

**FORUM ON THE PARTICIPATION OF NGOs IN THE
75th ORDINARY SESSION OF THE AFRICAN COMMISSION ON HUMAN
AND PEOPLES' RIGHTS.**

DRAFT ADMIN NOTE

Organizers:

African Centre for Democracy and Human Rights Studies (ACDHRS)
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Kerr Sereign, The Gambia
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Date / Venue: 29th April-1st May, 2023 at Kairaba Beach Hotel, The Gambia.

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

Registration Fees: All participants to the NGO Forum are required to register online at www.acdhrs.org

On arrival at the Forum venue, participants pay a registration fee of US\$150.00 (one hundred and fifty US Dollars) or its equivalent in Gambian Dalasis, West African CFA, Euros and British Pound at the Registration Desk on Saturday, 29th April, 2023

The registration fee, which is subsidized, is a contribution towards the cost of the conference package: interpretation facilities, tea/coffee, lunch, water, stationery, documentation and other logistics for registered participants for the duration of the Forum only.

Meal vouchers for the duration of the Forum will be issued to participants upon registration and payment of the registration fees. Participants who do not pay the registration fees are not encourage to participate.

Agenda: The draft agenda will be shared with you in due course.

Accommodation: Some Hotels located in the vicinity of the Conference venue are listed below:

Name of Hotel	Rate	Tel	Email
Kairaba Beach Hotel	\$80	7088801	info@kairaba.com
Metzy Residence Hotel	\$60	4460061	info@metzyresidencehotel.com
Paradise Suites Hotel	\$50	3237594	gmparadisehotel@outlook.com

Senegambia Beach Hotel	\$75	2298450	info@senegambiahotel.com
Sunprime Tamala Beach	€102.30	7327777	info@tamalaresort.com
Seafront Hotel	€110	463147	reservations@seafront.gm

The Official current exchange rate for the Dollar is GMD 59.00 (USD 1.00= GMD 59.00) while the Euro stands at GMD 66.00 (Euro 1.00 =GMD 66.00) as per the latest Central Bank of the Gambia's valuation

NOTE: The rates per room may be altered depending on the foreign exchange rate. Kindly contact the hotel reception for more details.

Local Transportation: Participants will be responsible for their own transportation arrangement from the airport to their respective Hotels and to the venue of the Forum and later to the Session's venue. However, ACDHRS can facilitate by sharing information on service providers

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. Kindly ensure that the passport you intend to travel with is valid for at least six (6) months after your stay.

The African Centre will make arrangements for visas to be issued on arrival at the Banjul International Airport for participants who do not have Gambian diplomatic representations in their countries of residence, upon the presentation of their letters of invitation to the NGOs Forum. Participants are therefore requested to forward to the African Centre copies of their passport details in advance to facilitate the said process.

Health: Please ensure that you travel with a valid vaccination card which is an entry requirement, Covid 19 test results/ vaccination certificate and yellow fever card.

Airport Fees: Kindly note that you are required to pay a security fee of \$20 upon arrival and \$20 on departure.

Weather: In April-May, the weather would be hot, kindly consider travelling with appropriate clothing.

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

Currency: Dalasis is the official currency of transaction in The Gambia and is currently trading at about 1 US\$ to 59.00 and 1 Euro at 66.00 Gambian Dalasis. Some

Banks include ECOBANK, Standard Chartered Bank, Trust Bank Limited, Guaranty Trust Bank, Zenith Bank, Access Bank, Mega Bank amongst others. Working hours are Monday to Friday 8am- 4pm and (a few opening on Saturdays).

Telecommunications: Cell phone service providers are: Africell, Comium, Gamcel and Qcell. Free 4G SIM cards can be received at the main arrival hall at airport and other sales outlets upon the presentation of a valid identification document.

Electricity Voltage: The voltage is 220V AC, accessible with three pin normal 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 +220 3253419 (Ellen Ann), +220 3955858 (Yankuba Keita) and +220 7537540 (Mary Goretti Awas)