Logistics Notes

ECOWAS Sustainable Energy Forum (ESEF) 2022

31 October – 1 November

Abuja – Nigeria

www.ecreee.org
The 7th Edition of the ECOWAS Sustainable Energy Forum (ESEF2022), the largest Sustainable Energy gathering in the West African Region, will hold from 31 October – 01 November 2022 at Transcorp Hilton Hotel in Abuja, Nigeria.

The forum will take place at the main congress hall of the Transcorp Hilton.

Location: ESEF VENUE
1. Venue Transcorp Hilton

Registration and Badge Collection: Participants fully registered on the event platform here will receive their badges at the registration desk at the entrance of the congress hall starting from 8am on the 31st of October.

Only Registered participants with badges will be allowed into the venue.

Meals: Coffee breaks and lunches will be served at the forum.
1. Venue Transcorp Hilton

Interpretation: Simultaneous interpretation in the 3 ECOWAS official languages (English, French, Portuguese), will be provided for the duration of the forum.

Agenda: ESEF 2022 is a paperless event. The agenda is available online on the official event website here. We also encourage you to download the App for the website to easily access the agenda on demand.
2. Travel to Nigeria

The Nnamdi Azikiwe International Airport, also known as Abuja International Airport, is the main international airport serving Abuja, the capital of Nigeria. It is located 40 km (22 miles) from Abuja city center and approximately 40 minutes from the Forum venue.

For Sponsored participants: ECOWAS Member State officials invited to ESEF are fully sponsored by ECREEE. An email will be sent to you to confirm your travel arrangements and ECREEE will pre-arrange and manage the airport shuttle in Abuja.
2. Travel to Nigeria

Airport pick-up will be arranged to and from ESEF2022 Partner Hotels (See item 6). After clearing immigration formalities and claiming your luggage, please look out for the Welcome hostesses with “ESEF2022” signboard, which will be held by the welcoming team just outside the airport.

In case you cannot locate the welcoming team at the airport, please call (+234) 090 329 69243 or (+234) 815 907 9442
2. Travel to Nigeria

Participants not sponsored by ECREEE can also make use of the airport shuttle by looking for the “ESEF2022” signboard at the airport and sending an email of their travel schedule to Marie Claire Aliman at maaliman@ecreee.org.

Participants who are not sponsored by ECREEE and wish to handle their own travel arrangements the following advice applies: Airport by public transport - Taxis, are available 24 hours a day at the Abuja International Airport. The rate must be negotiated with the driver before entering the vehicle. Uber is also available in Abuja and can be more reliable. Most hotels in Abuja arrange airport shuttles. It is advised to make an official booking with your hotel and avoid impromptu public transportation.
3. COVID-19 information

Full vaccination for COVID-19 is a mandatory requirement for entry into Nigeria. Participants are encouraged to ensure they are fully vaccinated before arrival in Nigeria. However, for participants who are not vaccinated, a negative PCR test is required for entry and exit 72 hours before departure.

A valid yellow fever vaccination certificate may be required to enter Nigeria for certain regional countries. We recommend you bring your international yellow fever vaccination certificate.

Pre-entry requirement: All Participants are required to fill the entry form in the following link: https://nitp.ncdc.gov.ng/
3. COVID-19 information

Note: It is advisable to complete the information in the Nigerian International Travel Portal and generate your QR code one day before your departure to avoid delays.

The ESEF forum encourages only fully vaccinated persons to attend as it will not be liable for any health complications arising from COVID-19!

There is no mandatory mask wearing at the venue!
4. Visa requirements for Nigeria

A valid passport or appropriate travel documentation with an expiration date no longer than six (6) months is required to enter in Nigeria.

An entry visa is required for nationals of non-member countries of ECOWAS (Economic Community of West African States). A Visa is not required for citizens of ECOWAS countries.

For other countries, please contact the Embassy/Consulate of Nigeria in your country to check whether you need to apply for a visa.
4. Visa requirements for Nigeria

Furthermore, visa on arrival and online visa application is possible for this event. Participants who need support to arrange visa on arrival in Nigeria should submit their request along with copy of the biodata page of their passport by e-mail to Marie Claire Aliman maaliman@ecreee.org latest by October 15th, 2022. The ESEF team will not assume any responsibility for requests for visa on arrival submitted after this date.

For those not able to meet the deadline, additional information on Visa on arrival can be found here https://ietw-nigeria.b2match.io/page-151
5. Transportation for the Forum

A shuttle is available.

