ITU Spectrum Monitoring System 4 Developing Countries Workshop (English)

Monrovia, Liberia

PRACTICAL INFORMATION

1. **VENUE OF THE MEETING**
   The Liberia Telecommunications Authority (LTA) welcomes all participants of the ITU Spectrum Monitoring System 4 Developing Countries (SMS4DC) Workshop (English) which is expected to be held in Monrovia, Liberia from September 16-20, 2019. The workshop will be held at **the Millennium Guest House & Suites, Tubman Boulevard, Congo Town.**

MILLENNIUM GUEST HOUSE & SUITES

Main Amenities:

- ✓ 45 minutes' drive from Roberts International Airport
- ✓ 50 guestrooms
- ✓ Restaurant and pool bar
- ✓ Outdoor pool
- ✓ Free airport shuttle
- ✓ Fitness center
- ✓ 24-hourt business center
- ✓ Free continental breakfast
- ✓ WiFi, and free parking
2. **LOCAL HOST FOCAL POINTS**

Workshop & Accommodation Focal Point
Henry C. Nah Sr
Spectrum Engineer Manager
Liberia Telecommunications Authority (LTA)
Tel: +231886951399; +231777976744
hnah@lta.gov.lr; chieba27nah@gmail.com

Visa Issues Coordinator
Mr. Jaiah L. Massaquoi
Liaison Officer
Liberia Telecommunications Authority (LTA)
Tel: +231 886 532 646
Massaquoijaiah@gmail.com

3. **LOCAL TRANSPORTATION**

Transportation will be provided by the LTA from the hotel of choice to the workshop and back for the period of the workshop. Shared or private transportation from the Airport to Monrovia will be at the cost of participants. However, the host will have a liaison officer to help coordinate transportation and the arrival of delegates at the Roberts International Airport. In order to ensure that these services run smoothly, Participants are kindly requested to send the complete arrival/departure details of flights, and name of hotel chosen, to the host country servicers as early as possible. Should you have any further questions, you may contact coordinators or the focal Points.

4. **VISA REQUIREMENTS**

Visitors to Liberia must possess a valid passport, which should be valid for at least six months beyond the date of arrival. Visitors must obtain a visa from one of the Liberian diplomatic missions, unless person(s) entering the country comes from one of the visa exempt countries.

Yellow fever vaccination is required. Delegates from countries whose citizens require a visa are advised to apply for a visa well in advance of their travel dates at a Liberian embassy. Delegates are also advised to check all entry and visa requirements from the website on Liberia. The host country is currently liaising with the Liberia Immigration Service in other to facilitate the processing of visas at point of entry for registered delegates from countries that do   not have a Liberian diplomatic mission. Delegates desiring assistance for visa on arrival should submit the following information to the host:

- Full name as written in passport
- Date and place of birth
- Nationality
- Arrival date
- Departure date
- Hotel booking
- A clear scanned copy of the data page of the passport
- Valid email address

5. **Weather**

   Monrovia features a tropical monsoon climate. During the course of the year Monrovia sees a copious amount of precipitation. Monrovia averages 4,624 mm (182.0 in) of rain per year. In fact, Monrovia is the wettest capital city, receiving more annual precipitation on average, than any other capital in the world. Heavy rain is experienced during the month of September in Monrovia.

6. **HOTELS**

   Below are recommended hotels. Special rates have been negotiated for workshop Participants. You are encouraged to make reservations directly with the hotels the soonest and kindly copy Henry C. Nah (hnah@lta.gov.lr; chieba27nah@gmail.com)

