



RÉSEAU DES FEMMES LEADERS POUR LE DÉVELOPPEMENT (RFLD)

ACHPR Observer No. 553

LOGISTICAL NOTE FOR SPONSORED PARTICIPANTS

West Africa Feminist Data Summit 2026

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

1. Introduction

Dear participant, congratulations on your selection and thank you for confirming your attendance at the West Africa Feminist Data Summit 2026. This logistical note has been prepared specifically for delegates whose participation is fully or partially sponsored by RFLD through the Summit's travel-grant programme. It sets out the package RFLD will cover on your behalf, what we will need from you in return, 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 and your presence in the room

is an investment RFLD has chosen deliberately. Please read this note in full, follow the instructions carefully, 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 9.

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. Your Sponsorship Package

RFLD has confirmed the following coverage for sponsored participants. The exact items in your individual package will be set out in your sponsorship-confirmation letter, which is issued by the Programmes Office prior to travel. Please cross-check your letter against the list below and raise any discrepancies with your contact (see Section 9) at least three weeks before the Summit.

3.1 What RFLD will cover

- **Return international or regional flight** from your home city to Kotoka International Airport (ACC), Accra. Tickets are issued in economy class on a routing selected by the RFLD travel desk. The booking will be made by RFLD on your behalf based on the travel form you have completed.
- **Accommodation at the Mensvic Grand Hotel** (the Summit venue) on a bed-and-breakfast basis for four nights (check-in Thursday 11 June, check-out Monday 15 June). RFLD reserves and settles the hotel directly. Any additional nights, room upgrades, or extras are at your own expense.
- **Daily per diem** in line with RFLD's regional schedule, to cover meals not provided by the Summit, local transport on personal errands, and incidentals. Per diem is paid in

cash on the morning of day one against signature of the per diem register. The amount applicable to your country of origin is stated in your sponsorship-confirmation letter.

- **Airport transfers** in both directions between Kotoka International Airport and the Mensvic Grand Hotel. Pick-up arrangements are confirmed by the Programmes Office one week before the Summit (see Section 6).
- **Visa support** in the form of an official invitation letter on RFLD letterhead suitable for embassy or visa-on-arrival processing. Where required, RFLD will also liaise with the Ghanaian diplomatic mission in your country.
- **Full participation in the Summit programme:** all plenary sessions, parallel tracks, drafting circles, creative-practice rooms, the welcome reception (evening of day one), the cross-border dinner (evening of day two), daily lunch, care breaks and refreshments, the Summit dossier and notebook, simultaneous interpretation, and onboarding to the encrypted cross-border collective on day three.

3.2 What is at your own expense

- Visa fees (where applicable). RFLD provides the invitation letter; the fee charged by the diplomatic mission is paid by the participant.
- Travel and medical insurance. RFLD strongly recommends comprehensive cover for the duration of your travel, including medical evacuation. RFLD does not provide insurance and is not liable for medical costs incurred in Ghana.
- Excess baggage and any in-flight purchases.
- Hotel extras: mini-bar, laundry, personal phone calls, paid in-room services, room upgrades, and any additional nights beyond the four nights covered.
- Optional excursions before or after the Summit and any personal expenses while in Accra.
- Vaccinations (including the mandatory yellow fever certificate) and any anti-malarial medication.

3.3 Sponsorship reporting requirements

As a sponsored participant, you are expected to engage fully with the Summit programme and to support RFLD's post-Summit reporting to donors. In practical terms this means:

- Attending all three days of the Summit. Sponsored participants who depart early without prior agreement may be asked to reimburse the unused portion of their accommodation and per diem.
- Signing the daily attendance register at the start of each day.

- Completing the pre-Summit baseline questionnaire (issued by email two weeks before the Summit) and the post-Summit evaluation form (issued by email within one week after the Summit).
- Retaining all boarding passes (outbound and return) and any receipts you wish to claim. These must be submitted to the RFLD finance office on the final day of the Summit or by email within five working days of your return.
- Confirming your safe arrival home by email to your Summit contact within 48 hours of returning.

4. Flight Booking and Travel

4.1 How your flight will be booked

RFLD's travel desk books flights centrally to ensure the most cost-effective routing and to comply with donor cost ceilings. You will receive your draft itinerary by email at least three weeks before the Summit. Please review the routing, the outbound and return dates, and your name as it appears on the passport you intend to travel with. Reply within 48 hours confirming acceptance or flagging any error. Tickets are then issued and the e-ticket is sent to you and to the Mensvic Grand Hotel.

