

# Information Note

2<sup>nd</sup> Africa Rural Development Forum



**NEPAD**  
TRANSFORMING AFRICA

Yaoundé, Cameroon, from the 8 – 10 September, 2016



*Transforming Africa's Rural Areas through Skills Development,  
Job Creation and Youth Economic Empowerment*

**Rural Futures Programme**

## 1. CONFERENCE VENUE AND DATES

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Sessions of the Forum will take place at Hilton Hotel Yaoundé from 8 -10 September 2016.

Participants' registration is scheduled to commence on Day 1 (Thursday, 8 September) from 8 a.m. to 9am.

**Address:** Boulevard du 20 mai, Yaoundé, Cameroon

**Phone:** +237 2 22 23 36 46

## 2. ACCOMMODATION AND TRAVEL

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### SELF-SPONSORED PARTICIPANTS

Self-sponsored participants are responsible for making hotel reservations. A list of hotels close to the Hilton Yaoundé is available below:

#### A. Hotel La Falaise Yaoundé

Close to all national and international government agencies, opposite the large amusement park St. Anastasia, the Sports Palace.

**Telephone:** + 237 22 220 616

**Email:** [info@lafalaisehotels.com](mailto:info@lafalaisehotels.com)

**Skype:** a.falaise.hotel

**Web:** <http://www.lafalaisehotels.com>

#### B. Djeuga Palace Yaoundé

**Address:** Avenue Amadou Ahidjo, Boulevard du 20 Mai, Yaoundé - Cameroon

**Telephone:** +237 242 72 23 66 - 693 09 10 55

**Email:** [dahyaounde@mail.com](mailto:dahyaounde@mail.com)

**Web:** <http://www.djeuga.com>

#### C. Indicative accommodation prices:

- Hilton Hotel: XAF117,000
- Djeuga Palace: XAF65,000
- La Falaise Hotel: XAF60,000

Please note that information is provided for convenience only and does not constitute an endorsement or recommendation by the NEPAD Agency of the services of a particular hotel.

### SPONSORED PARTICIPANTS

For participants sponsored by the NEPAD Agency, the cost of your travel (economy class), accommodation (bed and breakfast only) and daily subsistence allowance (DSA) will be covered only for the agreed period of the meeting. Reimbursement of visa expenses will be done upon submission of original receipts.

Upon receipt of your confirmation, air travel will be booked on your behalf on economy class based cheapest and shortest route available. E-tickets will only be issued upon your

confirmation of the itinerary. Once the e-ticket is issued, any changes will be at the traveller's expense. Should you not be able to attend the workshop after your confirmation of attendance due to unforeseen circumstances, please inform us 48 hours prior to date of travel.

Please note that you are responsible for all other costs and incidentals (mini bar, laundry, telephone, internet, dinner, sundries etc.).

### **3. VISAS**

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Participants are responsible for visa arrangements and proceedings in compliance with their country's visa requirements.

However, note that the NEPAD Agency has liaised with the Government of Cameroon in order to facilitate VISA on arrival of invited participants.

Participants who need further information regarding their visa application are invited to contact: Mrs Corine Kounga at [corinem@nepad.org](mailto:corinem@nepad.org) or Mrs Boitumelo Mabusela, [boitumelom@nepad.org](mailto:boitumelom@nepad.org).

### **4. AIRPORT TRANSFERS AND LOCAL TRANSPORT**

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At the airport there will be ushers from NEPAD Agency at the arrival terminal to direct you to the shuttles.

A shuttle will be made available for participants from the Yaoundé Airport to their respective hotels. Buses will be also available from these hotels to the conference venue.

For transportation to town contact the hotel reception.

### **5. BADGES AND SECURITY**

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In order to obtain access badges to the meeting rooms, participants will need to present their passport or equivalent national identity card (with photo) at the registration desk situated at the Hilton reception area.

Registration will open at 8:00 a.m. We encourage participants to arrive at the Hilton in good time to avoid delays.

For security reasons, all visitors are required to pass through a metal detector and all visitors' bags shall be examined.

### **6. GENERAL INFORMATION**

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#### **WEATHER:**

- The average temperature in Yaoundé in September is fairly hot at 23.1 °C (73.58 °F).
- Afternoons can be hot with average high temperatures reaching 27.2 °C (81 °F).

Read more on: <http://www.yaounde.climatemps.com/september.php>

### **LOCAL CURRENCY**

The local currency is the Central African CFA Franc (XAF). Its exchange rate is about XAF580 to 1 USD. Foreign currency exchange services are available at the hotel or airport.

### **MONEY/CREDIT CARDS**

Hotels accept most credit cards, however please feel free to inquire directly from the establishment.

### **INTERNET FACILITIES**

There is complementary Wi-Fi at the meeting venue.

### **TELEPHONE COSTS**

These are usually expensive at hotels, so please check your bills carefully and settle directly with the hotel on your departure.

### **MEDICAL**

Please ensure that you have adequate travel medical insurance before your departure to Cameroon. The hotel will provide first aid/emergency medical service. Contact the reception/secretariat.

### **HOTEL BILL**

Please check your bill the night before departure and settle your incidentals to avoid misunderstandings when you check out.

### **LOCAL TIME**

GMT+01 hour.

### **HOTEL FACILITIES**

The hotel offers a range of facilities such as a spa, pool, gymnasium etc.

### **PLUG TYPES**

Electrical sockets (outlets) in Cameroon are one of the two European standard electrical socket types:

The "Type C" Euro plug and the "Type E" and "Type F" Schuko. If your appliance's plug does not match the shape of these sockets, you will need a travel plug adapter in order to plug in.

### **Contacts**

**Mr. Vincent OPARAH**      [VincentO@nepad.org](mailto:VincentO@nepad.org)      +27 11 256 3662

**Mr. Erick SILE**      [ErickS@nepad.org](mailto:ErickS@nepad.org)      Tel: +27110755021

**Mrs. Corine KOUNGA**      [corinem@nepad.org](mailto:corinem@nepad.org)      Tel: +27112563600

We hope this helps you prepare optimally for your stay in Yaoundé and we look forward to welcoming you.

*Safe travels!*