No.	NAME OF HOTEL	TYPE OFROOM	UNIT COST(USD)
1.	Millennium, Guest House & Suites Tubman Boulevard, Congo Town 1000 Monrovia 10 Liberia +231770451700; +231886466656; 231777553803 info@afriklandhotels.com; armayoulo@afriklandhotels.com www.mghs.afriklandhotels.com	• Standard Rooms-Single Bed, Free breakfast, WiFi & Airport Shuttle • Twin Rooms-2 Single Beds, Free breakfast WiFi & Airport Shuttle • Deluxe Rooms-1 Queen Sized Bed, Free breakfast, WiFi & Airport Shuttle • Suite-1 Queen Sized Bed, Free breakfast, WiFi & Airport Shuttle	80.00 150.00 120.00 250.00
2.	BELLA CASA HOTEL 2nd Street, Sinkor Monrovia, Liberia 0777692272 reservations@bellacasaliberia.com bellacasaliberia.com	• (1 person) Deluxe Room & any other room with Queen bed, air conditioner, internet, DSTV, 24 hours electricity, hot & cold running water, mini ice box, Gym, and breakfast	80.00
3.	RLJ KENDEJA RESORT & VILLAS Roberts Field Highway Monrovia, Liberia +231 888-112-388 www.rljkendejaresort.com	• Standard Room(Single) • Standard Room (Double) • Executive Suite (Single) • Executive Suite (Double) • Presidential Suite	150.00 200.00 275.00 290.00 450.00
4.	A'LA LAGUNE RERSORT Congo Town Monrovia, Liberia +231776341747; +231776619223 Email: customerservice@alalagune.com	• Standard Room (Double)	50.00
5.	Tropicana Beach and Resort Thinker's Village Monrovia, Liberia +231770529639 kadisamir@yahoo.com	• Bungalows (Double Bed with a kitchen) • Villas (2 bed rooms, living Room with television and Kitchen)	100 225

7. INTERNET ACCESS/WIRELESS COVERAGE/COMMUNICATION

All meeting rooms will have a wireless network with access to the Internet. Every guest room within the conference venue offers high-speed Internet access for free. Local SIM cards will be sold by representatives of mobile phone operators at the workshop venue. Alternatively, local SIM Card can also be purchased upon arrival at the Airport.

8. ELECTRICITY

In Liberia, the standard voltage is 120/220 V. And the frequency is 50/60 Hz. The power plugs and sockets used in most hotels are of type A, B, and F.

9. MLONEY AND CURRENCY EXCHANGE RATES

The unit of currency in Liberia is the Liberian dollar (LRD) and the United States dollar (USD). Major credit cards such as the Visa, MasterCard, and American Express are accepted in most places in Monrovia. Exchange rate as of August 12, 2019 is approximately:

1 USD = 202.999 LRD

Bureau of money exchange operators are available at the airport and throughout Monrovia. Banking hours are from Monday to Saturday: 09:00-14:00hrs.

10. ABOUT MONROVIA

Monrovia is the capital city of the West African country of Liberia. Located on the Atlantic Coast at Cape Mesurado, Monrovia had a population of 1,010, 970 as of the 2008 census. With 29% 0f the total Population of Liberia, Monrovia is the country's most populous city. Founded on April 22, 1822, Monrovia was the second permanent Black American settlement in Africa after Freetown, Sierra Leone. Monrovia's economy is shaped primarily by its harbor and its role as the location of Liberia's government offices.

Among the places of worship, they are predominantly Christian churches and temples : Roman Catholic Archdiocese of Monrovia (Catholic Church), The United Methodist Church in Liberia (World Methodist Council), Liberia Baptist Missionary and Educational convention (Baptist World Alliance), Assemblies of God. There are also Muslim mosques.

11. **HOST**

   The ITU Spectrum Monitoring System 4 Developing Countries (SMS4DC) Training Workshop scheduled to be held from September 16-20, 2019 is hosted by the Liberia Telecommunications Authority (LTA).

12. **HEALTH REQUIREMENTS**

   Most travelers to Liberia, especially from yellow fever endemic countries, will have to show proof of vaccination for yellow fever. An international certificate of yellow fever may be checked at Roberts International Airport and travelers from endemic countries who do not show proof of vaccination will be vaccinated before entering Liberia.

13. **REGISTRATION**

   A registration center will be set up at the Millennium Guest House & Suites.

14. **LOCAL TIME**

   +00 hour Greenwich Mean Time.

15. **LANGUAGE**

   English is the official language of Liberia.

16. **WATER**

   Bottled water is recommended for drinking purposes.