

The 3rd High Level Forum on Aid Effectiveness 2 – 4 September 2008, Accra, Ghana

Media Arrangements and Requirements Final up-date, 20 August 2008

Participation of media representatives in the 3rd High Level Forum on Aid Effectiveness (HLF-3) requires a two-step process. Any journalist wishing to cover the HLF-3 events has to register as a conference participant and obtain a press accreditation. Both the registration and accreditation procedures are web-based and have to be completed by accessing the “Resources for Journalists” section of the HLF-3 web-site: www.accrahlhf.net.

Except for lunches and dinners for Ministers and Heads of Delegations, all events listed in the HLF-3 program are open to the media. However, during some of the sessions (e.g. the Ministerial Day), media representatives will be allowed to observe the proceedings but not to ask questions. Moreover, the organizers reserve the right to restrict the attendance of some of the meetings convened on an *ad hoc* basis to the delegates only.

Press Registration and Accreditation

Journalists are required to complete the online pre-registration form by **30 August 2008**. Press accreditation is limited to journalists associated with established media organizations – print media, radio, TV, film, news agencies and online news services who strictly meet these requirements. For accreditation purposes, one is either a member of the press or a delegate or a CSO, no overlap is allowed. Requests for accreditation may be denied if the applicant cannot establish that s/he is a professional journalist.

Registration will be handled by the HLF-3 organizers, whereas accreditation will be granted by the Ghana Ministry of Information upon the presentation (as hard copies or electronic scans) of the following three documents:

- The completed credentials form submitted on line at www.accrahlhf.net.
- Press credentials issued by national or local authorities;
- Assignment letter from editor, along with an electronic link to the media organization's website.

On-site badge pick-up will take place at the Forum venue – the Accra International Conference Centre – beginning Monday, 1 September 2008, from 11:00 am to 21:00 pm. It will resume on Tuesday morning, 2 September, at 7:30 am and will remain available throughout the Forum. In order to pick-up their badges, all of the registered and accredited journalists will be asked to present official photo identity documents.

The on-line registration and accreditation will close at midnight Accra time (GMT), 30 August. The Organizers reserve the right to decline to register and/or accredit any journalists who submit their requests after this deadline.

In exceptional circumstances, on-site registration and accreditation will be handled by the organizers, based on the presentation of the journalist's credentials – as listed above – upon arrival. The request may, however, be declined for reasons beyond the HLF-3 organizers' control or take several hours to process, due to administrative procedures that will need to be followed outside the ACII premises during the official office hours of the Ghana government agencies.

Media Events

The closing press conference will be held on 4 September at 6:15 pm. It will be given by senior representatives of the three entities in charge of the event: the Government of Ghana, the OECD and the World Bank. Prior to the HLF-3, a technical background briefing for accredited representatives of the media will be held on September 1 (5-6 pm). On 2 and 3 September, background briefings for the media (not-for-attribution) will be held at 5:30 pm and 4:30 pm respectively. All of the above mentioned meetings will take place in the press conference room in the Media Center (press tent) on the grounds of the Accra International Conference Center (AICC). The technical briefing on September 1 will have English-French interpretation only. The closing press conference and the technical briefings on 2 and 3 September will have simultaneous English-French-Spanish interpretation.

Field Visits

The Government of Ghana will organize press tours for the media covering the HLF-3. They will take place on 3 and 5 September and feature local development projects and aid effectiveness. Interested journalists are requested to contact the Information Desk in the Media Center.

Media Center

A Media Center for up to 100 accredited members of the media will be made available at the ACII. It will be open 24 hours a day, beginning 7:00 am, Tuesday, 2 September until 9:00 pm, Thursday, 4 September (Ghana time). The Center will be furnished with the following facilities:

- 50 work tables with chair and electricity (i.e. extension cord);
- 10 PC workstations cabled with Internet access and 2 printers;
- 20 cables for individual laptops, electricity (i.e. extension cord) and adapters;
- Wifi connection (free of charge);
- Except for the journalist's personal mobile phones, there will be no phone service provided in the media tent.

Press Conference Area

There will be, at least, one press conference (4 September, approximately 6:15 pm) during the HLF-3, although the room may be used for other meetings/briefings throughout the Forum. The press conference area to be set:

- Theater style seating for, at least, 150 journalists; must be a place for photographers;
- 3-seat interpretation booths (English/French/Spanish);
- Head table for at least four people, each with its own table microphone;
- One fixed camera position;
- One standing microphone for audience questions; or at least two wireless microphones for same purpose;
- Sound amplification; headphones and recording equipment;
- In rear, a riser to hold up to 8 TV cameras and audio outlets in English and floor language;
- Forum logo backdrop.

Media Services

A press services counter shall be placed in the Media Center to include:

- Information counter with 4 high-chairs for staff;
- Copying facilities;
- Press racks for press releases, document distribution, speeches and other conference documents;
- A small café serving coffee, soft drinks and snacks (commercially available) during the main hours of the forum (i.e. 8:30 am – 5:00 pm).

