

WORLD FEDERATION OF METHODIST AND UNITING CHURCH WOMEN (WFMUCW)
WEST AFRICA AREA SEMINAR
10TH – 14TH SEPTEMBER 2018

Participants Information Sheet

1. Welcome Information:

The West Africa Area of World Federation of Methodist and Uniting Church Women welcomes you to the Pentecost Convention Centre in Accra, Ghana to attend the Area Seminar, which will be held from 10th to 14th September 2018.

2. Dates:

Arrivals (World Officers, Area President & VP and Unit Presidents): Sat 8th Sept 2018
Arrivals (All Participants): Mon. 10th Sept.2018

NB: Please note that some of you may arrive early or depart later based on your flights availability/connections.

3. Venue:

The Seminar will take place at the Pentecost Convention Centre, Accra, Ghana which is just over an hour's drive from Kotoka International Airport.

Location & Contacts: Pentecost Convention Centre.
Millennium City, Kasoa, Accra.
Janet Thompson, Tel: +233 – 208-239-088 / +233 – 244-532-501
David Asare, Tel: +233 – 5410-10616 / +233 – 0246-886-242
E-mail: janette.thompson@gmail.com

4. Airport:

All arrivals by air will be at the Kotoka International Airport, Accra. Once you arrive at Accra and you are through with the immigration procedures and have collected your luggage, transport from the airport will be organized for you to Pentecost Convention Centre. Please look out for the placard with the inscription 'WFMUCW'. Send your flight details to Rev Jemima Amanor, the West Africa Area President, email: Jemima.amanor@gmail.com and Georgina Nsiah-Donkor, Ghana Unit President, email: ginatfashion@yahoo.com

By Road:

Those travelling by road should find their way to the Wesley House, Methodist Church Ghana, Liberia Road, Accra, opposite Cedi House. Transport will be organized for you to the Pentecost Convention Centre.

5. Accommodation:

Accommodation will be at the Pentecost Convention Centre in Accra, Ghana.
The selected accommodation venue provides full board accommodation (breakfast, lunch and dinner). Please bring towels and toiletries. **WFMUCW will not be responsible for any additional expenses that you will incur during the seminar. Such expenses include, but are not limited to: telephone calls, faxes, e-mail/internet, alcoholic beverages, laundry, newspapers, local transport, etc.**

6. Registration fees:

Please remember to bring your registration fee of **300 US Dollars**. Please note that **registration will be paid before allocation of rooms.**

7. Refunds:

Please note that there will be no refund of local expenses, visa fees etc.

8. Visa:

West Africa delegates will not need visa for entering into Ghana. All the others are required to apply for a visa in your home country before departure.

9. Required Inoculation:

- **Yellow Fever:** A yellow fever vaccination certificate is mandatory and entry to Ghana can be refused if you turn up without one.
- Please make sure you have your inoculation certificate.

10. Weather and Temperature:

The weather in Accra in September is warm and humid.

11. Currency Exchange Rates:

For all local transactions the currency used is the Ghana Cedi. The exchange rate changes. Currently it is approximately **US Dollars \$1: GHC4.5**. Money can be changed at the airport upon arrival at the forex bureaus. Provision will also be made for exchange of currency at the Pentecost Convention Centre, the venue of the Seminar.

12. What to bring

- Bible, Hymn book and personal items including anything black to wear on Thursday.

13. Other Travel Tips

13.1. Local transport in Accra

WFMUCW will provide you with transport from the Airport to Pentecost Convention Centre, Accra on your arrival day and from Pentecost Convention Centre to the Airport on the day you depart. There will be an organized transport for sight-seeing and shopping. **WFMUCW will not be responsible for any other travel cost/shopping expenses that you may incur outside the arranged transportation.**

13.2. Security Tips

It is important to be security conscious. Take extra care of your handbags /bags and valuables all the time.

13.3. Plugs and Internet Access

Electricity in Ghana is 220/240 volts AC and 50 hertz. Plugs are UK type square three pin. Internet facility may not be available at the venue.

13.4. Making Calls in Accra

You can use your mobile phone to make calls by purchasing the local SIM Card and airtime. Networks available are MTN, Airtel, Vodafone, Tigo and Glo.

13.5. Shop

There is a shop nearby where you can purchase basic necessities. Enquire from reception.

14. Contact for Emergencies

For any inquiries or assistance you may require please feel free to contact the following on their mobile lines

❖ **Ms. Georgina Nsiah-Donkor, Ghana Unit President.**

Tel: +233 – 205 – 546 – 736 / 233 – 244 – 962 - 814 Email:

ginatfashion@yahoo.com

- ❖ **Mrs. Janet Thompson**, Protocol Committee leader.
Tel: +233 – 208 – 239 - 088 Email: janette.thompson@gmail.com
- ❖ **Mrs Emma Hammond**, Tel: +233 – 208 – 139 – 198 Email:
emabart2003@yahoo.com
- ❖ **Ms Elizabeth Sandra Mensah**, Tel: +233 – 202 – 958 - 284

***Please do not hesitate to ask if you are unsure about anything.
We look forward to seeing you in Accra. Bon Voyage!***