



REPUBLIC OF EQUATORIAL GUINEA
National Committee for Conference Organization and Management

INFORMATION GUIDE

**FOR THE PARTICIPANTS TO THE
INTERNATIONAL CONFERENCE ON THE
AFRICA'S FIGHT AGAINST EBOLA**

FROM 20 TO 21 JULY, 2015

MALABO

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1.- INTRODUCTION

The information introduced in this Guide is intended for the participants to the International Conference on the Africa's Fight against Ebola, to be held in Malabo, capital of the Republic of Equatorial Guinea, from the 20th to the 21st of July, 2015.

2.- INFORMATION FOCAL POINTS

The Government of the Republic of Equatorial Guinea provides information to Delegations and Official Guests in order to facilitate the good coordination of activities related to the organization of the International Conference on Africa's Fight against Ebola. For the realization and coordination of activities, the **NATIONAL COMMITTEE FOR CONFERENCE ORGANIZATION AND MANAGEMENT** will be in charge of all actions.

To facilitate the effectiveness of the preparatory activities for this important event, all participating States and their diplomatic and consular missions, as well as the Special Guests are advised to contact the following phone numbers, faxes and e-mails:

GENERAL COORDINATION

Contact numbers

- ❖ Tel. no. +240-666-22-27-31
- ❖ Tel. no. +240-555-77-40-75
- ❖ **Office: +240-333-09-87-47**
- ❖ E-mail: comitenacional.evento@gmail.com
- ❖ **Republic of Equatorial Guinea Embassy in Addis Ababa, Permanent Representation at the African Union:**
- ❖ Tel.no. +240-222-27-51-55/+251-919-396-916
- ❖ **Email:embarege@gmail.com/oyonoeso10@yahoo.es**
- ❖ **Permanent Mission of the Republic of Equatorial**

Guinea at the UN, New York, United States of America:

- ❖ **Tel.no. +12122232324.**
- ❖ **Email:ecuatorialguineamision@yahoo.com**
- ❖ **Embassy of the Republic of Equatorial Guinea in Brussels, Belgium:**
- ❖ **Tel. no.:+32-492153154.**
- ❖ **E-mail:guineaecuatorial.bruux@skynet.be**

3.- PROTOCOL

A team of Protocol officials will be dispatched to the Malabo International Airport to ensure the reception and transfer of delegations to their respective hotels.

For more information on the Protocol services you may contact the general coordination unit.

Contact numbers:

Tel. no.+240-222-27-21-68

Tel. no. +240-222-23-73-71

- ❖ **Office: +240-333-09-22-71/+240-333-09-87-47**
- ❖ E-mail: comitenacional.evento@gmail.com

4.- REGISTRATION

The **General Secretariat of the NATIONAL COMMITTEE FOR CONFERENCE ORGANIZATION AND MANAGEMENT OF THE REPUBLIC OF EQUATORIAL GUINEA** should have the official lists of the Delegations from each participating State and Special Guests at the latest on July 10, 2015, in order to carry out the necessary arrangements. The lists should be sent to the following e-mail address.

- ❖ E-mail: comitenacional.evento@gmail.com

5.- ACCOMMODATION

The Government of the Republic of Equatorial Guinea has taken the following provisions:

- For Heads of State and/or Government
A Presidential Villa
For Representatives of Heads of State and/or Government
A hotel suite
- For Ministers (two per Delegation)
A hotel room
- For special guests
A hotel room

The Government of the Republic of Equatorial Guinea will cover the costs of the full board accommodation for the above mentioned dignitaries.

- ❖ The Sub-committee on Accommodation advises the delegations to reserve hotel rooms for other members of their respective delegations, informing the Sub-committee through the following e-mail address:

- ❖ E-mail: comitenacional.evento@gmail.com

Contact numbers:

Tel.no. +240-222-67-14-43

Tel.no. +240-222-27-65-90

- ❖ **Office: +240-333-09-87-47**

Other Members of Delegation will cover their own full board accommodation.