- Every morning from the ESEF2022 Partner Hotels to the venue / Transcorp Hilton Hotel
- Every afternoon/evening (at the end of the conference and/or social evening event) back to your ESEF2022 Partner Hotel.

The shuttle is only available for the following hotels. Detours to hotels outside of this list is not possible.

- Chelsea
- Rockview
- Stonedge
- Bluespring
- Stratton
- Probel
- Caledonian
5. Transportation for the Forum

Schedules will be shared with you at the airport pick-up and will also be available in the lobby at the ESEF2022 Partner Hotels and at the venue.

For non-sponsored participants staying at the ESEF2022 Partner Hotels, the shuttles are also available. Please indicate at the reception of your chosen hotel that you are part of the meeting so the bus schedules can be shared with you.
6. Accommodation

All participants are kindly asked to organize their own hotel reservation. ESEF2022 organizers have negotiated special rates at partner hotels.

Please indicate that you are attending ESEF2022 to get the negotiated rate. Because October is a high season period in Abuja, we recommend that you book your hotel the soonest.

Also copy maaliman@ecreee.org when making your reservation.
# ESEF2022 Partner Hotels – 31/10 and 1/11
Abuja, Nigeria

<table>
<thead>
<tr>
<th>No</th>
<th>Hotel</th>
<th>Address</th>
<th>Phone</th>
<th>E-mail</th>
<th>Contact</th>
<th>Standard Room Rate (Naira)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Transcorp Hilton Hotel</td>
<td>1 Aguiyi Ironsi Street, P.M.B. 200 Abuja, F.C.T., Nigeria</td>
<td>+234 9 4613000 / 803 0656700 d: +234 803 9013333 t: +234 9 4613000 m: +234 803 9013000</td>
<td><a href="mailto:reservations.abuja@hilton.com">reservations.abuja@hilton.com</a> <a href="mailto:obioma.nwaeze@hilton.com">obioma.nwaeze@hilton.com</a></td>
<td>OBIOMA NWAEZE Reservations Supervisor.</td>
<td>96,965</td>
</tr>
<tr>
<td>2</td>
<td>Fraser Suites</td>
<td>Plot 294, Leventis Close, Central Business District, Abuja, Nigeria</td>
<td>+234 808 987162 +234 813 988 8888</td>
<td><a href="mailto:Janet.osakwe@frasershospitality.com">Janet.osakwe@frasershospitality.com</a> <a href="mailto:adaku.onuoha@frasershospitality.com">adaku.onuoha@frasershospitality.com</a></td>
<td>Mrs. Janet Osakwe</td>
<td>120,000.00</td>
</tr>
<tr>
<td>3</td>
<td>Stratton Hotel</td>
<td>Bola Ige Close, Muhammadu Ribadu Street Off Shehu Shagari Way, Asokoro- Abuja.</td>
<td>+234 (9)462 0700 +234 8035756828</td>
<td><a href="mailto:reservations@strattonhotelasokoro.com">reservations@strattonhotelasokoro.com</a></td>
<td>Mrs. Chiamaka Egbu</td>
<td>55,500.00</td>
</tr>
</tbody>
</table>

Note: Forum Participants can stay at these hotels at the discounted rates indicated for the single rooms. ECREEE is NOT liable for any costs incurred by booking and staying in any of the hotels. ECREEE is merely connecting the two parties to make accommodation for the event hassle free.
## ESEF2022 Partner Hotels – 31/10 and 1/11
Abuja, Nigeria