Hotel Accommodation and Travel

We would like to remind you that press and media have to make direct reservations with the hotel of their choice as quickly as possible. A number of hotels have been identified which could accommodate participants at the Forum. Attention has been given to provide delegates with a varying price range in an effort to fulfill everyone's needs. Please contact the hotels directly to secure your accommodation. Ground transportation will be provided between Kotoka International Airport and a number of designated hotels. Please include your arrival/departure information times on the registration form so that these arrangements can be made. As there are limited flights into Accra, it is suggested you make your transportation arrangements as soon as possible.

Visas

All delegates are required to possess a valid passport or applicable travel documents with valid visas to enter Ghana. This includes holders of Diplomatic and Service passports, as well as United Nations Laissez-Passer. Please note that ECOWAS citizens do not need visas to enter Ghana. Delegates from countries which have Ghana Missions/Consulates are required to secure their visas from these Missions before departure. Arrangements have been put in place for visas to be issued to countries where there are no Ghanaian Missions or Consulates on their arrival at Kotoka International Airport. Such delegates need to communicate the following with their registration form to request for visas on arrival, at least two weeks prior to their departure date:

- Photocopy of relevant pages of applicant's passport showing name, dates/place of birth and other details. These passports must be valid for at least six months at the time of application.
- This information will also need to be provided on the registration form proper.

Such requests should be communicated to the HLF-3 Secretariat (through the registration process) who will then forward this information to the Government of Ghana. Upon receipt of these requests, the Government of Ghana, through the Director, Ghana Immigration Service, will send formal communication to the HLF-3 Secretariat, with a copy sent directly to the participant. Delegates can then proceed to Ghana, using the communication provided by the Government as evidence of authorization for visas to be issued to them on arrival.

Health Requirements

A yellow fever vaccination is advisable but no longer mandatory for obtaining your visa. Other recommended vaccinations are hepatitis A (valid for life), diphtheria/tetanus/polio (valid for 10 years) and typhoid (valid for 3 years) if you are traveling for more than 3 weeks. Prophylactics against malaria are recommended.

Meeting Arrangements

Formal seating for plenary sessions will accommodate four representatives from each delegation. The plenary room will accommodate all other delegates in a less formal area. Seating for roundtable discussions will be available on a first-come, first-seated basis. Seating capacity is limited to 200 for the smaller rooms.

Simultaneous Interpretation

Simultaneous interpretation will be available in English, French and Spanish, in the plenary sessions and roundtable discussions.

Marketplace of Ideas

One of the main events of the forum will be the Marketplace of Ideas, which gives participating countries an opportunity to highlight a case illustrating their success in aid effectiveness. The case will be presented in a poster format to be displayed at the Marketplace in the AICC. Your active participation in the Marketplace will help the Forum play a catalytic role in moving the development agenda forward. For more information on the Marketplace, please contact hlfmarketplace@accrahlh.net.

Social Functions

The Government of Ghana is hosting a welcome reception for all delegates on Tuesday evening, 2 September at the Banquet Hall, State House, beginning at 7:00 pm. Ministers and Heads of Agencies will be invited to participate in a working dinner on Wednesday evening, 3 September (Banquet Hall, State House, 7:00 pm), and a working luncheon on Thursday afternoon, 4 September (Banquet Hall, State House, 12:30 pm), hosted by the Government of Ghana. A dinner reception, organized by the World Bank will be held for all other delegates on Wednesday evening 3 September, beginning at 7:00pm.

Documentation

There will be a document distribution center in the AICC with documents and copies of materials presented during the forum. Documents, materials and relevant information can be found at www.acrahlf.net in advance.

General Information

Safety: Ghana is a very safe country with relatively low crime rates. However, it is wise to be vigilant in public areas particularly in and around Accra and to take care in traveling in taxis alone in the evenings. Be certain the taxi is registered with the Accra Metropolitan Authority (AMA). It will have numbers written boldly on both front doors. Delegates should avoid carrying large sums of cash or valuables on them and should be vigilant when drawing money from ATMs.

Language: English is the official language, but many other Ghanaian languages (mostly the Akan group of languages) are spoken including Twi, Fante, Ga, Ewe, Hausa and Dagbani.

Electricity: Power supply in Ghana is 220-240 volts, 50 hertz. Most hotels provide 110 or 220-volt sockets for electric razors. Delegates are kindly advised to bring their own convertible 3-hole or 2-hole plugs or multi-purpose sockets. Flat three-pronged plugs are most commonly used.

Time Zone/Dialing codes: Ghana time is GMT. The dialing codes are: international country code: + 233 (Ghana) + area code (Accra): 21

Climate: Accra has a typical tropical climate with an average temperature range of between 21°C and 32°C.

Tipping: Service charges are rarely added to restaurant bills and tipping for quality service is only expected in restaurants (usually about 10%). For other services tipping is discretionary.

Dress Code: Business casual attire is fine for the forum.

Flight reservation and reconfirmation: Participants will be able to reconfirm their flights through a travel desk located at the forum venue, at no cost to the participant.

Medical services: The medical clinic at the AICC will be open until the conclusion of the last event each day. Forum staff will be able to arrange access to emergency medical facilities during the same periods and during the social events. **All participants are advised that they are fully responsible for arranging their own medical insurance coverage.**

Banking services: There will be banking and currency exchange services at the AICC.

If you have further questions or concerns, please contact secretariat@accrahlf.net. We look forward to seeing you in Accra.

* * *