



Dear Participant,

### **INFORMATION NOTE ON THE OUAGADOUGOU CONSULTATION**

We are pleased to inform you of the following regarding the above-mentioned Consultation in Ouagadougou, Burkina Faso.

#### **1. GENERAL**

The Consultation will be held at the Palm Beach Hotel, Ouagadougou, Burkina Faso, from 28<sup>th</sup> to 30<sup>th</sup> September, 2008.

#### **2. IMMIGRATION REQUIREMENTS**

Every participant arriving in the Burkina Faso should have a valid Passport. Entry visas will be given to participants on arrival at the Ouagadougou Airport. Please kindly ensure that we have your name and Passport details in advance and bring along with you 2 passport size photographs. The visa fee is 10,000 CFA.

#### **3. ARRIVAL AT THE AIRPORT**

You will be met at the airport by the Protocol of the ACHPR. Kindly look out for the sign "ACHPR" that will be used as identification for all participants. Should your flight be *delayed or cancelled*, please inform us as soon as possible to enable us to make the necessary changes.

Should you experience problems on your arrival at Ouagadougou airport, please contact us, attention: Mr. Reginald Mere, email: [reginaldmere@yahoo.co.uk](mailto:reginaldmere@yahoo.co.uk), to indicate the new arrival times. You could also send us a Fax message on (220) 4390764 or an email message on: [lizmerib@achpr.org](mailto:lizmerib@achpr.org) and [achpr@achpr.org](mailto:achpr@achpr.org) .

#### **4. ACCOMMODATION**

A standard room has been arranged for you at Palm Beach Hotel in Ouagadougou, at a discounted rate of CFA 36,180. The exchange rate as at August 2008 was:

420 CFA to 1 US\$.

The hotel contacts are:

Telephone: + (226) 50 3109 91 / 50 31 68 29; Fax: + (226) 50 31 68 39.

Email: [hotel.palmbeach@liptinfor.bf](mailto:hotel.palmbeach@liptinfor.bf) ; Website: <http://www.hotelpalmbeach.bf>

You will be given a daily subsistence allowance to cover your accommodation and meals, and we will be responsible for your conference package. As is usual under AU Rules and Regulations, all other expenses such as telephone, emails, laundry, etc, will be at your own cost, and should be settled directly before departure.

#### 5. **REIMBURSEMENTS OF EXPENSES**

The ACHPR will only reimburse your travel expenses in line with AU Rules and Regulations to/from Burkina Faso. Please bring the necessary receipts and any other supporting documents and present them to Ms. Dorica Kgwadi, upon your arrival.

#### 6. **REGISTRATION AND IDENTIFICATION BADGES**

Participants are advised to register and obtain identification badges in the main lobby area outside the Conference Hall, prior to the start of the Consultation.

For identification and security reasons, all participants are requested to wear their badges at all times during the Consultation.

#### 7. **DOCUMENTS**

Conference documents will be given to participants on the day of their arrival. Please kindly take some time to familiarize yourself with this material before the start of the Consultation.

#### 8. **WEATHER**

Please be advised that the weather in Ouagadougou will be quite hot.

#### 9. **VACCINATION CARDS**

Participants must ensure that they have taken the necessary vaccinations and that they travel with their Vaccination Cards, **as these are required before admission to the country, and especially when transiting through Dakar, Senegal.**

Should you need further clarification on the contents of this Information Note, or require additional information, please do not hesitate to contact Ms. Elizabeth Meribole at [lizmerib@yahoo.com](mailto:lizmerib@yahoo.com).

The African Commission on Human and Peoples' Rights (ACHPR) looks forward to welcoming you in Ouagadougou soon!

Sincerely,

Dr. Mary Maboreke  
Secretary to the ACHPR