6. - TRANSPORTATION

a. For Heads of State and/or Government:

FOUR VEHICLES (1+3)

b. For the Representative of the Head of State and/or Government:

THREE VEHICLES (1+2)

c. For Heads of Delegation and Special Guests

TWO VEHICLES (1+1)

d. For the other Delegations: delegates will be transported by buses from Malabo International Airport to their respective hotels. Likewise, buses will leave the hotels to Sipopo Conference Centre during the meetings.

e. The Sub-committee on Transportation and Vehicles advises the delegations to get their own vehicles for other members, informing the National Committee on Events.

For additional information, please contact:

Contact numbers:

Tel.no. +240-222-27-30-20/+240-222-51-39-94

Tel.no. +240-666-555-375

❖ **Office: +240-333-09-87-47**

❖ E-mail: comitenacional.evento@gmail.com

Tel.no. +240-222-51-39-94

7.- SECURITY

The Government of Equatorial Guinea will take all necessary security measures for the period of the International Conference.

In order to facilitate the entry of the security officials that carry firearms while accompanying dignitaries, a notification must be made about the firearm and ammunition

owner's name and licenses, besides detailed information about the firearm description.

For additional information, please contact:

Contact numbers:

Tel. no. +240-666-55-55-27

❖ **Office: +240-333-09-87-47**

❖ E-mail: comitenacional.evento@gmail.com.

It should be noted that each Presidential Delegation is allowed to enter into Equatorial Guinea with only five (5) handguns.

Each delegation is advised to send the request for the authorization of the Security Service, together with the information contained in the attached form.

The name of the security official carrying the arm must be communicated to the Secretariat of the Organizing Committee by e-mail before July 10, 2015

8.-MEDIA

Members of the official media of each participating State and all other media that wish to request permission to the National Committee for Conference Organization and Management should fill and send the attached form to the following e-mail address, before July 10, 2015. The NCCOM shall in turn inform the Government of the Republic of Equatorial Guinea.

Contact numbers:

Tel. no. +222-73-47-73

Tel. no. +222-27-19-55

❖ **Office: +240-333-09-87-47**

❖ E-mail: comitenacional.evento@gmail.com.

Media personnel will carry on the registration process at the

Sub-committee on Media, and the National Committee will be informed so that it could facilitate the appropriate accreditation procedures.

9.- ACCREDITATION

From July 15, 2015, an Accreditation Centre will be habilitated at the **National Committee for Conference Organization and Management** for the different levels and categories of participants to formalize their accreditation.

All participants during the meetings shall carry on their corresponding badges.

The badges are personal and non-transferable.

Five (05) accreditations will be distributed to every delegation at the Malabo International Airport, plus a special pin for the Head of Delegation.

For more information:

Contact numbers:

Tel.no. +240-222-62-62-54

Tel.no. +240- 666-555-534/+240-222-27-66-95

❖ **Office: +240-333-09-87-47**

❖ E-mail: comitenacional.evento@gmail.com.

Members of delegations will fill in the appropriate cards according to categories and services.

10.- VISA FORMALITIES

Members of Official Delegations and Experts bearing diplomatic, official or service passports of the United Nations or International Organizations from countries where Equatorial Guinea has no Diplomatic or Consular Mission will get a free of charge visa upon arrival at Malabo airport, subject to the

submission of the respective official lists of their delegations and passport copies to the National Committee for Conference Organization and Management through the following email: comitenacional.evento@gmail.com

Ordinary passport holders will pay their entry visas at the Malabo International Airport.

Delegations coming from countries where Equatorial Guinea has Diplomatic or Consular Missions must have first completed the visa formalities.

Delegates coming from other places far from those where Equatorial Guinea has Diplomatic or Consular Missions, must contact the National Committee or the Permanente Missions of Equatorial Guinea to the United Nations, the African Union and European Union, respectively, providing all the necessary information for the approval and later issuance of entry authorization and visa upon arrival at the airport.

11.- ARRIVAL AT MALABO INTERNATIONAL AIRPORT

A.) Heads of State and/or Government

Upon their arrival, Heads of State and/or Government will be received by a Commission of Honor appointed by the Government of Equatorial Guinea.

