

**REPUBLIC OF CAMEROON
THE PARLIAMENT**

**18th Conference of Speakers and Presiding Officers of the Commonwealth (CSPOC) -
Africa Region,
Yaounde - Cameroon**

13 - 22 July 2023

INFORMATION CIRCULAR

Please read this information carefully before registering for CSPOC 2023

1. All participants attending the 18th Conference of Speakers and Presiding Officers of the Commonwealth (Africa Region) to be held in Yaoundé from 13 to 22 July 2023, are requested to familiarise themselves with this **information circular** before registering for the CSPOC 2023.
2. The CPA Africa Region Secretariat is responsible for the organisation and conduct of the meetings while the CPA Cameroon Branch will provide the conference facilities and local transportation.

3. KEY DATES

Invitations Dispatched, Website Live, Online Registration Opens	Wednesday 6 March, 2023
Deadline for Acceptance of Invitations	15 May 2023
Deadline for the submission of Registration forms, Biographical Details & Photos	30 May 2023
Deadline for Travel & Accommodation/Tour Forms	1 June 2023
Deadline for Acceptance Form	15 June 2023
ARRIVALS AND DEPARTURE	
Secretariat Staff	13 July 2023
Standing Committee Members	15 July 2023
All delegates/observers and accompanying persons	16 July 2023
All Departures	22 July 2023

4. CONFERENCE REGISTRATION

Invitations will be sent to participants by email or Fax and/or DHL on 10 March, 2023. The 2023 CSPOC-Africa Region, website will also be operational 1 March 2023

(www.cspoc2023.cpacameroon.cm) and delegates will be able to register using the online registration system. Address E-Mail: cspoc2023@cpacameroon.cm

Branches unable to register online should download the forms and send the duly filled forms by email (scanned) to the above - mentioned conference secretariat at the National Assembly of Cameroon and copy the CPA Africa Region Secretariat in Dodoma, Tanzania. List of Delegates and Biographical Details must be submitted on or before 30 May, 2023 and the Travel Information/ Accommodation and Tour Forms must be submitted on or before

1 June, 2023.

CPA Africa Region Secretariat will monitor registrations.

5. BIOGRAPHICAL DETAILS

In order to guarantee the accuracy of information and to ensure consistency in the formatting of the biography booklet, participants must fill in the online form available in the registration section or the forms received along with the invitation. Published biographies will be derived from the material provided in this form. If biographies are too lengthy, editorial decisions may be made to summarise the biographies.

A current passport photo is required for the biography book and for the production of conference passes. Those who register online can upload the photo electronically using the online delegate registration system; otherwise send two photos with the biographical form.

6. REGISTRATION CATEGORIES

a) Delegates and Secretaries.

Details on the number of delegates/secretaries that each Branch is entitled to send are set out in the individual letters of invitation.

b) Spouses/Partners.

Spouses/Partners of delegates are welcome to participate. No provision will be made for children of any age.

c) Observers (Including accompanying persons)

Each Speaker is entitled to a maximum of five (5) accompanying officials.

7. TRAVEL ARRANGEMENTS

Flights: Please note that travel should be routed through to Yaounde-Nsimalen Airport or the Douala International Airport. Delegates who arrive through Douala will be transported by road to Yaounde. It will take approximately five hours to drive from Douala to Yaounde. The following airlines fly into Yaounde or Douala: **CAMAIR-CO, Kenya Airways, Air France, Turkish Airlines, Brussels Airlines, Royal Air Maroc, Ethiopian Airlines, South African Airlines, Asky Airlines, Rwandan Airlines, Arik Nigerian Airlines and Air Cote d'Ivoire.**

CAMAIR-CO is the national carrier.

Reception Desks will be operated at the Yaoundé-Nsimalen Airport and the Douala International Airport during the official arrival and departure dates round the clock to assist the

participants. The Reception Desks will display the Conference Logo and the Title “CSPOC 2023”.

Delegates will be met on arrival at the two airports and assistance will be provided to clear airport formalities. Ground transport will be provided by the Host Country.

The Host Country is responsible for transporting participants to the Yaoundé- Nsimalen Airport and the Douala International Airport for departures on the official departure date.

If your departure details differ from the originally informed schedule, it is advisable to fill and return departure forms available at the information desks at the hotels and the Conference venue.

Duly filled Travel & Accommodation forms must reach the Conference Secretariat on or before the stipulated deadline. The Conference Secretariat will not be responsible for transport and providing assistance at the airport for the delegates who submit the Travel & Accommodation forms **AFTER** the deadline.

8. VISAS

Appropriate entry visas would be required for the delegates to enter Cameroon. The Cameroon High Commissions in all Commonwealth Countries will be made aware of the Conference and all the concerned Missions will be requested to provide entry visas to the delegates as and when they approach them. Delegates should make visa applications in good time. Visas will also be issued on arrival to Delegates who could not obtain their visas before travelling.

