

**FORUM ON THE PARTICIPATION OF NGOs IN THE
53RD ORDINARY SESSION OF THE AFRICAN COMMISSION ON HUMAN AND
PEOPLES' RIGHTS AND 27TH AFRICAN HUMAN RIGHTS BOOK FAIR
6-8 APRIL, 2013 – BANJUL, THE GAMBIA**

INFORMATION NOTE FOR PARTICIPANTS

Organisers: The African Centre for Democracy and Human Rights Studies (ACDHRS) in collaboration with the African Commission on Human and Peoples' Rights (ACHPR)

Contact Persons: Adama Cooper-Jah (ACDHRS) / Sheikh Tijan Hydera (ACHPR)

Venue: Kairaba Beach Hotel

Dates: The dates for the Forum are: **6-8 April, 2013**

Language: The proceedings of the Forum will be conducted in English and French with simultaneous interpretation facilities.

Registration Fees: All participants to the NGO Forum are required to register on-line at www.acdhhs.org. On arrival at the Forum venue, participants pay a registration fee of **US\$100.00** (one hundred US Dollars) or its equivalent in Gambian Dalasis at the Registration Desk on Saturday, 6th April, 2013.

The registration fee is a contribution towards the cost of the conference package (morning, afternoon teas and coffee break, lunch, stationery, documentation and other logistics) for **registered participants** for the duration of the Forum **only**. Receipts will be issued for registration fees received by the ACDHRS.

Meal vouchers for the duration of the Forum will be issued to participants upon registration and payment of the registration fees. The coupons will be dated and each coupon will be valid for a day only. Please note that once issued, misplaced or lost lunch coupons will not be replaced. Furthermore, participants who do not pay the registration fees will be responsible for their meals especially, lunches.

Side/Parallel Events: NGOs planning to organize side/parallel events should kindly forward related information to the Centre such as date, venue, organizers, topic/subject, expected outcome, details of contact person, etc. The information will be shared with participants for better coordination and participation. Please see attached form to be completed and returned to the ACDHRS on the website.

Accommodation: Reservation can be made directly with the Hotels listed below:

<u>Name of Hotel</u>	<u>Rate</u>	<u>Telephone</u>
Kairaba Beach Hotel	\$120.00	4462940
Senegambia Beach Hotel	\$80.00	4462717
Paradise Suites Hotel	\$50.00	4464540
Mansea Beach Hotel	\$50.00	9904758
Baobab Holiday Resort	\$50.00	7220215
Sungswing Hotel	\$80.00	9844547

Kindly note that a 15% VAT charged may be levied. Please make enquiries accordingly.

Local Transportation: Participants will be responsible for their own transportation arrangement to and from the Kairaba Hotel.

Visa: Nationals from ECOWAS (Economic Community of West African States) do not require entry visas to The Gambia. Participants who require visas are kindly advised to obtain such visas before departure from their respective countries of residence. Please check with your Ministry of Foreign Affairs for the nearest diplomatic representation.

Gratis visas will be issued to participants who do have Gambian Diplomatic Representations in their countries of residence on arrival at the Banjul International Airport upon the presentation of the letter of invitation posted on the Centre's website.

Participants must ensure that the passport they intend to travel with is valid for at least six (6) months.

Health: Participants must also ensure that they take the necessary vaccinations and travel with the vaccination card which is an entry requirement.

Weather: The weather is expected to be warm in April, so please travel with appropriate clothing.

Language: English is the official language of communication in The Gambia in addition to local languages.

Currency: Dalasis is the official currency of transaction in The Gambia and is currently trading at about 1 US\$ to Dalasis 32:00. Visa and ATM cards are acceptable in The Gambia and are located at Guaranty Trust Bank, Standard Chartered Bank, ECOBANK, Access Bank.

Telecommunications: Cell phone service providers are: Africell, Comium, Gamcel and Qcell.

Electricity Voltage: The voltage is 220V AC, accessible with three pin wall plugs.

Secretariat: The Secretariat is located next to the Conference Hall area. Participants should see the Secretariat for all matters relating to the Forum.

For more information or in case of emergency, please call **00 220 – 4462338, 00 - 220 9911228 / 00 220 -3711228** or email: admin@acdhrs.org / edir@acdhrs.org

Travel safely and looking forward to welcoming you to The Gambia.