APN

ASSEMBLY 2026

Information Pack

3 – 5 November 2026

ALISA Hotel North Ridge

Accra, Ghana

Welcome to Accra, Ghana!

Thank you for prioritizing the 2026 APN Assembly!

Please carefully read the information below and follow the guidance provided to support your travel and stay in Accra. For more information, you can also contact us at assembly@apn.or.tz.



Venue:	The Assembly venue is ALISA HOTEL, North Ridge Contact person: Emmanuel Sasu (e-sasu@alisahotels.com; mobile +233 501631288)
Dates:	All participants are expected to arrive on Monday, 2nd November, and depart by Friday, 6th or 7th November 2026. For more information please access the program in FRENCH or ENGLISH languages.
Meals:	• The hotel will provide complimentary breakfast for all participants staying. • Organizers will offer lunch and two tea/coffee breaks mid-morning and mid-afternoon from 3 - 5 November. • GALA DINNER will be hosted on the evening of Thursday, November 5, 2026. Here we showcase and celebrate all African cultures. **Dress code: African Attire!**
Language:	Participants are assured about quality of French & English interpretation.
Airport:	All international participants will arrive at Kotoka International Airport.
Entry Visa:	Most African countries do not require a visa to enter Ghana. However, for those who require visas, the organizers will issue a formal invitation letter to facilitate your visa application. Visit **https://gis.gov.gh/visas/** for information about visa requirements.
E-Travel Authorization (ETA)	Everyone is advised to complete the Electronic Travel Authorization (ETA) and bring the Approved Visa with you. You can access the ETA form by clicking **HERE**.
Travel Documents:	The designated point of entry and departure is the Kotoka International Airport. Kindly have the following important documents before departing to the airport: Return air ticket • **Valid passport** • **Valid Ghana entry visa, if your country is eligible** • **A copy of ETA approved by the Ghana Immigration Service** • **Valid yellow fever vaccination card** • **Invitation letter issued by the organizers**

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Airport Transfers:	• For those staying at **ALISA HOTEL** and **ACCRA CITY HOTEL** there will be complementary shuttles: • ALISA Hotel has a receiving office located on the left-hand side as you exit the airport. Please visit the office for complimentary shuttle services to the hotel. • For **ACCRA CITY HOTEL**, you will need to look for the signpost with your hotel's name. • Participants staying in other hotels, please confirm with your respective hotels.
Self-Organized Transfers:	If you are arranging your own transport, please note the following important details: • A taxi or ride-share journey takes roughly 10 to 15 minutes, depending on traffic. • Taxis typically cost between $8 and $10. More drivers prefer cash payment in local currency. • Bolt services are available.
Security and Safety:	• APN Assembly is a safe space for philanthropy actors to connect with a mission of reclaiming and elevating African philanthropy practices – as a durable strategy for systems change, inclusive and just development of people and their communities. • The organizers prioritize security and safety of participant at all stages, from venue and hotels identification to planning and delivery of the Assembly programme with all associated activities. • Accra is generally a safe and welcoming city with a low risk of political violence. However, we encourage of participants to exercise a degree of caution. • Organizers, the APN and its member in Ghana are monitoring the situation on daily basis and remain responsible to provide any mitigation measures and support, if and when required.
Currency Exchange:	The local currency in Ghana is the Ghanaian **cedi (GHS)**. The approximate exchange rate currently is **US$1 = GHS 11.50**. You can exchange money at the airport or at foreign exchange bureau and ATMs located throughout the cities. Please note that exchange rates may fluctuate. We advise participants to carry some CEDIS local purchases. However, credit or debit card transactions are widely accepted.
Socket and Power Plugs:	

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Internet Connection:	• All hotels and meeting rooms will provide a complimentary wireless internet connection. • One can also access local SIM card at the Airport and authorized telecommunication offices.
Weather:	The maximum temperature in Accra during daytime is 36°C and the minimum is 28°C. The weather is expected to be mostly sunny, hot, and humid, with a chance of occasional rains.
Dress Code:	The recommended dress code for the Assembly is Smart Casual.
Health Care:	A nursing room and a healthcare provider are available at the Alisa Hotel for any health needs. If there are any existing medical issues, you are advised to bring relevant information and medical insurance details for ease of support. For more information, visit the **health information for travelers** to Ghana.
Fitness:	Alisa Hotel provides a gym and a swimming pool as part of the accommodation.
Registration of Participants:	All participants will register at the ALISA Hotel on the morning of the 3rd of November 2026.
Site Visits:	Selected sites are communicated in the programme. For self-organized visits, you can access more information HERE and/or at your hotel.
Registration and Nama Tags:	• All participants will receive a name tag that serves as an identification and entry pass to the Assembly conference venues and organized events. You are advised to have it at all times. • Registration of participants will take place at ALISA Hotel, on **November 3, from 08:00 – 09:00AM.**
Logistics and Inquiry:	Please feel free to contact the organizers through • Ms. Abigail Burgesson at aburgesson@gmail.com or via WhatsApp at +233 24 4668238; or Mr. Goodchance Mariki at gmariki@apn.or.tz; or via WhatsApp at +255 719 666166.

We look forward to a meaningful, inspiring, and productive gathering with your full participation!

Issued by/on behalf of the APN Assembly Organizers
Dr. Stigmata C. Tenga
Executive Director