4.2 Travel dates

The standard sponsored travel window is arrival on Thursday 11 June 2026 and departure on Monday 15 June 2026. Where flight schedules require earlier arrival or later departure (for example, if your country has limited direct flights to Accra), the Programmes Office will adjust the booking and confirm the additional night(s) of accommodation with you in advance.

Requests to extend the trip for personal reasons may be accommodated where the additional cost to RFLD is zero. The participant is responsible for any difference in fare and for all accommodation and per diem costs outside the standard window.

4.3 Baggage and travel documents

RFLD-booked tickets include the standard baggage allowance of the carrier (typically one checked bag of 23 kg and one cabin bag). Please check the allowance on your e-ticket before travel. Excess baggage is at the participant's own expense.

Please travel with your passport (with at least six months' validity beyond the date of departure from Ghana), your yellow fever certificate, your invitation letter from RFLD, a copy of your sponsorship-confirmation letter, and a printed or digital copy of this logistical note.

4.4 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. RFLD will issue your invitation letter as soon as your sponsorship is confirmed; submit the letter to the nearest Ghanaian diplomatic mission with the application form and the required fee.

For any visa difficulty or delay, contact samuel.adebena@rflgd.org immediately. Do not wait until the week before travel.

4.5 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. Participants without a valid certificate may be refused entry or required to receive the vaccination at the airport at their own expense. Please ensure your certificate is in order at least two weeks before travel.

5. Accommodation at the Mensvic Grand Hotel

5.1 What is booked for you

RFLD has reserved a single-occupancy room at the Mensvic Grand Hotel for the duration of your participation. The booking is on a bed-and-breakfast basis. Lunch is provided at the Summit on all three days; the welcome reception (evening of day one) and the cross-border dinner (evening of day two) are also covered. Dinner on the remaining evenings is at your own expense, payable from your per diem.

5.2 Check-in and check-out

Standard check-in is from 14:00 and check-out is by 12:00. If your flight arrives early on Thursday 11 June, the hotel will hold your bag at reception until your room is ready. If your departure flight on Monday 15 June is late in the day, late check-out can usually be arranged at reception subject to availability.

Please present your passport at check-in. The room is booked under your full name as it appears on your passport. The hotel will pre-authorise a card for incidentals at check-in. If you do not carry an international card, please advise reception and the hotel will accept a refundable cash deposit instead.

5.3 Hotel amenities

Mensvic Grand Hotel offers 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.

5.4 Personal expenses at the hotel

Any charge to your room beyond the bed-and-breakfast package — including mini-bar, laundry, room service outside the included meals, personal phone calls, paid Wi-Fi packages, and spa services — is your own responsibility and must be settled at check-out. RFLD will not reimburse these expenses.

6. Airport Transfers

Airport transfers between Kotoka International Airport (ACC) and the Mensvic Grand Hotel are arranged by RFLD for sponsored participants in both directions. Detailed pick-up instructions, including the driver's name and contact number, will be sent to you by email one week before your travel. Please confirm receipt by replying to that email.

6.1 On arrival

- After immigration and baggage collection, exit through the arrivals hall.
- Look for an RFLD representative holding a sign with the Summit name and your name. The representative will introduce you to your driver.
- If you cannot locate the representative within 15 minutes of clearing customs, call the contact number provided in your transfer email.
- Do not accept rides from drivers approaching you inside or outside the terminal who are not the RFLD-appointed driver.

6.2 Return to airport

Your return transfer will be scheduled to deliver you to the airport at least three hours before your international flight. The Programmes Office will share the pick-up time at the hotel the evening before departure. Please be at the hotel lobby with all luggage ten minutes before the scheduled pick-up.

7. Per Diem and Financial Logistics

7.1 Per diem payment

Per diem is paid in Ghanaian cedi (GHS) at the agreed rate for the number of nights you are covered. Payment is made in cash on the morning of day one (Friday 12 June) at the RFLD

finance desk in the Summit registration area. You will be asked to sign the per diem register and to present a photo ID.

If you arrive after the registration window closes on day one, please report to the finance desk on the morning of day two. Per diem will not be paid in advance of your arrival in Accra.

