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WEST AFRICA FEMINIST DATA SUMMIT 2026

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12 — 14 JUNE 2026 • ACCRA, GHANA

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RÉSEAU DES FEMMES LEADERS POUR LE DÉVELOPPEMENT (RFLD)

ACHPR Observer No. 553

LOGISTICAL NOTE FOR SELF-SPONSORED PARTICIPANTS

West Africa Feminist Data Summit 2026

12 – 14 June 2026 | Mensvic Grand Hotel, East Legon, Accra, Ghana

1. Introduction

Dear participant, thank you for confirming your attendance at the West Africa Feminist Data Summit 2026. This logistical note has been prepared specifically for delegates who are funding their own attendance. It sets out everything you need to know about arriving in Accra, lodging, on-site arrangements at the Mensvic Grand Hotel, and the practical points that will shape your three days with us.

The Summit is a working convening — plenary, training and drafting — and not a conference with passive attendance. Each session produces something concrete. Please read this note in full and

bring it with you, in print or on your phone. Your single point of contact for any logistical question, before or during the Summit, is named in Section 7.

2. Summit at a Glance

Dates: 12 – 14 June 2026 (three full days, Friday to Sunday).

Venue: Mensvic Grand Hotel, East Legon, Accra, Ghana.

Convener: Réseau des Femmes Leaders pour le Développement (RFLD) — ACHPR Observer No. 553.

Format: Plenary, parallel track sessions, hands-on training, drafting circles, creative practice, encrypted-collective launch.

Working languages: English and French, with simultaneous interpretation across all plenary and main track sessions.

Delegates: Approximately 100, by invitation: feminist activists, data journalists, civic technologists, parliamentarians, researchers and donor representatives.

3. The Venue: Mensvic Grand Hotel

All three days of the Summit — plenary sessions, the eight parallel thematic tracks, drafting circles, creative-practice rooms, the welcome reception, the cross-border dinner and the closing ceremony — will be hosted at the Mensvic Grand Hotel in East Legon, Accra.

We have chosen Mensvic for its conference facilities, in-house catering, gardens, and the practical advantage that everything happens under one roof: no commuting between sessions, no inter-venue transport, no logistical breakage between the plenary hall and the parallel rooms.

3.1 Address and contact

Mensvic Grand Hotel, East Legon, Accra, Greater Accra Region, Ghana.

Approximately 20 minutes by car from Kotoka International Airport (ACC) under normal traffic conditions.

3.2 On-site amenities

Mensvic Grand Hotel is a four-star property offering the following amenities to delegates: conference facilities (the Summit's plenary hall and breakout rooms), an in-house restaurant serving Ghanaian and international cuisine, a swimming pool, fitness centre, business services, complimentary Wi-Fi across the property, secure parking, and 24-hour reception and security.

3.3 Why on-site lodging matters

Self-sponsored delegates are strongly encouraged to lodge at Mensvic for the duration of the Summit. Doing so means you walk to every plenary, every parallel track, the welcome reception in the gardens, and the cross-border dinner on the evening of day two — no transport coordination required.

3.4 Booking your room at Mensvic

Self-sponsored participants are responsible for booking and paying for their own accommodation. We have asked Mensvic Grand Hotel to apply the RFLD Summit delegate rate to any reservation referencing the convening. Please mention "RFLD West Africa Feminist Data Summit" when making your booking, and again at check-in.

To book: contact the Mensvic reservations desk directly, or write to samuel.adebena@rflgd.org and the RFLD Programmes Office will introduce you to the hotel's group coordinator. Confirmation should be in writing (PDF or email) and should state the dates, room type and the negotiated rate.

Important — book early. June is peak conference season in Accra and Mensvic accommodates RFLD's travel-grant cohort first. Self-sponsored rooms at the delegate rate are issued on a first-come basis. We recommend confirming by mid-May 2026 at the latest.

4. Alternative Accommodation in Accra

If you prefer to lodge elsewhere — whether for budget, brand familiarity, or to extend your stay near the beach — the hotels below are well known to RFLD's regional team and are within a 5 to 25 minute drive of the Mensvic Grand Hotel.

4.1 Recommended hotels

- **Mensvic Grand Hotel (4-star)** — East Legon. On-site, 0 minutes (the Summit venue).
- **Kempinski Hotel Gold Coast City (5-star)** — Central Accra. Approximately 25 minutes by car.
- **Labadi Beach Hotel (5-star)** — La / Labadi. Approximately 20 minutes by car. Suitable for delegates extending their stay.
- **Tang Palace Hotel (4-star)** — South Legon. Approximately 10 minutes by car.
- **Lancaster Accra (4-star)** — Airport City. Approximately 15 minutes by car.
- **Best Western Premier Accra Airport (4-star)** — Airport City. Approximately 15 minutes by car.
- **Tomreik Hotel (3-star)** — East Legon. Approximately 5 minutes by car.
- **Lakeside Hotel (3-star)** — East Legon. Approximately 10 minutes by car.

