



**MINISTRY OF TOURISM &
CULTURAL AFFAIRS**
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General Information Note

WOMEN IN TOURISM REGIONAL CONGRESS

**“Beyond Empowerment to Education, Innovation,
and Finance Access”**

Freetown, Sierra Leone, 29 to 31 October 2024



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In contributing to address systemic barriers and harness the full potential of women who make up majority of the tourism and hospitality workforce in Africa, a three-day Women in Tourism Regional Congress will be hosted by the Republic of Sierra Leone in collaboration with UN Tourism from 29 to 31 October, 2024.

This event aims to advance, beyond empowerment by equipping women in tourism with the requisite access needed, actionable insights, multi-faceted support, and equitable opportunities. Key priorities include enhancing mentorship, educational, and training initiatives, fostering technological innovation, and improving access to financial resources to facilitate women’s advancement into positions of leadership and influence.

This information note provides relevant information on your participation in this event, and it might be subject to change. Any further changes will be promptly notified.



1. Venue of the event



The Women in Tourism Regional Congress will be held at the **Freetown International Conference Center, Freetown, Sierra Leone.**

2. Contact information of the organizing committee

Governments and other dignitaries invited by the Ministry of Tourism of Tourism and Cultural Affairs and UN Tourism are requested to send their replies to this email address: witc@motc.gov.sl or the officials listed below, at the latest by 12 September 2024, indicating as much as possible, the composition of their delegations.

Contact information of the organizing committee

Edward Kwame Yankson
Permanent Secretary
Ministry of Tourism and Cultural Affairs
Sierra Leone
Tel: +232 79 299 977
Email: kwameyankson@gmail.com

Mohamed Jalloh
Director of Tourism, Travel and Exchange
Programme
Ministry of Tourism and Cultural Affairs
Sierra Leone
Tel: +232 76 522 838
Email: jallohtourism@outlook.com

3. Registration

The online registration for the forum is open and is available through the following link: <https://tourism.gov.sl/women-in-tourism-regional-congress>

Participants are requested to complete the registration form, available on the link above by latest 12 September 2024.

At the venue of the Women in Tourism Regional Congress, badges will be issued at the time of registration. A registration and information desk will be open one day before the start of the Forum at the venue of the event.

28 October 2024: 15:00hrs – 17:00hrs

29 October 2024: 09:00hrs – 17:00hrs

30 October 2024: 09:00hrs – 17:00hrs

31 October 2024: 08:00hrs – 12:00hrs

Accreditation and collection of badges will take place at the event venue. Delegates are requested to register online before arriving at the venue for accreditation.

Please note:

I. Access to the venue of the event and other designated areas will be strictly limited to participants with appropriate access cards. Participants are always reminded to have their identity cards within the premises of events

II. The same ID/Passport used to register must be presented at the time of accreditation.

III. Badges will only be handed out directly to the entitled personnel

IV. Identity cards are important security credentials; misuse is subject to legal action. Loss of badges must be reported immediately at Registration Desk; and

V. Badges are for personal use only and cannot be transferred.

4. Status of Participants

The Government of Sierra Leone will take the necessary steps to facilitate the arrival and departure of international participants invited, as well as their stay in Sierra Leone.

5. Entry Formalities

A valid passport is required for all international visitors to Sierra Leone. Entry visas may be obtained at Sierra Leone diplomatic missions and consular representations abroad or at the Freetown International Airport, Lungi.

Based on the law of the country, visa exemption is in place for passport holders from specific African countries. For countries which are not exempted, kindly follow the link: [Visa on Arrival - Sierra Leone Immigration Department \(slid.gov.sl\)](http://slid.gov.sl)

A Courtesy Visa will be issued on arrival upon presentation of an invitation letter from the Ministry of Tourism and Cultural Affairs, Sierra Leone and UN Tourism for holders of Diplomatic, Service and UN Passports. However, participants are strongly advised to send the following details, at their earliest convenience:

- Full names of the traveller
- Valid passport number and nationality
- Scanned copy of the biodata page of the passport
- Date of arrival

To the attention of:

Mr. Edward Kwame Yankson –
Permanent Secretary, Ministry of Tourism and Cultural Affairs
E-mail: kwameyankson@gmail.com
Tel.: +232 79 299 977

Mr. Sahr Philip Morsay
Deputy Secretary, Ministry of Tourism and Cultural Affairs
E-mail: sahrdain@yahoo.co.uk
Tel: +232 76 810 711

6. Reception at the Airport

A reception and information desk will be opened for delegates at Freetown International Airport, Lungi, one day prior to the date of the event to welcome and assist participants and delegations.

Ministers of Government and UN Tourism Officials will be welcomed from disembarkation and assisted through all the formalities by dedicated staff

7. Transport

The Ministry of Tourism and Cultural Affairs, Sierra Leone, will arrange free transport for all participants upon arrival, and departure from the airport, as well as return transport between the hotels listed below and the meeting venue.

