology and other development-related topics will be held during the Conference. Several **pre-conference events, parallel events, and exhibitions** will also take place. See <http://www.unctadxii.org/programme/> for details.

REQUIREMENTS

VISA

All participants should contact the Ghanaian Embassy or Consulate General in their home country to obtain visas. More information on visa requirements can be found at: http://www.ghanaconferences.com/unctadxii/Participants_Info.aspx

HEALTH

A yellow fever vaccination (valid for 10 years) is obligatory for obtaining your visa. This should be done at least 10 days before you travel. Other recommended vaccinations are hepatitis A (valid for life), diphtheria/tetanus/polio (valid for 10 years), and typhoid (valid three for years) if you are travelling for more than three weeks. You should also take preventative medicine against malaria (you will need a prescription from your doctor for this). There will be a **medical centre** at the conference; however, it is recommended that you take the following basic medicines with you: anti-mosquito spray, anti-diarrhoea pills and a pain killer such as paracetamol.

CUSTOMS CLEARANCE FOR MEDIA EQUIPMENT

Journalists bringing media equipment into Ghana must declare these and fill out form C.59 for temporary importation of goods either on the flight or upon arrival at immigration.

PRACTICAL INFORMATION

AIRLINES

Major airlines flying Ghana include Aeroflot Airlines, Afraqiyah Airlines, Air Burkina, Alitalia, Astraeus Airlines, Bellview Airlines, British Airways, Delta, Egyptair, Emirates Air, Ethiopian Airlines, Ghana International, Kenya Airways, KLM Royal Dutch, Lufthansa, Middle East Airlines, Royal Air Maroc, South African Airways, and Virgin Airways.

ACCOMMODATION

A list of recommended hotels and guest houses can be found at www.unctadxii.org/accommodation. It is recommended that participants reserve their accommodations as soon as possible. Please contact:

Mr. Francis Dadzie or Mr. Emmanuel Afedzi

Tel.: + 233 - 244 22 44 24

+ 233 - 209 01 07 07

+ 233 - 207 62 46 47

E-mail: info.UNCTADXII@Ghana50.gov.gh

Host country website: <http://ghanaconferences.com/unctadxii>

TRANSPORTATION

All participants staying at the recommended hotels and guest houses will be provided with transportation from the airport to their accommodations by **shuttle bus service**. Please go to the **UNCTAD XII welcome desk** at the airport for information on shuttle buses. Transportation between the recommended hotels/guest houses and the Accra International Conference Centre will be provided several times a day by shuttle bus service. A schedule will be posted at the Conference Centre. Participants may also use **accredited taxis** in Accra. These can be hailed throughout the city.

TOUR PACKAGES

For recommended tour packages, please go to:

<http://www.ghanaconferences.com/unctadxii/Tourism.aspx>

GENERAL FACILITIES

There will be **food court** with several food and beverage outlets at the Conference Centre. There also will be a **bank** at the Conference Centre where travellers' cheques may be cashed upon presentation of proof of identity. Any unused local currency may be reconverted at the airport upon proof of authorised exchange (visitors are advised to retain all currency exchange receipts).

A **cyber café** with Internet links and network printers will be made available for the common use of all participants in the hall located on the right side of the Conference Centre (20 PCs and 2 network printers).

This handbook and the forms referred to herein can be downloaded from www.unctadxii.org/handbook.

All information for the media can be found at www.unctadxii.org/media