Distances are approximate and assume off-peak traffic. Accra traffic is unpredictable in the late afternoons; budget an additional 15 to 25 minutes if you are lodging outside East Legon and travelling for the 09:00 morning sessions.

4.2 If you book outside Mensvic

We strongly suggest you arrange your own daily transport to and from the venue. Bolt and Uber both operate reliably in Accra. Alternatively, your hotel's concierge can pre-book a driver for the three days at a daily rate. Please factor your transport budget in advance and arrive at the Summit hall by 08:30 on day one to allow time for registration before the 09:00 opening plenary.

5. Travel and Arrival

5.1 Airport

All international delegates will arrive at Kotoka International Airport (ACC), Accra's only international airport, located approximately 20 minutes by car from Mensvic Grand Hotel under normal traffic conditions.

5.2 Visa arrangements

ECOWAS citizens do not require a visa to enter Ghana. Please carry a valid passport or ECOWAS biometric ID. Non-ECOWAS delegates may require a visa or a visa-on-arrival authorisation, depending on nationality.

If you have not yet received your invitation letter, write to samuel.adebena@rflgd.org as soon as possible. RFLD issues invitation letters on official letterhead suitable for embassy and visa-on-arrival processing.

Please verify your specific visa requirements with the nearest Ghanaian diplomatic mission before booking your flight. Visa-on-arrival is conditional on prior authorisation and is not automatic.

5.3 Yellow fever certificate

Ghana requires a valid yellow fever vaccination certificate for entry from all international arrivals over nine months of age. The certificate is verified at immigration and we recommend you keep it accessible alongside your passport.

5.4 Airport pick-up

Airport transfers are not provided for self-sponsored participants. From Kotoka Airport, the most reliable options are:

- **Bolt or Uber:** Ride-hailing apps work seamlessly in Accra. Both apps have airport-authorized pickup zones and accept card payment. Expect GHS 80 to 150 for the trip from ACC to Mensvic, depending on time of day.
- **Hotel transfer:** Mensvic Grand Hotel offers a paid airport-shuttle service that can be pre-booked through the hotel's reservations desk. Rates and availability are set by the hotel.
- **Licensed taxi:** Licensed (metered) airport taxis are available at the official arrivals rank. Agree the fare in writing before departure if the meter is not used.

5.5 Currency and payments

The local currency is the Ghanaian cedi (GHS). Most hotels and restaurants in Accra accept Visa and Mastercard, though smaller establishments and taxis are cash-only. Forex bureaus at the airport and in East Legon offer competitive exchange rates for USD, EUR, GBP and CFA. Mobile money (MTN MoMo, AirtelTigo Money) is widely used and accepted by ride-hailing apps.

5.6 Time zone and climate

Ghana operates on GMT (UTC+0) year-round, with no daylight saving. June is the rainy season: expect warm temperatures (24 to 30°C / 75 to 86°F), high humidity and intermittent heavy showers, particularly in the afternoons. Light, breathable clothing is recommended, alongside a light rain jacket or compact umbrella.

6. On-Site Arrangements

The Summit covers the items listed under section 6.1 for all confirmed delegates, regardless of sponsorship status. Items listed under section 6.2 are at the participant's own expense for self-sponsored delegates.

6.1 What is included in your participation

- Access to all three days of plenary, parallel tracks, drafting circles and creative-practice rooms.
- Simultaneous interpretation (English and French).
- Summit dossier: printed Concept Note, Programme, contact directory and notebook.
- Welcome reception on the evening of day one.
- Cross-border dinner on the evening of day two.
- Daily lunch, two care breaks and refreshments on all three days.
- Access to RFLD's data platforms during and after the Summit.
- Onboarding to the encrypted cross-border collective on day three.

6.2 What is at your own expense

- International and domestic flights.
- Visa fees and travel insurance.
- Accommodation at Mensvic Grand Hotel or any other hotel.
- Airport transfers in either direction.
- Daily transport if lodging off-site.
- Breakfast and dinner outside the two hosted Summit dinners.
- Personal expenses such as laundry, mini-bar and personal calls.
- Optional excursions before or after the Summit.

6.3 Registration on arrival

Please plan to arrive at Mensvic Grand Hotel by 08:00 on Friday 12 June for registration and accreditation. The registration desk is in the plenary lobby. You will collect your badge, your simultaneous-interpretation receiver (a refundable deposit may apply), and your printed Summit dossier. Please bring a copy of your passport and your invitation letter.

6.4 Dress code

Smart-casual throughout. The Summit is a working convening, so please bring clothes you can move, draft and discuss in for ten-hour days. The welcome reception (evening of day one) and the cross-border dinner (evening of day two) are slightly more formal but never black-tie. Many delegates wear African prints. Please bring what you are most comfortable in.

