

## TRAVEL ADVICE

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International Institute of Tropical Agriculture (IITA)

Oyo Road, PMB 5320

Ibadan, Nigeria

Regional Cocoa Symposium Contact at IITA: [r.bhattacharjee@cgiar.org](mailto:r.bhattacharjee@cgiar.org)

CRIN contact: [adenikies@yahoo.com](mailto:adenikies@yahoo.com)

WCF contact: [sona.ebai@worldcocoa.org](mailto:sona.ebai@worldcocoa.org)

### Before departure

You need a **valid passport, a visa (depending on your nationality)**, and a health certificate verifying an **up-to-date yellow fever inoculation**<sup>1</sup>. Citizens of countries belonging to the Economic Community of West African States (ECOWAS) are exempted from the visa requirement.

Kindly be aware that Ibadan is located in the Humid Tropics and that malaria is endemic in the area. It is advised to dress accordingly and take doctor's advice before traveling.

### Obtaining a Nigerian Visa

Applications for visas can be made at any Nigerian Embassy, Consulate, or High Commission in your country of residence or the nearest to you. The website <https://portal.immigration.gov.ng/visa/freshVisa> can give you more information.

The application process may be time consuming. IITA will generate an invitation and visa support letter that will accompany your request. It is also possible to arrange for a visa on arrival if you reside in a country where Nigeria has no legal representation; please contact us for that one. You cannot buy a visa at the airport on arrival!

### Arriving at Lagos Airport

Murtala Mohammed International Airport, Ikeja, is the port of disembarkation. Representatives from IITA will meet you after the baggage collection area to take you to the IITA vehicles. Airport assistance is also available (on request) to take you through immigration, customs and checking-in at a cost of USD 40 including arrival and departures. The representatives can be identified by **green IITA caps and each representative should carry an IITA identity card:**

IITA Airport Representative: Mr Moses Gbadebo: +234-803-9784427

IITA Airport Representative: Mr Sunday Akinsaya: +234-803-3615008

If you cannot locate an IITA staff immediately, please look for someone with a placard displaying Regional Cocoa Symposium after the baggage collection section.

The following are the telephone numbers to be used in case of emergency:

IITA Ikeja Guesthouse day & night: +234-803-4023913

Mr Andrew Agbeso, manager of the IITA guesthouse: +234-803-4035044

If none of these are working please try: Dr. Ranjana Bhattacharjee on +2347031982887.

### After Arrival

The IITA reps will take you to the IITA vehicle that will take you to IITA headquarters in Ibadan or to the IITA Ikeja Guesthouse in Lagos or a nearby Hotel in case the guesthouse is fully booked. **IITA applies the rule that everybody landing after 4 p.m. will spend the night in Lagos to be transported to Ibadan early next morning at 6.30 a.m.** The trip from Lagos to Ibadan is about 160 kilometers and will take approximately 2 hours driving, depending on traffic. You may not need to make arrangements for your

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<sup>1</sup> The WHO adopted in May 2014 an amendment which stipulates that the protection afforded by yellow fever and the term of validity of the certificate will change from 10 years to the duration of the life of the person vaccinated. Please, be aware that this change will come into force legally only in June 2016. **Immigration services at the airport in Lagos require to see your yellow fever vaccination certificate, so make sure it is up to date.**

overnight stay and transport; we take care of that and that is why we need all your travelling details - incoming and outgoing flight numbers and times. However, if you want to make your own accommodation arrangements at Lagos, please reach IITA Guesthouse before 6.30am so that you can join one of the buses. We will still need to know your itineraries to include your name in the list and to provide that list to the drivers.

The accommodation at IITA and other hotels can be paid in dollars, and the cost may vary between USD 150 to USD 165 per night.

Address of the IITA Guesthouse:

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

The IITA Guest House at Ikeja is about 12 kilometres from the domestic airport, 20 kilometres (via Oworonsoki Expressway) from the Murtala Mohammed International Airport.

### **Lodgings in Ibadan**

In Ibadan you will either stay at IITA (only 75 rooms available) or in a nearby hotel since we may not have enough accommodation on campus. If you want to be accommodated on IITA campus, then register and send your request. The booking will be first come, first served basis. If you need a specific kind of room (IITA hotel or any other hotel) then send a mail and specify the kind of room you will need. The room specifications are available on the announcement. If you are accommodated outside IITA, you will be collected from the hotel in the morning and taken to the hotel in the evening after all conference activities, including dinner, have taken place. **Please, remember that you cannot pay by credit card at IITA and probably also not in the hotels.** So, please bring cash money (US Dollars, Pounds, or Euros) that can be changed into Naira, the local currency, to pay for your accommodation, food (dinner), drinks and other expenses you wish to make. You can exchange at IITA but only during office hours. The conference package includes only 3 days (including breakfast and lunch), so if you stay more nights, you are responsible for those payments.

If you want to make your own accommodation arrangement at Ibadan, then you need to come to one of the pick-up points every day or you will make your own arrangements to commute to and from the conference venue.

### **From IITA back to Lagos Airport**

The symposium will provide transportation to Lagos Airport. When your flight departs before noon, you will be conveyed the afternoon before to the Guest House or a nearby hotel in Ikeja for an overnight stay and you will be taken to the airport the following morning. We need the details of your itinerary to schedule transport accordingly. If your flight departs late in the afternoon you will leave Ibadan the same day as your flight. You will be responsible for checking-in and immigration yourself unless you request for airport assistance which comes with the cost mentioned above.

In case of any query, do not hesitate to contact me.

Kind regards,  
Dr. Ranjana Bhattacharjee  
Organizing Secretary  
IITA-Ibadan