All participants are therefore requested to register online giving the details of their arrival and departure in order to provide to the organisers the details of their arrival and departure. Free shuttles will also be arranged from the hotels listed below to the meeting venue and return.

8. Accommodation

Invited participants are requested to make their own arrangements by contacting their chosen hotel through the phone and email addresses, and to make their reservations according to the hotels listed below. They should specify that they will be attending the Women in Tourism Regional Congress to be held in Freetown, Sierra Leone from 29 to 31 October 2024.

We highly recommend participants to book their accommodation at the earliest convenience to benefit from the discounted rates.

No.	Hotel	Hotel type	Room Type in Single Occupancy (bed & breakfast)	Price in USD	Distance from the venue of the event with the hotel	Location	Contact/Email
1	Lead Hotel (Reserved for Ministers of Tourism and UN Delegates)	Resort	Business Suite	200	10mins	72a Cape Rd, Freetown	232 33 933333
			Executive Suite	290			info@livingthelead.com
			Lead Suite	600			
2	The Place Resort Tokeh (Reserved exclusively for a one-day meeting with Female Tourism Ministers and UN delegates)	Resort	Beach Front Premier Suites	150	1hr 30mins	Peninsula Highway, Tokeh	232 99 604000
			Sea View Deluxe Suite	125			welcome@stayattheplace.com
			Mountain View Junior Suite	100			
3	Mamba Point Lagoonda Resort	Resort	Single Room	140	10mins	80 Cape Road, Aberdeen	Reservations@mambapointhotel.freetown.com
			Double Room	160			
4	Radisson Blu Mammy Yoko Hotel	Hotel	Standard	140	5mins	17 Lumley Beach Rd, Freetown	232 79 253 030
			Standard	150			radisson.com
			Premium	180			patrick.nyallay@radissonblu.com
5	Atlantic Lumley Hotel	Resort Hotel	Standard Room	123	10mins	Lumley Beach Road, Freetown	iye.kowa@atlantichotel-sl.com
			Executive Suite	165			232 76 962 108
			Presidential Suite	1050			

6	Hotel Barmoi	Resort Hotel	Standard Room	\$85 (single occupancy) , \$100 (double occupancy)	10mins	75C Cape Road, Freetown	232 30 960 024
			Deluxe Room	\$95 (single occupancy) , \$110 (double occupancy)			www.hotelbarmoi.com
			Premium Room	\$105 (single occupancy) , \$120 (double occupancy)			
7	Home Suites	Boutique Hotel	Deluxe Room	205	2mins	78a Cape Road, Bintumani Drive, Aberdeen	gm@homesuiteshotelssl.com
			Double Room	245			232 88 041 931
			Executive Suites	350			

9. Health Requirements

All participants are required to observe international health regulations on public health and measures for travelers.

Emergency health services will be provided by the Hospital on Wheels during the period of the Women in Tourism Regional Congress. Ambulance services will be provided for participants.

Hospitals and emergency telephone numbers are listed below:

Choithram Memorial Hospital

Hill Station, Freetown

Contact: +23276 980 000 – Free call with local number

Life Care Hospital

198 Wilkinson Road, Freetown

Tel: +23280 220 220

Emergency Services:

Hospital on Wheels

Dr. Yeabu Kargbo – +232 75 163 248

Dr. Sam Baio – +232 88 114 534

National Emergency Services

Contact: +23276300400

10. Working Languages

The working languages of the Women in Tourism Regional Congress will be English. The documents will be prepared in English and simultaneous interpretation will be provided in English and French.

11. Social Programme

The social Programme will be communicated later.

DAY 1: Tuesday, 29 October 2024

19:30 – 21:30 – Welcome Reception and Networking (all participants)

DAY 2: Wednesday, 30 October 2024

06:30 – 07:30 Optional: Morning walk

19:30 – 21:30 Dinner incl. live concert featuring prominent women musicians and entertainers (all participants)

DAY 3: Thursday, 31 October 2024

Option 1: A Day in the Life of Local Women Artists (all delegates)

Option 2: (all delegates) TBC.

16:00 – 00:00 – Carnival

12. Climate

The average temperature in Sierra Leone during the month of October ranges from 25°C to 29°C.

13. Local Time

Time in Sierra Leone is GMT+ 0.

14. Business and Shopping Hours

Banks are open from 8:30 a.m to 4 pm from Monday to Friday. On Saturdays, Sundays and Public Holidays banks are closed.

Most shops are open from 8:30 a.m up to 18:00 pm

Workings Hours for both Government and the Private Sector are between 08:30hrs to 17:00hrs Monday to Friday. Saturday is not a working day for Government but most business establishments are open.