

AFRICAN UNION		UNION AFRICAINE
الاتحاد الأفريقي African Commission on Human & Peoples' Rights		UNIÃO AFRICANA Commission Africaine des Droits de l'Homme & des Peuples
31 Bijilo Annex Layout, Kombo North District, Western Region, P. O. Box 673, Banjul, The Gambia Tel: (220) 4410505 / 4410506; Fax: (220) 4410504 E-mail: achpr@achpr.org ; Web www.achpr.org		

Dear Participants,

INFORMATION NOTE ON THE REGIONAL CONFERENCE ON THE DEATH PENALTY FOR WEST AND NORTH AFRICA, 12-15 APRIL 2010, COTONOU, BENIN.

We are pleased to inform you of the following regarding the above-mentioned Conference in Cotonou, Benin:

1. IMMIGRATION REQUIREMENTS

Every participant arriving in Cotonou should have a valid Passport. Arrangements are being made for those participants who do not have Embassies or Consulates of the Republic of Benin in their countries to be given entry visas at the Airport. Please kindly bring along two (2) passport size photographs.

2. 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.

3. ARRIVAL AT THE AIRPORT

Arrangements will be made for you to be met at the airport. There will be someone with the African Commission on Human and Peoples' Rights (ACHPR) placard waiting for you.

The ACHPR would also be responsible to transport participants to the airport for departure.

Should your flight be delayed or cancelled, please inform us as soon as possible to enable us to make the necessary arrangements. You may contact **Ms. Dorica Kgwadi**, email: dkgwadi@hotmail.com or **Mrs. Aminata Jawara-Manga**, email:

4. VENUE

The venue for the Conference is the **Benin Atlantic Beach Hotel**.

5. ACCOMODATION AND PER DIEM

A standard room will be arranged for you at the Conference venue (Benin Atlantic Beach Hotel). The cost of accommodation and meals (**breakfast, lunch and dinner**) will be borne by the ACHPR. Participants will also be paid half-per diem at the UN rate for Benin.

6. REINBURSEMENTS OF EXPENSES

In case you purchased your own ticket, (**please note that it should be on economy class and the most direct route**), the ACHPR will reimburse you in line with AU Rules and Regulations. This also includes participants who travel by road. Participants who pay for their visas will be reimbursed. Please kindly bring the necessary original receipts and other supporting documents for all expenses incurred and present them to **Ms. Dorica Kgwadi**, the Finance and Administration Officer of the ACHPR, upon your arrival. Note that, **participants who do not provide the aforesaid original receipts will not be reimbursed.**

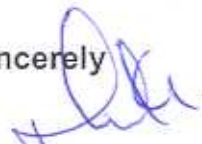
7. DOCUMENTS

The working document will be given to participants upon arrival. Please kindly take some time to familiarize yourself with them before the start of the Conference. You are also advised to bring any documents you may deem relevant to the Conference, or you can forward the same to aminats@hotmail.com or wundeh70@yahoo.co.uk

Should you need further clarification, or require additional information, please do not hesitate to contact us using any of the aforesaid email addresses.

The African Commission on Human and Peoples' Rights looks forward to welcoming you in Benin soon!

Sincerely



Dr. Mary Maboreke
Executive Secretary to the ACHPR