7.2 Currency

The local currency is the Ghanaian cedi (GHS). Most hotels and restaurants 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.

7.3 Receipts and reimbursement

Per diem is fixed and is not subject to receipt. Boarding passes for both legs of your journey, however, are required for RFLD's reporting to donors. Please retain them carefully and submit them to the finance desk on the final day of the Summit, or by email within five working days of your return travel.

Financial logistics contact: Major Gogo Ashifie, Regional Finance Lead — finance@rflgd.org

8. On-Site Arrangements

8.1 Registration on arrival

Please plan to be at the Summit registration desk in the plenary lobby of the Mensvic Grand Hotel by 08:00 on Friday 12 June. You will collect your badge, your simultaneous-interpretation receiver (a refundable deposit may apply), your Summit dossier, and your per diem envelope. Please bring your passport, your invitation letter, and your sponsorship-confirmation letter.

8.2 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.

8.3 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 all the documents listed in section 8.1.

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.

8.4 Health, safety and connectivity

Accra is well-serviced by private clinics and hospitals. RFLD strongly recommends that all sponsored delegates carry comprehensive travel and medical insurance valid for Ghana, including medical evacuation in the unlikely event of serious illness or injury. RFLD does not provide insurance and cannot meet medical costs incurred in Ghana.

Drink only bottled or filtered water. The Summit will provide filtered drinking water throughout the three days at the venue. Standard urban 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. The Mensvic Grand Hotel has 24-hour security and in-room safes.

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

8.5 Accessibility and dietary requirements

Mensvic Grand Hotel offers step-free access to its main conference facilities, accessible restrooms and elevator access to upper floors. The Summit's catering programme accommodates vegetarian, vegan, halal, kosher and common allergen requirements. If you have specific access, dietary or care requirements that have not yet been captured on your registration form, please write to samuel.adebena@rflgd.org no later than Friday 29 May 2026.

8.6 Safeguarding

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. Sponsorship has no bearing on the confidentiality of safeguarding reports.

9. Your Point of Contact

For sponsored participants, the substantive logistical points of contact at RFLD are listed below. Please direct each enquiry to the right office: this helps us respond quickly and keep your file in one place.

9.1 Primary contact for travel and on-site logistics

Name: Samuel Adebena

Role: Programme Officer, RFLD

Email: samuel.adebena@rflgd.org

Samuel handles flight itineraries, hotel bookings, airport transfers, visa support, accessibility and dietary needs, and any in-country logistical question. He will respond to your enquiry within two business days.

9.2 Financial logistics

Name: Major Gogo Ashifie

Role: Regional Finance Lead, RFLD

Email: finance@rflgd.org

Major handles per diem, the reimbursement of any authorised costs, and the submission of boarding passes for donor reporting.

9.3 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
- **Safeguarding and confidential reporting:** RFLD Integrity Channel — integrity@rflgd.org

10. Pre-Travel Checklist

Before you leave home, please confirm that you have completed each of the items below. Where deadlines apply they are noted.

- Returned the signed sponsorship-confirmation letter to the Programmes Office (within 7 days of receipt).

- Completed and returned the travel form (passport details, preferred departure airport, dietary and accessibility requirements).
- Confirmed your draft flight itinerary within 48 hours of receipt.
- Received your visa or visa-on-arrival authorisation (where required).
- Obtained a valid yellow fever vaccination certificate.
- Arranged comprehensive travel and medical insurance for the duration of your trip.
- Completed the pre-Summit baseline questionnaire (issued two weeks before the Summit).
- Pre-installed the Summit-recommended secure messenger on your phone (instructions sent two weeks before the Summit).
- Confirmed your airport-transfer pick-up details (sent one week before the Summit).
- Packed your passport, invitation letter, sponsorship-confirmation letter, yellow fever certificate, this logistical note, and your laptop or tablet.

11. Closing Note

Thank you for accepting the invitation to join us in Accra. Sponsorship is offered to participants whose presence is essential to the Summit's outputs — a regional feminist data agenda, an encrypted cross-border collective, a trained delegate cohort and a resource-mobilisation pipeline. RFLD has invested in your travel because your work matters to the field, and we are looking forward to what you bring into the room.

If anything in this note is unclear, or if your circumstances change between now and the Summit, please write to your contact as early as possible. We would much rather hear about a difficulty in advance than discover it on the day of travel.

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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