Delegations arriving on private jets must submit the characteristics of their flights so that they can be provided with the appropriate authorization of flying and later landing on the national territory. All flights information must be submitted to the following email address:

E-mail: comitenacional.evento@gmail.com

B.) Other participants

All other Participants and Delegates will be received by Protocol Officials appointed by the National Committee, before

moving to their respective hotels.

12. - HEALTH

The Government of the Republic of Equatorial Guinea will provide all Official Delegations to the Conference with health services for aid and emergency cases at the airport and the city of Sipopo.

The Health Service kindly asks all members of Official Delegations and Special Guests to have the international vaccination card updated. The health form will be attached to fill in.

In case of emergency, please contact the following telephone numbers:

Tel.no. +240-666-22-40-70

Tel.no. +240-555-22-88-45

Office: +240-333-09-87-47

E-mail: comitenacional.evento@gmail.com

13. - SHOWS AND CULTURAL EVENTS

The Government of the Republic of Equatorial Guinea will make the following venues available to all delegations for entertainment, visiting and free time activities:

Equatorial Guinea Cultural Centre

Spanish Cultural Centre

French Cultural Centre.

National Library

Entertainment:

Sipopo, Riaba, Arena Blanca, Luba and Ureca beaches.

14. - DEPARTURE OF DELEGATIONS

By the end of the Conference, Heads of State and/or Government, as well as Special Guests will be leaving the country according to the existing protocol procedures.

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Republic of Equatorial Guinea
National Committee for Conference Organization and Management
Subcommittee on Accreditation
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FORM FOR SECURITY BADGES

(to attach to the Verbal Note)

USE CAPITAL LETTERS

First Name:

Family Name:

ID/Passport Number:.....

Country/Organization.....

Signature:.....

Badge category:

1. Minister
2. Delegate
3. Armed security
4. Non armed security
5. Protocol
6. Special guest
7. First Lady
8. African Union Commission
9. National Committee for Conference Organization and Management (NCCOM)
10. Aide-de-Camp
11. Observer
12. Media
13. Driver

Verified by: _____ **.Signature:** _____ **Date:** _____



**Republic of Equatorial Guinea
National Committee for Conference Organization and Management
Subcommittee on Transport and Vehicles**

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CAR RENTALS

(to attach to the report of the pertinent authority)

Company/Individual Name:

Tel. number:

Car Brand and Model:

Plate Number:.....

Driver's First Name:

Driver's Family Name:

Driver's Telephone number

Driving License:

Issuing Date:

Expiry Date:

Signature:

AUTHORIZED



**Republic of Equatorial Guinea
National Committee for Conference Organization and Management
Subcommittee on Protection and VIP Assistance Service.**

FORM FOR REGISTRATION OF FIREARMS

FIRST NAME: _____

FAMILY NAME: _____

COUNTRY: _____

SEX: _____

JOB TITLE: _____

PASSPORT NUMBER: _____

FIREARM TYPE: _____

MANUFACTURER: _____

MODEL AND CALIBRE: _____

SERIAL NUMBER: _____

NUMBER OF AMMUNITIONS: _____

SPECIAL EQUIPMENT: _____

SIGNATURE: _____

AUTHORIZED



**Republic of Equatorial Guinea
National Committee for Conference Organization and Management
Subcommittee on Information.**

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FORM FOR MEDIA ACCREDITATION

FAMILY NAME
(MR/MRS/MS): _____

FIRST NAME/S: _____

COUNTRY: _____

SEX: _____

MEDIA ORGANIZATION: _____

PASSPORT NUMBER: _____

PROFESSIONAL IDENTIFICATION NUMBER: _____

MATERIAL REGISTRATION NUMBER: _____

Function to be performed in Malabo

JOURNALIST	CAMERAPERSON	PHOTOGRAPHER	TECHNICIAN	OTHERS, SPECIFY

CONTACT ADDRESS: _____

TELEPHONES: _____

FAX: _____

E-MAIL: _____

DATE AND TIME OF ARRIVAL: _____

FLIGHT NUMBER: _____

DATE:/...../.....

SIGNATURE:

AUTHORIZED