

African Partner Outbreak Response Meeting 20-23 APRIL 2015

Meeting Location

La-Palm Royal Beach Hotel
LA Bypass
P.O. Box OS 3000 Osu
Accra, Ghana

Phone: +233(0) 302 215100

Email: lapalmres@gbhghana.net

Website: <http://www.gbhghana.net/index-lapalm.aspx>

Schedule

The conference begins Monday, April 20th at 8:00 a.m. and adjourns Thursday, April 23rd at 12:00 p.m. You are expected to arrive no later than Sunday the 19th, in the evening and depart on Thursday, April 23rd in the afternoon.

Transportation

Shuttle service will be coordinated for those travelers that provide flight itineraries. This will be a van courtesy of the hotel that will pick up directly from the airport. If you arrive earlier or later than your original anticipated time, please notify the hotel (number listed above) and we will arrange pick up.

Lodging

A single, non-smoking room will be reserved for you at the La Palm Royal Beach Hotel. **You will be responsible for paying for your accommodations on site as determined by your funding source.** A maximum of 5 nights will be covered for participants funded by USAFRICOM. *If you need to cancel or alter your reservation for any reason, please contact us ASAP to avoid a penalty charge;* Joselyn Griffin (joselyn.a.griffin.ctr@mail.mil) and Maj Francis Obsueh (francis.a.obuseh.mil@mail.mil)

- Check in: 3:00 p.m.; Check out: 11:00 a.m.
 - Alternate check in times can be accommodated if necessary
- Internet is included in the room rate.
 - WIFI is also available throughout the hotel grounds

Meals

- Breakfast is included in your room rate.
- Lunch will be provided Monday through Wednesday during the conference. On the last day, Thursday you will be expected to find lunch on your own.
- All meals provided must be removed from the reimbursable amount of per diem. You may not be reimbursed for both and all requests for reimbursement for breakfast and lunch will be denied

Attire

Monday April 20th:

Active Duty: Dress, Class A
Civilian: Business Casual

Tuesday – Thursday April 21-23rd:

Active Duty: Business Casual
Civilian: Business Casual

Language

Live dual-interpretation services will be provided during meeting presentations for translation from English to French and vice versa.

Travel for Funded International Participants

Once you have confirmed attendance, you will be contacted by the US embassy in your country to proceed with making your flight arrangements and other funding details. A MIPR from the Armed Forces Health Surveillance Center will be sent to the US embassy in each respective country to cover cost of flights, per diem, and ground transportation for each participant. The AFHSC planning team will be in touch with the US embassy in each invited country in order to work out details of the MIPR process.

Reimbursement for all Funded Participants

All funded participants will be reimbursed at the Government Per Diem rate for Ghana, for all meals not provided at the conference. As breakfast and lunch are provided, you will be reimbursed for dinner and Incidental Expenses on each meeting day, \$99. The per diem will be calculated at 75% for travel days, \$74.25.

Meeting Website

For your convenience, please visit http://geisgloboalevents.org/Home/AFRICOM_2015 for further information, as well as post-engagement media coverage.

Assistance

If you need additional information regarding hotel arrangements, please contact Ms. Joselyn Griffin at joselyn.a.griffin.ctr@mail.mil or by phone at 301-319-3274. If you have questions about meeting content, please contact Major Francis Obuseh francis.a.obuseh.mil@mail.mil.

