

2008 International Symposium and 4th Annual Network Meeting Accra, Ghana, 2-5 June 2008

Administrative information

1. **Venue:** Ghana College of Physicians and Surgeons Conference Room
Location: 54, Independence Avenue, near Ridge Circle, Accra
2. **Recommended hotels:** The local organising committee have recommended the following hotels near the venue with special reduced rates, such as:
 - a. Hotel Novotel (US \$115/night)
Barnes Road, Accra, Ghana
Tel: (+233) 21 667546
Fax: (+233) 21 667533
E-mail: H1021@accor.com
http://www.novotel.com/novotel/fichehotel/gb/nov/1021/fiche_situation.shtml
 - b. Hotel Alisa (US \$ 20/night)
North Ridge, Accra, Ghana
Tel: (+233) 21 255493-4
(+233) 21 910230-1
Fax: (+233) 21 248325
(+233) 21 768300
E-mail: info@alisahotels.com.gh
<http://www.alisahotels.com/>

Please confirm, via e-mail not later than 15 May 2008, if you would like to be included in the list of participants reserved to be booked in the hotels mentioned, to avail of the special discount and to avoid cancellation of reserved rooms. You could give your confirmation to us by emailing the details of your flights with a copy to:

- (i) Network Secretariat at WHO-HQ : hwater@who.int; magtibayb@who.int, bmagtibay@gmail.com and
- (ii) Ms. Sakyibea Akuffo-Parry, Administrative Officer, WHO-Ghana:
Akuffo-ParryS@gh.afro.who.int

Transportation from the airport to the hotel and back will be arranged with the hotels.

3. **Visa:** For participants coming from countries where there are no Ghana missions, please send scanned copies of the relevant pages of your passport as well as your itinerary to WHO Country Office in Ghana to enable staff to

take the necessary action. Kindly note that it takes two weeks to process entry visas on arrival. We would therefore advise that the above information reaches WHO Country Office by 15 May 08 latest with a copy to the Network Secretariat. We were also advised that only participants coming from countries with no Ghana missions will be entertained by WHO Ghana for facilitating the entry visa upon arrival in Accra.

Contact person in WHO-Ghana:

Mrs. Sakyibea Akuffo-Parry
Administrative Officer
E-mail: Akuffo-ParryS@gh.afro.who.int
Tel: +233 21 763918-9
Fax: +233 21 763920

Please visit this web site to determine if your country has a Ghana mission.
http://www.ghanaweb.com/GhanaHomePage/foreign_affairs/abroad.php

4. Instructions to presentors

For oral presentors, please submit to the Network Secretariat (hhwater@who.int or bmagtibay@gmail.com) the PowerPoint presentation not later than 15 May 08 for possible packaging in a CD-ROM. The number of slides should not exceed 15 pages or a maximum of 15 minutes presentation.

Part of the programme is a poster session where all posters will be given a chance to be viewed by participants. The poster presentors will be asked to stand next to their posters to describe them on request and to answer any questions. All participants will be given a chance to vote for the best posters. The top 4 posters will be announced and each will be given a chance for a 15 minute oral presentation in day 2 of the symposium.

Posters' dimension must be a maximum of 90 cm x 140 cm and must contain a title, the name and group of its authors, and key points of its content in English. It is understood that the information reflected in the posters are contributing to the objectives of the symposium. Supplemental materials pertaining to the contents of the posters may be distributed as long as this is not in the form of commercial advertisement.