



INTERNATIONAL CONFERENCE ON ENERGY AND ENGINEERING

SUNYANI, BONO REGION, GHANA

INFORMATION NOTE FOR PARTICIPANTS

OCTOBER, 2025

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LOCATION

The Republic of Ghana is a country in West Africa. It is situated on the Atlantic Coast of the Gulf of Guinea. It is sandwiched between Cote d'Ivoire and Togo, with Burkina Faso straddling its Northern border. Sunyani is the capital city of the Bono Region and the Sunyani Municipal of Ghana. The population of Ghana is 33.48 million (2022), with a GDP of US\$362.50 billion (2023). The currency is the Ghanaian Cedi (GHS).



KEY: Names of Regions are in Red and their Capital Towns are in Black

VENUE

The Conference will be held at the **Regional Centre for Energy and Environmental Sustainability (RCEES) Auditorium** of the University of Energy and Natural Resources, Sunyani, Bono Region, Ghana.



REGISTRATION OF PARTICIPANTS

a) Registration

All participants invited to attend in person in Sunyani Accra must confirm their attendance in person by filling this form (<https://icee.uenr.edu.gh/>).

b) Registration in Sunyani before the commencement of Conference

Conference tags will be prepared for registered participants. The tags will be issued to registered participants beginning from **1st October, 2025**.

Only registered participants with conference tags will have access to the Conference venue.

For further information, please contact **Ms. Bernice Kyei-Mensah** or **Ms. Abigail Amo Boatemaa** at icee@uenr.edu.gh.

DEPARTURE

Participants are advised to be at the Airport at least 3 hours before the departure time of their flight, to allow sufficient time for check-in procedures.

***Travelers should note that there is a flight option from Accra (Kotoka International Airport to Sunyani).**

LANGUAGE

The official Language for this Conference is English.

DOCUMENTATION

Meeting documents will be made available in English.

HOTEL RESERVATIONS

A list of hotel options is provided in **ANNEX 2: Hotel Options in Sunyani, Bono Region, Ghana**. This includes information on the accommodation rates, the hotel contact details and the distance of the hotel to the Meeting venue.

Participants are advised to secure and finalize their own accommodation reservations directly with the selected hotel of choice through the mentioned contact details. **Participants are advised to secure hotel accommodation as soon as possible.**

Participants will be responsible for the payment of hotel accommodation and any incidental expenses (such as telephone calls, laundry and room service) incurred for the duration of their stay at the hotel.

Please ensure that all expenses are settled prior to checking out of your accommodation.

TRANSPORTATION

All participants are required to provide **arrival, departure and hotel details** not later than **26th September, 2025** to icee@uenr.edu.gh for pick-up and drop-off.

MORNING COFFEE BREAKS AND LUNCH

There shall be provision of snack in the morning and lunch refreshments for the scheduled breaks on each day of the meeting.

CURRENCY, CREDIT CARDS AND BANKING SERVICES

The national currency of Ghana is the Ghana Cedi - currency sign: GH¢.

Foreign currency can be exchanged at banks, hotels and forex bureau. All major international credit cards are generally accepted in hotels, shops and restaurants.

Banks in Accra/Sunyani are open from Monday to Friday, from 0830H to 1630H.

There are currency exchange counters located in the arrival and departure areas of Kotoka International Airport, Accra, Ghana.

WEATHER AND LOCAL TIME INFORMATION

The weather in Accra in October is very warm and muggy, with average highs of 83°F (28°C) and lows of 76°F (24°C).

Ghana observes a single time zone, denoted as Greenwich Mean Time (GMT; ±00:00). There is no Day-light Saving Time clock changes.

MEETING ATTIRE

Meeting attire is formal, smart casual. Light summer clothing is appropriate and advisable, given the prevailing climatic conditions.

TELEPHONE SERVICES

National calls

You will be able to make national calls in Ghana using landlines and mobile phones.

International calls

The country code for Ghana is +233. To dial to a fixed number in Ghana from a foreign country you need to dial: 00 (IAC-International Access Code) + 233 + area code + phone number.

To dial a foreign number from Ghana you will have to dial the country code, area code and number you wish to call.

INTERNET

Wi-Fi access will be available at the Conference venue free of charge.

BUSINESS HOURS

Business hours in Ghana are Monday through Friday, from 0800H to 1700H.

AIRPORT TAX

All taxes related to air travel is included in the airfare. There is no additional tax to be collected at the airport on arrival or departure.

ELECTRICITY

The power plugs and sockets used in Ghana are of type G. Plug type G has three rectangular pins in a triangular pattern. The standard voltage is 230 V and the standard frequency is 50 Hz.



Socket and plug type G

TAXES

Value Added Tax (VAT) forms part of the consumer's final price for goods or services. The Value Added Tax rate in Ghana is 15%. It is usually included in consumer prices, unless otherwise indicated.

HEALTH

Meeting Participants must be in good health and have medical insurance or a health care plan which would cover any medical emergency.

Neither the University of Energy and Natural Resources nor the Government of Ghana shall be held responsible or liable for medical expenses, accident and travel insurance, compensation for death or disability, compensation for loss of or damage to personal property, and for any other loss that may be incurred during travel time to and from the Meeting, and for the duration of stay in Ghana to participants in the Meetings.

Basic medical services (a sick bay) and medical professionals will be available at the Meeting Venue.

It is recommended that you consult your doctor prior to travelling/arriving in Ghana to discuss your health needs as required.

ANNEX 1: HOTEL OPTIONS IN SUNYANI, GHANA

	Name	Address and Contact Details	Distance from Venue	Room Rate
FOUR STAR HOTELS				
1.	Eusbett Hotel 	8MQ7+V4C, Sunyani - Berekum Rd, Sunyani +233 3522024393 reservations@eusbetthotel.com https://eusbetthotel.com/	3.5 km	From US\$60 to US\$ 162
THREE STAR HOTELS				
2.	Sheila's Executive Hotel & Lodge 	9JHV+8P6 Opposite Regional Coordinating Council, Berekum Rd, Fiapre +233 352195524	3.8 km	From US\$ 129 US\$ 36