

THE INTERNATIONAL ASSOCIATION OF SOUND AND AUDIOVISUAL ARCHIVES (IASA)

49TH ANNUAL CONFERENCE

MONDAY 1ST OCTOBER TO THURSDAY 4TH OCTOBER 2018

UNIVERSITY OF GHANA, LEGON

HOTEL INFORMATION

RECOMMENDED HOTEL ACCOMMODATION

Participants of the International Association of Sound and Audiovisual Archives (IASA) 49th Annual Conference are advised to make reservations **directly** with the under-listed recommended hotels and guest houses.

Participants should indicate the reservation code **“IASA 2018”** when making reservations.

The rates are for Bed & Breakfast unless otherwise indicated and include all taxes. Payment by credit card is accepted at some of the hotels and guest houses but is generally subject to a surcharge. Participants are to note that reservation can be made based on availability of rooms at any particular time.

1	Name	YIRI LODGE - Institute of African Studies, University of Ghana Legon
	Location	South Legon, University of Ghana (Approximately 8 minutes' drive and about 30 minutes walk from the main conference venue)
	Internet	Has cable internet access in rooms
	Telephone	(+233-(0) 302513386 /7
	E-mail	yirilodge@gmail.com
	No. of rooms available	44
	Rate (Bed, Breakfast &Tax)	Old Site: 15 Rooms <ul style="list-style-type: none"> • Single Occupancy: US\$50 per night • Double Occupancy (twin beds) US\$80 per night New Site <ul style="list-style-type: none"> • Single Occupancy: 23 rooms @ US\$70 per night • Double Occupancy: 4 rooms @ US\$100 per night Executive Suite: 2 rooms @ US\$120 per night
	RESERVATION CODE	Please indicate “IASA 2018”
	Method of Payment	1. Cash 2. Bank transfer 3. Company cheque (Personal Cheques and Credit Card payments will not be accepted)
	BANK TRANSFER	ACCOUNT NAME: INSTITUTE OF AFRICAN STUDIES YIRI-LODGE BANK NAME: PRUDENTIAL BANK LIMITED

INFORMATION	ACCOUNT NUMBER: 0091900970026 BRANCH: RING ROAD CENTRAL SWIFT CODE: PUBKGHAC NB: All bank transfer should be made one month earlier before arrival and proof of payment e-mailed back to yirilodge@gmail.com
Reservation Contact	The Manager. Email: yirilodge@gmail.com

2	Name	ERATA HOTEL
	Location	OKPONGLO, EAST LEGON ACCRA (Approximately 12 minutes drive from the main conference venue)
	Type	3 -star
	Internet	Has wireless access
	Telephone	(+233-(0)544 3367 61
	Fax	(+233 -(0) 302505119
	E-mail	info@eratahotel.com or eratahotel@hotmail.com
	Website	www.eratahotel.com
	No. of rooms available	40
	Rate (Bed, Breakfast &Tax)	<ul style="list-style-type: none"> • Single Occupancy: US\$100 per night • Double Occupancy: US\$120 per night
	RESERVATION CODE	Please indicate "IASA 2018"
	Method of Payment	1. Cash 2. VISA, MASTER & AMERICAN EXPRESS Credit Cards accepted for payment.

3	Name	MENSVIC GRAND HOTEL
	Location	East Legon, (Approximately 15 minutes drive from the main conference venue)
	Type	3 -star
	Internet	Has WIFI
	Telephone	(+233-(0) 302521634/+233-201617807

E-mail	info@mensvichotels.com
Website	www.mensvichotels.com
No. of rooms available	90 Rooms
Rate (Bed, Breakfast &Tax)	<ul style="list-style-type: none"> • Single Occupancy: US\$140 • Double Occupancy: US\$180 • Twin (Two separate beds) US\$220
RESERVATION CODE	Please indicate "IASA 2018"
Method of Payment	<p>1. Cash</p> <p>2. VISA, MASTER & AMERICAN EXPRESS Credit Cards accepted for payment (All cards attract 6% Bank charge)</p>
Reservation Contact	The Manager. Email: info@mensvichotels.com