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<tr>
<td>4</td>
<td>Probel Hotel</td>
<td>6, Beira Crescent Off Ademola Adetokunbo Wuse 2, Abuja</td>
<td>+234 8171555559</td>
<td><a href="mailto:prosbelhotels@gmail.com">prosbelhotels@gmail.com</a></td>
<td>Mr. Kunle Adekeye</td>
<td>51,000.00</td>
</tr>
<tr>
<td>5</td>
<td>Chelsea Hotel</td>
<td>Central Business District, Abuja</td>
<td>+234 08036723442</td>
<td><a href="mailto:fow@chelseahotelabuja.com">fow@chelseahotelabuja.com</a> <a href="mailto:salesmanager@chelseahotelabuja.com">salesmanager@chelseahotelabuja.com</a> <a href="mailto:info@chelseahotelabuja.com">info@chelseahotelabuja.com</a></td>
<td>Mrs. Akubueze Lilian</td>
<td>45,000.00</td>
</tr>
<tr>
<td>6</td>
<td>Rockview Hotels</td>
<td>Adetokunbo Ademola Crescent, Wuse 11, Abuja</td>
<td>+2348051002052/+2348083969990</td>
<td><a href="mailto:smmroyale@rockviewhotelsltd.com">smmroyale@rockviewhotelsltd.com</a> <a href="mailto:reservationclassic@rockviewhotels.com">reservationclassic@rockviewhotels.com</a> <a href="mailto:reservationroyale@rockviewhotels.com">reservationroyale@rockviewhotels.com</a></td>
<td>Mrs. Anna Osho</td>
<td>42,187.20</td>
</tr>
</tbody>
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<tr>
<td>7</td>
<td>Caledonian Suites</td>
<td>21, Usuma Street, Off Gana Street, Maitama, Abuja</td>
<td>+234 9030000118 / 9051512846</td>
<td><a href="mailto:reservations@caledoniansuites.com">reservations@caledoniansuites.com</a></td>
<td>Mr. Kingsley Okafor</td>
<td>36,000.00</td>
</tr>
<tr>
<td>8</td>
<td>Blue Spring Hotel</td>
<td>Central Business District, Opp, Ministry of Justice Near Federal Secretariat. Abuja</td>
<td>(+234)0908311 1113 / 07085120949 / 09090111115</td>
<td><a href="mailto:bluespringfrontoffice@gmail.com">bluespringfrontoffice@gmail.com</a>, <a href="mailto:info@bluespringhotel.com">info@bluespringhotel.com</a></td>
<td>Mrs. Nsidem Francis Etuk</td>
<td>25,000.00</td>
</tr>
<tr>
<td>9</td>
<td>Stonehedge Hotel</td>
<td>1041 Kur Mohammed Street, Central Business District, Abuja, FCT</td>
<td>+234 08032562619</td>
<td><a href="mailto:cynthiaonongha@gmail.com">cynthiaonongha@gmail.com</a>, <a href="mailto:maxwellcollinsstonehedgehotel@gmail.com">maxwellcollinsstonehedgehotel@gmail.com</a></td>
<td>Mrs. Cynthia Onongha</td>
<td>25,000.00</td>
</tr>
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7. General Information

Banking and Payments

Find a list of banks in Nigeria at https://www.cbn.gov.ng/Supervision/Inst-DM.asp

You can find many ATMs in the city (mainly in banks and hotels). Most of the hotels and restaurants accept credit and debit cards.

However, it is also advisable to take some cash with you to avoid being stranded.

Time

GMT +1

Currency

The Nigerian currency is Naira, represented by N. US dollars and Euros are the most easily changed into N. We do not have valid information on the current some exchange rates.
7. General Information

**Safety**

It highly advised to use common sense safety measures to avoid attracting unnecessary attention. More safety-related information can be found at: [https://fema.abj.gov.ng/police-emergency-line-fct/](https://fema.abj.gov.ng/police-emergency-line-fct/)

For any safety situation. Please call the Nigerian Police Force emergency hotlines on 07057337653, 08061581938, 08032003913

**Medical Services**

In case of medical emergency, please go directly to the Abuja National Hospital


**Tel:** (+234) 809 752 0012. [https://nationalhospital.gov.ng/contact/](https://nationalhospital.gov.ng/contact/). It is advisable to have medical, accident and travel insurance, for the entire period of participation, including travel time.

**Electricity**

The standard voltage in Abuja is 230 volts and the standard frequency is 50Hz. The outlet is the same type used in continental Europe and many other countries.
8. More information about Nigeria

Geographical Features
Nigeria is a West African country occupying an area of 923,769 sq. km.
The population is estimated at 214 million people (2021). The Capital city is Abuja with about 3.5 million inhabitants. The name “Nigeria” was originally adopted from the “Niger River” which flows through the country. The Motto is ‘Unity and Faith, Peace and Progress’.

Site seeing / Tourist Information in Abuja
Abuja is filled with exciting spots to relax and unwind. Nightclubs, maquis (outdoor places that serve cheap meals and drinks, with music), restaurants, cafeterias etc.
Abuja also has several touristic sites that you can visit.
Please see links to support your site seeing and tourist activities:
https://www.tripadvisor.com/Attractions-g293825-Activities_Abuja_Federal_Capital_Territory.html
For further information email: esef@ecreee.org
We wish you a safe trip and looking forward to seeing you at ESEF2022

The ECREEE Team