6.5 What to bring

Essential: laptop or tablet (for the data-platform onboarding session on day one and the parallel track training sessions on day two), phone charger and a universal adapter for UK-style three-pin plugs (Type G, 230V), notebook and pen, and your passport for registration.

Recommended: a power bank, refillable water bottle, business cards or a digital contact card, a printed copy of your work for the policy-drafting session on day three, and the Summit-recommended secure messenger (instructions issued to confirmed delegates by email two weeks before the Summit) pre-installed for the encrypted-collective launch on day three.

7. Health, Safety and Connectivity

7.1 Health

Accra is well-serviced by private clinics and hospitals. RFLD recommends that all delegates carry comprehensive travel and medical insurance valid for Ghana, covering medical evacuation in the unlikely event of serious illness or injury.

Consult your physician at home regarding recommended vaccinations beyond the mandatory yellow fever (typically hepatitis A and B, typhoid, tetanus and meningitis are discussed). Anti-malarial prophylaxis is widely recommended for visits to Ghana.

Drinking water: bottled or filtered water only. Tap water is not recommended for drinking. The Summit will provide filtered drinking water throughout the three days at the venue.

7.2 Safety and care

Accra is a generally safe city for delegates, including those travelling alone. Standard precautions apply: keep valuables out of sight, use registered ride-hailing rather than hailing in the street after dark, and avoid carrying large amounts of cash. Mensvic Grand Hotel has 24-hour security and in-room safes for valuables.

RFLD operates a confidential safeguarding and integrity channel for any delegate experiencing harassment, discrimination, or other safety concerns during the Summit. Reports may be made in confidence to integrity@rflgd.org or directly to any RFLD staff member at the venue.

7.3 Connectivity

Wi-Fi is complimentary at Mensvic Grand Hotel and across the Summit's working spaces. For reliable independent mobile data, a local SIM is the simplest option. MTN Ghana, Vodafone Ghana and AirtelTigo all offer tourist SIMs available at the airport on arrival. Bring an unlocked phone and your passport for registration. Most delegates use MTN for the strongest coverage in East Legon.

7.4 Accessibility

Mensvic Grand Hotel offers step-free access to its main conference facilities, accessible restrooms and elevator access to upper floors. If you have specific access, dietary or care requirements that have not yet been captured in your registration form, please write to samuel.adebena@rflgd.org at least two weeks before the Summit so that the Programmes Office can confirm arrangements with the venue.

7.5 Dietary requirements

The Summit's catering programme accommodates vegetarian, vegan, halal, kosher and common allergen requirements. If you have not already noted your dietary needs on the registration form,

please write to the Programmes Office no later than Friday 29 May 2026 so we can finalise the menu with Mensvic's catering team.

8. Your Point of Contact

For self-sponsored participants, all logistical enquiries — accommodation, transport, visa support, dietary requirements, accessibility, arrival and departure questions — are handled by a single point of contact at RFLD. Writing to one person rather than the wider Programmes Office helps us respond quickly and keep your file in one place.

8.1 Primary contact for self-sponsored participants

Name: Samuel Adebena

Role: Programme Officer, RFLD

Email: samuel.adebena@rflgd.org

Samuel will respond to your enquiry within two business days. For matters that fall outside his remit (media access, partnership, executive-office matters, safeguarding) please use the directory below.

8.2 Other RFLD contacts

- **Programme and substantive enquiries:** RFLD Programmes Team — programs@rflgd.org
- **Strategic partnerships and sponsorship:** John Gbenagnon, Director of Strategy and Development — gbenagnon.john@rflgd.org
- **Executive office and institutional collaboration:** Gloria Sekonou AGUEH, Executive Director and Founder — agueh.dossi@rflgd.org
- **Media and press accreditation:** RFLD Communications Team — communications.info@rflgd.org
- **Travel grants and financial logistics:** Major Gogo Ashifie, Regional Finance Lead — finance@rflgd.org
- **Safeguarding and confidential reporting:** RFLD Integrity Channel — integrity@rflgd.org

9. Closing Note

Thank you, in advance, for funding your own participation. Self-sponsored delegates make this Summit possible alongside grant-funded colleagues, and RFLD is grateful for the commitment that brings you to Accra at your own cost.

The Summit's outputs — a regional feminist data agenda, an encrypted cross-border collective, a trained delegate cohort and a resource-mobilisation pipeline — are designed to outlive the three days, and to make your investment of time and resources meaningful well after we leave the room.

We look forward to welcoming you in Accra.

Issued on behalf of the RFLD Programmes Office by:

Samuel Adebena

Programme Officer

Réseau des Femmes Leaders pour le Développement (RFLD)

Email: samuel.adebena@rflgd.org

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