

**38<sup>th</sup> Stop TB Partnership Board Meeting and Related Events**  
**12-14 December 2024**  
**Abuja, Nigeria**

## PRACTICAL INFORMATION NOTE

### REGISTRATION

The Ministry of Health of Nigeria is co-hosting the 38<sup>th</sup> Stop TB Partnership Board Meeting.

If you have not done so already, please confirm your participation to the 38<sup>th</sup> Stop TB Partnership Board Meeting by sending an email to [boardaffairs@stoptb.org](mailto:boardaffairs@stoptb.org) as soon as possible.

### SUMMARY OF EVENTS

#### Tuesday, 10 December

13:00–17:00	Ending TB Together – Nigerian CSOs in dialogue with global orgs and Stop TB CS Delegations	<i>Trade and Convention Centre</i>
18:30-21:30	High-level Reception (incl. 2024 Awards)	<i>Transcorp Hotel</i>

#### Wednesday, 11 December

08:30–17:30	Board Constituency Delegation Meetings (by invitation)	<i>Transcorp Hotel</i>
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#### Thursday, 12 December

11:30–13:00	Opening of 38th Stop TB Board Meeting	<i>Transcorp Hotel</i>
14:30-16:30	Engagement at the Nigerian National TB Conference	<i>Trade and Convention Centre</i>
19:00-22:00	Official Board and Special Guests' Dinner	<i>Transcorp Hotel</i>

#### Friday, 13 December

09:00-18:00	38th Stop TB Board Meeting	<i>Transcorp Hotel</i>
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#### Saturday, 14 December

09:00-14:30	38th Stop TB Board Meeting	<i>Transcorp Hotel</i>
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## MEETING VENUE

### Transcorp Hilton Abuja

1 Aguiyi Ironsi Street Maitama, Abuja, Federal Capital Territory 900001, Nigeria

Telephone: +234 803 901 3000

Website: [www.hilton.com/en/hotels/abuhitw-transcorp-hilton-abuja/](http://www.hilton.com/en/hotels/abuhitw-transcorp-hilton-abuja/)

## ABUJA AND GETTING AROUND

Nigeria, officially the Federal Republic of Nigeria, is a country in West Africa. It is situated between the Sahel to the north and the Gulf of Guinea to the south in the Atlantic Ocean. Abuja is the capital city of Nigeria; It became the capital in 1991, replacing Lagos. Abuja is known for its modern architecture and is located in the central part of the country.

Getting there: There are daily flights between Abuja and Lagos, however, we recommend flying directly into Abuja, in case this option exists from your city of departure. This way you avoid changing terminals in Lagos, from international airport to the domestic airport which is a 15-minutes' drive away.

### Arrival at Nnamdi Azikiwe International Airport in Abuja, Nigeria

The international airport named for the legacy of President Nnamdi Azikiwe is approximately 20 kilometres (about 12 miles) southwest of Abuja's city centre. The best option to travel from the airport to your hotel is with a taxi or transfer. **Participants are strongly advised to arrange their airport transport pick-up before arriving in Abuja.**

#### Hotel Shuttles

Many hotels offer shuttle services. Pre-arrange transportation with your hotel to ensure a safe transfer directly to your accommodation. For Transcorp Hilton Hotel please contact: [Anthony.Obuteh@hilton.com](mailto:Anthony.Obuteh@hilton.com) (or through mobile: +234 802 344 8695). The cost is NGN 30,000 (about USD 20).

#### Taxis

There are accredited taxis outside both the Domestic and International Terminals. They have official rate for different destinations, but this is negotiable. It's best to agree on a fare before starting your journey to avoid any surprises. A trip to the city centre takes about 45 minutes.

#### Safety tips

- Stay Alert: Be aware of your surroundings and keep your belongings secure.
- Avoid Unofficial Taxis: Stick to pre-booked rides. Please confirm the car plate number.
- Be cautious with the use of credit or debit cards. Use of cash (Nigeria Naira) is preferred.
- Do not disclose personal information to strangers, including business cards, telephone numbers, and residential information. Do not call back missed calls from an unknown number.

## HOTEL ACCOMMODATION

Transcorp Hilton Abuja is in the commercial district, and set on picturesque, landscaped gardens. The hotel sits at the heart of Nigeria's Federal Capital Territory. Its less than three kilometres from Abuja Millennium Park and within 20 minutes of the city centre. The hotel has a handicraft market, 24-hour fitness centre, and outdoor pool.

