9TH LEADERSHIP DEVELOPMENT WORKSHOP (LEDEV IX)

Airside Hotel, Accra, Ghana
October 24-28, 2016

INFORMATION BULLETIN

A. BACKGROUND

The Association of African Universities (AAU) runs the Leadership Development Workshop (LEDEV) series to enhance the leadership skills of university leaders, particularly in the promotion of innovation and the management of change. This is achieved through intensive participant interaction over carefully selected case and other material, and lead lectures, in a process facilitated by eminent Resource Persons.

The AAU is organising the 9th of the LEDEV series from 24 – 28 October, 2016.

B. WORKSHOP VENUE

The workshop will be held at Airside Hotel in Accra, Ghana.

C. WORKING LANGUAGES

The working languages of the Workshop will be English.

D. WORKSHOP ORGANISING COMMITTEE

The AAU has set up a Local Organising Committee whose membership comprises of the following:

<table>
<thead>
<tr>
<th>Name</th>
<th>Institution</th>
<th>E-mail address</th>
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<tbody>
<tr>
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E. REGISTRATION

Registration for the workshop is online at https://www.research.net/r/GLFQ2KM

On-site registration will be done on Monday 24th October 2016 between 8am and 9am.

A registration fee of US$600 is charged to cover workshop documents, lunch and tea/coffee breaks on workshop days only and copy of proceedings.

Please note that the deadline for Early Bird Registration is Wednesday 12th October, 2016 as registration fees will be increased by US$100 after this date.

F. THEMES

Three (3) themes will selected and facilitated based on priority ratings from first 15 participants. The themes include:

- Developing the Entrepreneurship Universities
- ICT and Research and Education Networking
- Leadership and Governance of African Universities
- Quality Assurance in African Universities
- Strategic Planning in African Universities
- University Advancement and Resource Mobilisation
- University Innovation and Intellectual Property Rights

G. COST OF TRAVEL, ACCOMMODATION AND MEALS

Participants outside of Ghana are responsible for their travel to and from Ghana, accommodation, extra meals, and any other hotel expenses (laundry, phone calls, secretarial services, etc.) incurred during their stay in Accra. The AAU will not assume responsibility for any unpaid bills. Group lunches, tea/coffee breaks on workshop days only, are covered by the registration fee.

H. ENTRY VISA REQUIREMENTS

Generally entry visas can be acquired on arrival but registered participants would need documentation from AAU to enable them board their flights to Accra.

Participants MUST HOLD:

- return tickets to their country of residence;
- confirmed letter from AAU or letter from local sponsor; and
- sufficient funds for maintenance during their stay,

If you need any further questions, please revert to the Local Organising Committee so that the necessary visa arrangements can be made.

I. HEALTH REQUIREMENTS

A YELLOW FEVER Vaccination Certificate is required from participants coming from infected areas. The countries and areas included in the endemic zones are considered as infected areas.
It should be pointed out that the Vaccination Certificate for Yellow Fever is valid ten (10) days after the date of vaccination or in case of re-vaccination as from the date of re-vaccination. Furthermore, participants may be subject to further medical screening, such as Ebola and other communicable diseases on arrival in Accra, and participants may be under health surveillance during their stay in Accra.

**J. ARRIVALS**

Kindly note that Kotoka International Airport is the main international airport of the capital. As participants will be met on arrival and conveyed to the hotel, kindly send your flight details to the Local Organising Committee well in advance for the necessary transport arrangements to be made on time.

**K. ACCOMMODATION**

Accommodation has been arranged at Airside Hotel, which is in between the AAU Secretariat and the Kotoka International Airport and is about 10 minutes’ drive away from each coordinate.

Negotiated Room Rate: US$100 (bed and breakfast)

Hotel Contact:
Front Desk: +233 3027 60480
Fafa: +233 5012 85746

Please note that:

i. The hotels requires that you confirm your reservations by 12th October, 2016 after which date accommodation cannot be guaranteed.

ii. Your choice of hotel will be binding after the deadline of 12th October, 2016.

Please fill the Accommodation Form online, and should you need any further clarification, kindly revert to the Local Organising Committee.

**L. IDENTIFICATION BADGES AND PERSONAL SECURITY**

Upon on-site confirmation of registration and payment of fees during the workshop, participants will be given identification badges, which for identification and security reasons; the venue may request that you wear these at all times during the meeting.

**M. COMMUNICATION**

Free wireless internet services will be provided during the workshop.

SIM cards and airtime for your cell phones are locally available.

For other official communication costs (international phone call, fax), please check telephone service charges with the hotel before use as participants shall pay these costs to the hotel directly before or upon check-out.
N. FIRST AID & EMERGENCY NUMBERS

Participants are advised to bring their regular prescribed medication for health care during the workshop.

The nearest major hospital to the workshop venue is the 37 Military Hospital (located about 2 kilometres away from the AAU Secretariat). There are, however, other health facilities closer to the Hotel.

O. WEATHER

The month of October is characterized by 31°C temperatures, with daily highs around 32°C throughout the month.

Daylight hours are approximately from 05.00 to 18.00 during this period of the year.

P. TIME

GMT + 0 hours.

Q. CURRENCY EXCHANGE

The Ghana Cedi is the currency of Ghana. The commercial exchange rate is subject to change on a daily basis. There are banks and licenced currency exchange bureaux located at the airport and in the City. You may exchange from the hotel cashier as well. For more information on currency exchange rate, please visit: http://www.xe.com/.

It is advised to use banks and licenced currency exchange bureaux rather than hotels to get the best available rate. Banking hours are from 9.00 am to 3.00 pm on weekdays and 9.00 am to 11.00 am on Saturdays. Most major credit cards are universally accepted.

R. ELECTRICITY

Electrical sockets (outlets) in Ghana usually supply electricity at between 220 and 240 volts AC. Type A electrical plugs (two flat parallel pins), Type C electrical plug (two-pin unearthed plug), and a combination of Type A and C electrical plugs are used in Ghana. You are advised to bring a universal adapter/converter as necessary.

S. EXCURSIONS AVAILABLE

An excursion site would be availed to participants when the programme is finalised. The excursion comes at a cost to be borne by participants.

Thank You