



THE 19TH RUFORUM ANNUAL GENERAL MEETING 2023

Theme: Transforming Higher Education to Sustainably Feed and Create Prosperity for Africa

Yaoundé, Cameroon

28th October - 2nd November, 2023

Logistics information for participants

1. Information on the RUFORUM AGM:

The Regional Universities Forum for Capacity Building in Agriculture (RUFORUM) in collaboration with the Government of the Republic of Cameroon and RUFORUM member universities in Cameroon namely: The University of Bamenda, the University of Buea, the University of Dschang, the University of Maroua and the University of Ngoundere will host the 19th RUFORUM Annual General Meeting in Cameroon from the 28th October - 2nd November, 2023.

The event will bring together policy makers including Ministers and Technical Experts, Higher Education Leaders in Africa, development partners, private sector leaders, researchers, innovators, students and farmer organizations among others. Some delegates will participate virtually through an online platform (details are in the overall program that can be found on the AGM website: <http://www.ruforum.org/AGM2023>).

2. Registration/ Travel information:

All the participants are required to fill in the registration form ([Link](#)). For self-sponsored participants, the registration fees are as follows: Early birds \$200 paid not later than 31st July 2023; Regular, \$250 paid not later than 30th September 2023; and after 30th September 2023, registration fees is \$300. For payment details, please write to Mr Moses Eriyau: m.eriyaou@ruforum.org. *NB: All registrations are regarded complete only after having made the full payment prior to the conference. For participants paying onsite using cards, they are advised to inform their respective banks of their travel so that they can unlock their cards.*

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For those participating physically, the following travel documents will be required:

✓ Travel documents:

- Valid Passport (more than 6 months before expiry)
- Yellow Fever card
- COVID-19 vaccination card
- Travel Medical Cover (recommended but if not able, you are strongly advised to carry all your prescription, allergy, pain relief and any other medication that you may require during the conference)
- Effective October 4th 2022, the Government of Cameroon requires that all arriving travelers show proof of being fully vaccinated against COVID-19. However, failure to show sufficient proof of being vaccinated, one must show a negative PCR test taken within 72 hours of their departure to Cameroon.
- Please note that you may be subjected to health screening procedures at the airport including a rapid COVID-19 test free of charge.

✓ VISA Policy of the Republic of Cameroon:

All countries that require visa to enter Cameroon can apply for visa online through this link <https://www.evisacam.cm>. We encourage you to apply for your conference visa at least 15 days before travel. The minimum processing time for Visa is 7 business days and the cost is approximately \$200. A summary of the online visa application requirements is as follows:

- Invitation letter from the host organisation (Cameroon institution)
- A valid passport with an expiry date of at least six (6) months.
- Complete filling an electronic visa application form.
- A return flight ticket reservation.
- International certificate of vaccination against yellow fever and any other diseases requested by health authority.
- Confirmation of hotel booking or proof of accommodation in Cameroon.
- Passport-size photo attach one photo.
- Evidence of purpose of visit, including means of subsistence and accommodation

✓ Visa from Cameroon Embassies / Consulates:





Participants from countries that have Cameroon representation (Embassy or Consulate) can also make their application from there.

✓ Arrival at the Airport:

All participants will be met at the NSIMALEN INTERNATIONAL AIRPORT IN YAOUNDE - CAMEROON by our ushers. After immigration and custom clearance, please look out for **ushers** holding a placard with an inscription and or Logo of **RUFORUM** to assist you to be transferred to your designated hotel.

3. Venue of the conference & Accommodation Arrangements:

The RUFORUM AGM Conference will take place at the PALAIS DES CONGRES, YAOUNDE, Cameroon.

RUFORUM sponsored participants will be informed before their arrival, of their respective hotels.

Upon arrival to your hotel, check-in at the reception by identifying yourself as a participant of the RUFORUM AGM Conference and re-confirm your check-out date with the hotel.

For self-funded participants, we have identified hotels ([Link](#)). Reservation for accommodation has been arranged for participants in the listed hotels. Kindly inform the hotel desk that you are participating in the RUFORUM Annual General Meeting to benefit from the discounted rates of RUFORUM.

For those who book directly with the hotels, kindly email your proof of payment to the LOC via cnanjou@yahoo.com

4. Meals:

- ✓ Breakfast will be included during your stay and it will be served daily at the hotel restaurant from 6:30 am for all RUFORUM Sponsored delegates.
- ✓ Lunch is included on the conference package during the conference days.

5. Currency:

The CFA Franc BEAC is the currency of Cameroon and the currency symbol is the XAF .The current exchange rate of the XAF to the USD is approx. 600 XAF to 1 USD. Credit

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cards (Master Card, Visa), cash US Dollars are accepted by major hotels. Banking hours in Cameroon are 08:00 - 17:00 Monday through to Friday. There are banks and licensed currency exchange bureaus located at the airport and Yaoundé city center.

6. Climate:

The months of October and November in Cameroon are generally pleasantly warm, humid but cool, with an average high of 29°C and an average low of 23°C. On the coldest nights, the temperature usually drops to 18°C. The average relative humidity in November is 82%.

7. Workshop official languages:

English with interpretation in French, Arabic and Portuguese during the plenary sessions only

8. Cameroon's official languages:

Cameroon's official languages are English and French.

9. Change of ticket:

For RUFORUM sponsored participants, RUFORUM will not be responsible for ticket change once issued.

10. Business and shopping:

Official working hours in Cameroon are generally from: 07: 30 - 15 30.

11. Tourism & Entertainment:

All participants are invited to enjoy the numerous entertainment spots in Yaoundé. There are a multitude of restaurant providing a variety of African dishes. There are a lot of tourist sites in Yaoundé and the lists can be obtained on our AGM website ([Link](#)).

12. Security:

Yaoundé is generally a safe city, but as it is with many big cities it is recommended that participants remain vigilant and cautious about their personal and property safety. However, the Government of Cameroon has taken extreme measures to ensure maximum security for all participants.

13. Communication Facilities:





Participants will be able to obtain and register SIM Cards (if needed) on arrival at the airports or at Palais des Congres. If you wish to purchase one the ushers will be available for any assistance.

14. Other travel information:

Local time is GMT +1 hour

15. Power Plug, Socket and Main Voltage in Cameroon:

Participants are expected to pack as part of their belongings for the trip to Yaoundé, the appropriate travel plug adapter that fit the local sockets. In Cameroon types C and E are the official standards.

Cameroon operates on 220 volt electricity and is generated at 50Hz



16. Logistics and Communication:

- Please send any queries on logistics to secretariat@ruforum.org with a copy to agm@ruforum.org. Tel: [+256-417-713-300](tel:+256417713300)
- The local organising committee can be contacted for specific queries about Cameroon through rmbifi@yahoo.com

We thank you for accepting our invitation and wish you a pleasant trip to Yaoundé, Cameroon

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