4	Name	UNIVERSITY OF GHANA GUEST CENTRE
	Location	Centre of University of Ghana. (Approximately 7 minutes drive and about 25 minutes walk from the main conference)
	Internet	Has WIFI
	Telephone	+233 (0)577850291, +233 (0) 577850292
	E-mail	guestcentre@gmail.com
	No. of rooms available	20
	Rate (Bed, Breakfast &Tax) Make reference to the Code: "IASA 2018" The University of Ghana Guest Centre does not accept foreign currency for payment. It accepts only Ghana Cedis. Check the rate of exchange of your currency to the Ghana Cedis at an exchange service at the time reservation. You may for example wish to use the OANDA Currency Converter to assist you compute the cost. https://www.oanda.com/currency/converter/ The listed currency name is Ghanaian New Cedi	<ul style="list-style-type: none"> • Flats (Have 2 beds in a room with a sitting room area): <u>New Flat</u> Single Occupancy: GHS385 per night Double Occupancy: GHS430 per night • <u>Bed Sitters</u> (2 beds in a room) Single occupancy: GHS290 per night Double Occupancy: GHS340 per night
	RESERVATION CODE	Please indicate "IASA 2018"

Method of Payment	1. Cash on arrival
Reservation Contact	Email: guestcentre@gmail.com Telephone: +233 (0)289500184, +233 (0)288512513

5	Name	FIESTA ROYALE HOTEL
	Location	North Dzorwulu, Off George W. Bush N1 Highway / South Legon, (Approximately 20 minutes' drive from the main conference venue)
	Type	4 -star
	Internet	Has WIFI
	Telephone	(+233-(0) 302740810
	E-mail	reservations@fiestahospitality.com
	Website	www.fiestahospitality.com
	No. of rooms available	100 rooms (10 chalets, 2 suites & 88 standard rooms)
	Rate (Bed, Breakfast &Tax)	<ul style="list-style-type: none"> • Single Occupancy: US\$200.00 • Double Occupancy: US\$220.00
	RESERVATION CODE	Please indicate " IASA 2018 "
	Method of Payment	1. Cash 2. VISA, MASTER & AMERICAN EXPRESS Credit Cards accepted for payment
	Reservation Contact	The Manager. Email: reservations@fiestahospitality.com Cc Yvonne in all correspondence - yeyeson@fiestahospitality.com

6	Name	ELLKING HOTEL
	Location	East Legon, 7 Nii Quaye Street. (Approximately 12 – 15 mins drive from the main conference venue)
	Type	2- star
	Internet	Has Wifi
	Telephone	+233-(0)302918436 / +233-(0)243690117

E-mail	info@ellking.com
Website	www.ellking.com
No. of rooms available	33 rooms
Rate (Bed, Breakfast &Tax)	<ul style="list-style-type: none"> • Single Occupancy \$80 • Double Occupancy \$100
RESERVATION CODE	Please indicate "IASA 2018"
Method of Payment	<ol style="list-style-type: none"> 1. Cash 2. Visa Card 3. Bank Transfer –
Additional Service	Airport Shuttle (free Airport shuttle to and from Ellking Hotel) Free shuttle in the morning to Conference venue – (Depending on the number of conference participants that sign up for the hotel)
Reservation Contact	The Marketing Manager, Email: joyceeoj@gmail.com Telephone: +233 (0) 6200127

Reservations for hotel accommodation should be copied to the Conference Event Manager at email address: akunudake@yahoo.com

This is to enable us cross check and affirm that your reservation has actually been done:

The information required is as follows:

Name of Hotel/Guest Centre:

Date of Arrival:

Time of arrival (if available):

Flight (if available):

Date of Departure:

Number of Nights: