IITA General Information for Guests’ Awareness

Clearance at the gate
1. Participants’ list at the gate will be used to clear guests’ entry to campus
2. Workshop/meeting name tags to be distributed during clearance
3. Personal effects e.g. laptops, cameras, etc must be registered before entry into the campus
4. Anyone whose name is not on the list will have his/her ID card scanned for reference

Accommodation & Meals
1. Accommodation will be provided based on agreed reservations made between the IITA Hotel and organizers of the event
2. Meals will be served only within the Hotel depending on organizers preferred arrangements
3. Tea/coffee and snacks will be provided during short breaks within sessions

In the Conference Center
1. Guests must wear their identification cards always
2. CCTV is installed both inside and outside the Center
3. IITA Security personnel will be around on surveillance
4. The ICT Unit will be available to assist participants with related issues on internet connection
5. Guests are responsible for their personal effects – laptops, phones, cash etc. Please take good care of them
6. During tea/coffee or lunch breaks, all guests are expected to exit the Conference Center and all doors locked
7. No one will be allowed to enter until after the tea/coffee or lunch breaks except on emergency and a security personnel will escort such a guest
8. Enough paper towels are provided in the conveniences for Ladies and gents
9. For any assistance, Conference Center staff should be contacted first

General information
1. Rain is just starting in Ibadan metropolis hence the weather is still very warm. Please bring appropriates cloths
2. For mild ailments, there is a Clinic on campus
3. Official alarm sounds are blown during: 7.30am, 12noon, 12.50pm and 4.30pm. These are for staff alertness (not for guests please)
4. Due to limited parking spaces, only very few VIPs will be allowed to park in the limited parking lots. Drivers are to drop their passengers at the Conference Center and the car taken to the Sport Center for proper parking.

HOTELS OUTSIDE IITA CAMPUS
IITA Campus cannot accommodate all participants attending the AYA Forum, therefore, corporate rate arrangements have been secured at the hotels listed below:

<table>
<thead>
<tr>
<th>Room Types</th>
<th>Location</th>
<th>Website Address</th>
<th>Price per Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Owu-Crown Hotel</td>
<td>Monatan - 1 hr. drive from IITA campus</td>
<td><a href="http://www.owucrowndhotel.com">www.owucrowndhotel.com</a></td>
<td>18,000 naira</td>
</tr>
<tr>
<td>Palms 77 Hotel</td>
<td>Agodi GRA – 45 minute drive to IITA campus</td>
<td><a href="http://www.palms77hotel.com">www.palms77hotel.com</a></td>
<td>18,000 naira</td>
</tr>
<tr>
<td>Carlton Gate Hotel</td>
<td>Agodi GRA – 30 minute drive to IITA</td>
<td><a href="http://www.carltongatehotels.com">www.carltongatehotels.com</a></td>
<td>23,000 naira</td>
</tr>
</tbody>
</table>
TRAVEL ARRANGEMENT FOR VISITORS TO IITA

About IITA
International Institute of Tropical Agriculture (IITA)
Oyo Road, PMB 5320
Ibadan, Nigeria

Telephone: (+234-2) 751 7472 or +234-8034035281-3 (mobile)
Fax (Inmarsat): +873-761-798636 E-Fax
(Nigeria): +44 208 711 3786
Email: iita@cgiar.org

IITA is located on Oyo Road, about 7 kilometers from the University of Ibadan. Experimental plots, research facilities, laboratories equipped with modern scientific equipment, a well-stocked research library, residential quarters with recreational facilities (including a swimming pool, tennis courts, and golf course), and a well-equipped medical clinic are all located in a pleasant and secure campus in a beautiful environment.

IITA is one of 15 centers worldwide, which are supported by the Consultative Group on International Agricultural Research (CGIAR). IITA works with national programs in Africa to develop sustainable improvement in productivity by small-scale farmers in sub-Saharan Africa. Crop improvement programs conduct research on cassava, maize, plantain, banana, cowpea, soybean, and yams. IITA programs also conduct research on resource and crop management, and integrated pest management. Research findings are shared with national programs through international cooperation programs, which include training, information, and germplasm exchange activities.

IITA was founded in 1967. The Federal Government of Nigeria provided a land grant of 1000 hectares at Ibadan, for headquarters and experimental farm site, and the Rockefeller and Ford Foundations provided financial support. IITA is governed by an international board of trustees. The staff includes around 150 scientists and professional staff from about 40 countries, who work at the Ibadan campus and on stations and outreach programs in many countries of sub-Saharan Africa.

Before Departure
All persons arriving in Nigeria are required to present to immigration authorities a valid passport with a Nigerian visa. A health certificate verifying an up-to-date yellow fever inoculation may also be required. Citizens of countries belonging to the Economic Community of West African States (ECOWAS) are, however, exempted from the visa requirement.

Visas on arrival are issued and paid for in cash (usd only) therefore kindly make sure you have cash at hand to pay for your visas. Visa fees are determined per country and range from about 10 to 110 usd. We would also advise those who are able to obtain their visas prior to arrival from the Nigerian Embassies in their origin countries to do so.

Obtaining a Nigerian Visa
Applications for visas can be made at any Nigerian Embassy, Consulate, or High Commission on the presentation of the following:
• Passport
• Invitation or appointment letter
• Air ticket with routing beyond Nigeria  
• 2 passport-sized photographs  
• Additional documents may be requested by the Embassy depending on personal circumstances  

You should endeavour to apply early for your visa. If there is no Nigerian diplomatic mission in your country of residence, you may approach the Nigerian Embassy, Consulate, or High Commission in the country nearest to you.  

Let us know!  
On conclusion of travel arrangements, the flight number and date and time of arrival should be communicated to the visitor’s principal contact at IITA and the IITA Travel Office as early as possible before the date of departure to Nigeria. Early receipt of this information is necessary in order to ensure that an IITA staff member meets you at the airport.  

ARRIVAL IN NIGERIA  
Arriving at Lagos Airport  
Muritala Mohammed International Airport, Ikeja, is the port of disembarkation. On arrival, you will normally go through all immigration and customs formalities. The formalities at the airport are often time consuming. You will be hot and tired, but please remain polite and patient. Good humor will also be helpful. Do not offer inducements and please ignore requests for money. Try as much as possible to avoid having any transaction with unidentified persons whom may pose as regular airport employees.  

Representatives from IITA will meet you in the immigration area. IITA representatives can be identified by green IITA caps and each representative should carry an IITA identity card. An IITA vehicle is normally assigned to convey staff and visitors from the airport to the headquarters at Ibadan or, in case of arrivals in the evening, to the IITA Guest House at Ikeja, where arrangement is made for overnight accommodation en route to Ibadan. If you cannot locate either an IITA staff, you should request customs or immigration officials to help you to have an announcement made over the public address system, to the effect that any IITA staff present at the airport should meet you at the information desk. If all efforts to locate an IITA staff member fail, hire an official airport car to take you to the IITA Guest House, Ikeja (see description, IGH, Ikeja below) or Sheraton Hotel, Ikeja.  

The Sheraton hotel is located about 4 kilometers from the airport on Airport Road. Contact uniformed Immigration Officers or officials of the Nigerian Airports Authority for assistance in this respect. The car hire fare from the airport to the hotel is about $25 cash or its equivalent in Naira.  

The following are the telephone numbers to be used in any emergency during transit:  

+234-803-402-3913 (IGH day & night)  
+234-803-403-5044 (Airport Representative)  
+234-803-361-5008 (Airport Representative)  
+234-808-3303455/+234-8136862546 (Head, Travel Services)  

TRY TO AVOID CHANGING FOREIGN CURRENCY AT THE AIRPORT  
If you must, change as little as possible for operating costs (mainly car hire). The Sheraton Hotel accepts only foreign currencies i.e. pounds sterling and US dollars in cash, travellers’ cheques, or major credit cards for transactions with foreign visitors. From the Sheraton Hotel,
you can contact IITA headquarters at Ibadan by telephone and we will contact our Ikeja Guest House by radio. If you are unable to make contact by telephone, the hotel staff will assist you in calling a taxi to get to our guesthouse

Arriving at IITA, Ibadan
Official visitors are normally accommodated in the International House in Ibadan that provides catering and hotel services.

DEPARTURE FROM NIGERIA
Ticket Confirmation
It is essential that you confirm or reconfirm your reservations for your return or onward flight upon arrival in Nigeria. If necessary, a copy of your ticket will be taken while you are at the Ikeja Guest House. Please submit a copy of your ticket through your IITA host to the Travel Office at IITA, Building 500, upon arrival in Ibadan. Occasionally your original ticket may be collected at the request of the airline. All tickets collected in Lagos will normally be returned to visitors through our Travel Office in Ibadan.

From IITA to Lagos Airport
IITA provides official visitors with transportation to Lagos Airport by arrangement with the Travel Office. When flights are departing before noon, visitors are conveyed the evening before from IITA to the Guest House or a nearby hotel in Ikeja for an overnight stay and are taken to the airport the following morning. Transport assistance is also given to visitors leaving IITA stations to Kano or Port Harcourt airports. Visitors who arrange their own transport from IITA Ibadan must advise the Travel Office to cancel the normally scheduled transport arranged for visitors.

Health notes for the traveller
Nigeria is in the tropics. It is generally hot (between 27°C and 30°C) and humid; light, informal clothing should be worn. The Institute is equipped with a first-class medical centre and visitors should not hesitate to avail themselves of assistance if they are unwell. Malaria is endemic in West Africa and visitors are advised to take a course of malaria prophylaxis before travelling. IITA physicians recommend 2 tablets of paludrine (2 x 100mg) daily and 2 tablets of chloroquine (2 x 200-250 mg) weekly, for 2 weeks after return to home base. The best precaution is, of course, to avoid being bitten. The early evening is a particularly active time for mosquitoes, so protect yourself with a repellant (please provide your self with one) if you intend to be outside at that time.

IITA Guest House, Ikeja Plots 531-532, Wempco Road Ogba Estate, Ikeja, Lagos State

The IITA Guest House at Ikeja is about 12 kilometers from the domestic airport, 20 kilometers (via Oworonoski Expressway) from the Murtala Mohammed International Airport, and 158 kilometers (1.5 to 2 hours’ journey) from the IITA campus at Ibadan.

Rooms
The Guest House has eight rooms, furnished with either two single beds or a double bed. Supplementary camp beds/cots can also be supplied. Occasionally, guests are required to share rooms.

Meals
Breakfast is provided with overnight accommodation. Lunch and dinner are also available on request at additional cost. Meals may be ordered from the staff before regular mealtimes.
Snacks and beverages including sandwiches and soup are generally available according to visitors’ needs.

**Water**
Complimentary bottled spring water is also available in the rooms and can also be purchased from the steward. **The tap water is untreated and should not be consumed.**

**TV/Video Tapes**
A cable satellite television system is located in the sitting area.

**Newspaper/Magazine**
A local daily newspaper is provided in the sitting area.