A letter from the competent Immigration Officer in Cameroon will be sent to all Countries in due course to facilitate travelling to Cameroon.

9. GROUND TRANSPORTATION

Transport will be provided by luxury buses to all official functions during the period of the conference. Delegates are strongly discouraged from using private transport during the conference programme as vehicular access to the conference venue will be restricted to official vehicles only.

Transport service will be in operation at the times mentioned in the programme and it will not be possible to facilitate additional transport facilities for delegates who do not comply with the transport schedule.

10. ACCOMMODATION

All participants at the 18th CSPOC – Africa Region shall be responsible for booking and paying their accommodation as well as their feeding for the duration of the Conference.

However, the host Country shall take care of all meals on the official programme.

Arrangements have been made with the following hotels to provide accommodation to participants at preferential rates. Rooms must be booked before 30 June 2023 to be able to enjoy the preferential rates.

<p>1. Yaoundé Hilton Hotel 5* P.O. Box 11852 Yaoundé Tel.: +237 22 23 36 46 Fax: +237 22 23 32 46 Website: www.hiltonhotels.com</p>	<p>2. MONT FEBE 4* P.O. Box 711 Yaoundé Tel.: +237 22 21 40 02/22 21 40 99 Fax: +237 22 21 60 70 Website: www.montfebehoteleyaounde.com</p>
<p>3. UNITED HOTEL YAOUNDE 4* PO Box 14254 Yaounde Tel: +237680968096 +237222224748 info@unitedhotelinternational.com www.unitedhotelsgroup.com</p>	<p>4. STARLAND HOTEL BASTOS 4* P.O Box Tel : +237 673 44 49 49/ 671 00 08 88 Email : info@starlandhotel.com Website: www.STARLANDHOTEL.COM</p> <p>N/B This Hotel is closer to the Conference Venue</p>
<p>5. Hôtel des Députés 4* P.O. Box 24 Yaoundé Tel: +237 22 22 56 15 Fax: +237 22 22 69 57 Website: www.hoteldesdeputes.cm</p>	<p>6. SUITA HOTEL BASTOS 4* Tel. +237 685848484 commercial@suited-hotel.com www.suited-hotel.com</p> <p>N/B This Hotel is Closer to the Conference Venue and suitable for persons lodging as a group. Only suites are available (life style suites and suites with two rooms)</p>

HOTEL ROOM CATEGORIES

		ROOM CATEGORIES	ROOM PRICES
01	YAOUNDE HILTON HOTEL 5*	Standard Room Alcove Room Queen Executive Room Alcove Executive Alcove Suite Executive Suite NB: Room types include Bed and Breakfast	135.000fcfa(USD220) 212.513fcfa(USD346) 227.858fcfa(USD371) 266.181fcfa(USD433) 348.720fcfa(USD567) 429.786fcfa(USD699)
02	STARLAND HOTEL BASTOS 4* N/B Closer to the Conference Venue	Executive Plus (9) Premium Room (10) Executive Plus Twins (2) Deluxe Room Director Suite (6) Presidential Suite (3)	95.000fcfa(USD155) + 1 breakfast 145.000fcfa (USD236)+ 1 breakfast 145.000fcfa(USD236)+ 2breakfasts 130.000fcfa(USD211.38)+ 1 breakfast 185.000fcfa(USD301) + 1 breakfast

			495.000fcfa (USD805)+ 1breakfast
03	SUITA HOTEL BASTOS 4* (only luxury suites are available here) N/B closer to the Venue and ideal for delegates who wish to be lodged as a group.	Life style suite (suite with one room) Accommodation in home (suite with two rooms)	95 000 fcfa + breakfast (USD 155) 120 000fcfa(USD195) + breakfast
04	Hotel des Deputés 4*	Suite Seigneur Junior Suite Standard Room	78000fcfa(USD123) 58000cfaf(USD95) 48000cfaf(USD79)
05	UNITED HOTEL YAOUNDE 4*	Comfort Room Twin Room Twin Plus Room Comfort Plus Room Comfort plus Deluxe Room Junior Suite Exclusive Suite King Suite	85000(USD138) 102000(USD166) 112000(USD182) 112000(USD182) 127000(USD207) 135000(USD220) 160000(USD260) 175000(USD285)
06	MONT FEBE 4*	Refurbished room Junior Suite Senior Suite	85.000fcfa(USD138)/137 euros 115.770fcfa(USD188)/187 euros 165.770fcfa(USD270) / 267 euros

On arrival at the Conference Centre, delegates should go to the CSPOC 2023 registration and information desk.

11. GENERAL INFORMATION

Programme: A copy of the Draft Outline Programme is available on the CSPOC2023 website. The programmes for the Standing Committee meetings and Plenary Sessions will also be available on the CSPOC2023 website.

Venues and Meetings: Meetings will take place at the **Yaounde Conference Centre(YCC)**. All meetings will start promptly at the time indicated on the programme.

