Building Peace: Youth Facilitating the Peace Process in Cameroon

26th to 29th of June, 2019

Yaoundé, Cameroon

AIDE MEMOIRE ON ADMINISTRATIVE ARRANGEMENTS

Dear Participant,

The Youth Facilitating the Peace Process in Cameroon workshop is less than one week away! Please read carefully the following notices regarding logistics. If you have questions or concerns, feel free to contact us at the following numbers:

Contact Persons: Ngu Naah Vanesia, Tel: 673593537 or Yulah Mirabel 674108181

1. Travel

The organisers will cover transportation costs related to the event, although participants are expected to pay their transport to Yaoundé. All costs incurred in this regard will be reimbursed on the final day of the workshop. To ease the reimbursement process, we recommend that participants keep their travel receipts/tickets. Participants are informed that the organisers shall only cover economy tickets, and travels by road (train and bus) and air (when approved). We recommend that you provide accurate information about your travel to the organisers (i.e. departure and arrival time which must not exceed Wednesday 26th June 2019 by 6am).

2. Accommodation

Participants will be lodged at HOTEL BOLO, Carrefour Tam-Tam Yaoundé-Cameroon.

The organisers have arranged accommodation upon confirmation of your participation. The hotel has been informed of your possible arrival time and there will be someone at the front desk of the hotel to help you out. Participants can check into the Hotel by 12pm on Wednesday 26th June, 2019 and check out latest 12pm on Saturday 29th June, 2019.

NB: Please, any other charges you incur in the hotel apart from what the organizers are covering will be your personal responsibility.
3. **Opening Ceremony and Workshop Venues**

The opening ceremony shall take place on **Thursday 27th June 2019** at the **International Relations Institute of Cameroon (IRIC)** situated around Carrefour Obili. A shuttle service will be provided for participants to enable transfers between the hotel and IRIC on the day of the opening ceremony.

All trainings and workshop sessions will take place at **Hotel Bolo**, Carrefour Tam-Tam Yaoundé-Cameroon

4. **Meals**

The organisers will provide meals throughout the duration of the training. For those with any special dietary needs, please kindly inform the organisers by contacting us on the numbers provided.

5. **Health and Special Needs:**

Please if you have any health condition that you think we should be aware of, kindly communicate it to us. In case of any health hazard, please, contact us.

We will be making provisions for those with special needs or people living with disabilities.

6. **Language**

The event will be in English and French

7. **Dress code**

Dress code for the entire training is smart casual. However, we recommend that the dress code for the opening ceremony be business attire or cultural wear.

8. **Per Diem:**

No per diem shall be paid to the participants during this workshop

9. **Commitment**

The programme for the workshop is quite intense and engaging, reason why Local Youth Corner Cameroon has put in place every necessary disposition to ensure a successful workshop.

Participants are called upon to participate fully in all the plenary, training and networking sessions. As indicated in the application forms which you consented to, all participants will sign an engagement form to carry out restitution activities in their respective communities, and engage in other aspects of the project as the need arises.