Registration and Information: A Registration and Information Desk will be located at the Conference Venue (Yaounde Conference Centre) and Information desks will be located at the hotels.

Conference Passes and Security: Delegates should use the online registration system to upload a photograph or send the photo electronically to cspoc2023@cpacameroon.cm which will be used on their conference pass. Delegates should ensure that the photograph reflects their current appearance to prevent access difficulties. Photographs should be passport-style (jpeg), with a clear image of the applicant's face taken against a plain background.

Delegates not registering online should submit 2 photographs to the Conference Secretariat. The photographs should have the name of the delegate and the country printed on the back of each photo. The photographs should not be clipped, pinned or stapled.

Delegates who do not submit an acceptable photograph in advance will take a longer time to complete the registration process in Yaoundé.

Delegates must wear their conference pass to access the conference venue, social functions or to take official transport to meetings/events. For security reasons, access will be tightly controlled and those without a pass will not be permitted entry. Delegates are asked to report lost or stolen badges to the Liaison Officer assigned to them immediately.

Group Photograph: On the day of the official opening of the conference, a group photograph of all the delegates will be taken and a copy of which will be provided to each delegate. The venue and time of the group photograph would be conveyed to all delegates via the Handbook to be published for the conference.

Information Bulletin: A daily Information Bulletin containing highlights of the previous day's activities and details of the day's programme, notices and any other additional information, which might be of interest to the delegates, will be issued every morning and will also be available at Information Desks.

Internet Café: An Internet Café will be available at the conference venue. An officer from the Host Country will be onsite to offer assistance to delegates.

Media Centre: A Press Service will operate at the conference venue. It will be open to correspondents of national and international press, radio and television. Journalists wishing to cover the conference will receive identity badges issued by the Host Country Secretariat.

Press/Media: Correspondents of national and international press, radio and television must apply for accreditation to the conference. Written applications must be received by the Conference Secretariat no later than 1 July 2023. Applicants should provide a photograph (jpeg) with their names, date of birth, address, telephone numbers, email address, details of the publication/organisation for whom they are working, editor's name/contact details and times of the meetings they wish to attend. Applicants will be asked to show a valid press card and photographic identification when collecting their conference pass.

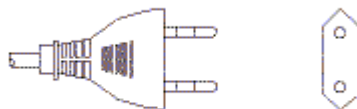
Climate: The weather at this time of the year in Yaoundé is characterized by sunshine and rainfall. The maximum daytime temperature is 27°C and the minimum night-time temperature is 19°C. There is moderate heat and humidity.

Dress: Business dress or traditional dress is appropriate for meetings and evening events. Casual dress and comfortable shoes are suggested for the excursions.

Currency: The currency used in Cameroon is the CFA Franc, however, the US Dollar and the Euro are widely accepted. Some international currencies can be exchanged at hotels and nearby banks. Rates of exchange might vary slightly from one institution to another. Major credit cards are accepted in most hotels and a few shops. Banks open at 8 a.m and close at 3:30 p.m.

Voltage

Cameroon has a voltage of 220 V and two pin plugs are widely used. Delegates may wish to carry an adaptor for the purpose.



Immunisation requirements to travel to Cameroon

Yellow Fever Vaccination Certificate is required from all travellers over 1 year of age issued not less than 10 days prior to arrival in Cameroon.

Medical Facilities: We wish all delegates a healthy stay. However to meet any health exigencies, first aid medical facilities will be available throughout the period of the conference at the respective hotels and at the conference venue. Delegates requiring urgent medical attention should alert the Liaison Officer assigned to them or inform the Information Desk in the hotels or at the conference venue. The cost of treatment of conditions other than which are routine or minor, is the responsibility of the delegate.

Insurance: Insurance for travel, personal accident, medical emergencies, loss of luggage, currency and against any damage or injury or loss of life resulting from acts of war, hostility or terrorist activity will be the responsibility of individual delegate.

Photographs: A conference photographer will capture images throughout the conference. A selection of photographs will be published on the conference website. Conference photographs will be available for purchase at the conference venue.

Conference Tour: On Friday 21 July 2023, tours will be arranged for the delegates and all other participants and their spouses/partners. The delegates will be given the opportunity on a first- come-first-served basis to select the destination of their choice out of the options given in the tour forms.

Liaison with High Commissioners

All countries with diplomatic representation in Cameroon will be notified of the conference and will receive copies of the programme. High Commissioners of Commonwealth countries will be invited to attend the Opening Ceremony at the **Yaounde Conference Centre on**

17 July 2023.

Any other information relevant to the conference will be circulated to participants in due course.

We look forward to welcoming all the delegates to Yaoundé, Cameroon and wish them an enjoyable stay during the Conference.

Please check the conference website regularly for updates about CSPOC2023

<http://cspoc2023.cpacameroon.cm>