**A block booking for participants of the 38<sup>th</sup> Stop TB Partnership Board Meeting was made. However, *The Transcorp Hilton Abuja* has reached its capacity, therefore, the room rates are those available on the hotel's website.**

If you still need to book please use this directly with the hotel through this [link](#).

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Immediately after finalizing the online booking, you will receive a confirmation email with your check-in and check-out dates. **We recommend that all participants book their accommodation immediately.**

## VISA

Visas (including transit visas, if required) are the responsibility of each participant. Please visit the following [link](#) for the most current visa information. **You are encouraged to obtain a visa as soon as possible from the respective embassy/consulate of Nigeria in your country of residence.**

[Visa application processes](#) and requirements may vary by country/nationality of the applicant. Please refer to the website of the nearest Nigerian Embassy or consulate in your country for specific instructions on how to apply for a visa. In case you need to give the contact details of a person in Nigeria for your visa application, you may use:

**Mr Dalhat Ahmed**  
Protocol Officer  
Federal Ministry of Health and Social Welfare  
+2348036821212  
Federal Secretariat, Phase III, Shehu Shagari Way, Central Business District  
FCT Abuja

If you require a letter of invitation for your visa application, different from the one received, please contact [boardaffairs@stoptb.org](mailto:boardaffairs@stoptb.org).

Additional information:

Passport Validity: minimum 6 months.

Passports with the "X" gender marker are not accepted.

Vaccination requirements: certificate of yellow fever and polio vaccinations.

## VACCINATION & HEALTH RECOMMENDATIONS

According to the Ministry of Health in Nigeria, **before your trip, visit this [link](#) to carry out the following:**

- **Fill out the Pre-boarding [Health Declaration and Screening form](#).**

The Ministry of Health recommends that internationals update their vaccination status before arriving in Nigeria: Polio and especially yellow fever vaccinations are required to enter Nigeria.

When traveling to Nigeria, it's essential to be aware of:

- A World Health Organization yellow card is required for entry into the country. The Nigerian authorities require a Yellow Fever Vaccination certificate for all travellers. Yellow fever is endemic in Nigeria, so this measure is crucial for public health. Make sure to get vaccinated at least 10 days before your travel. The vaccine is safe, effective, and provides lifelong protection against infection.

## DRESS CODE

The dress code will be business casual during the Board Meeting.

Some people prefer to change into slightly dressier clothes for our Board Dinner, if time allows, but this is entirely optional. It will not be a Black-Tie event, but you're welcome to dress up if you prefer.

Traditional dress and cultural attire are welcomed at the Board Meeting and the Board Dinner.

## INSURANCE

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Participants should make their own arrangements with respect to health and travel insurance. You may also wish to consult a travel physician to ensure that you have all recommended vaccinations and medications.

## SAFETY

The following advice comes from the United Nations Department of Safety & Security (UNDSS):

- Current Security Situation:

The northeastern part of Nigeria, particularly areas like Borno State, remains highly volatile due to the presence of extremist groups.

- Travel Advisories:

It's essential to stay updated on advisories before planning any travel within Nigeria.

- Personal Safety Measures:

Vigilance: Always remain aware of your surroundings and avoid high-risk areas, especially after dark.

Travel in Groups: Whenever possible, travel with others and use secure transportation options.

Low Profile: Maintain a low profile and avoid drawing unnecessary attention to yourself.

It is also good to make copies of passports and ID documents and carry them with you instead of carrying the originals. Most crimes follow the Opportunity Theory. Avoiding giving the opportunity will enhance your safety.

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Participants should take precautions.

- Be wary of people hanging out in hotels offering different type of services, they may be criminals.
- Do not leave any personal belongings unattended whether at the hotel conference room or any other place.
- In hotels, never provide your credit card number and security digits, and always be present when others are swiping your credit card.
- Only open your hotel door to people you know.
- Avoid carrying a lot of cash in crowded areas and placing wallets in rear pockets.
- Do not display jewellery on the street.
- When in the car, keep windows closed and doors locked day and night.
- Security wise, it is advisable not to stop in accident scenes. It can be a forged situation to make you stop.
- Refrain from conversations and being overly friendly with strangers who may approach you.
- Visit only well-known places in company of others, and avoid walking or jogging alone or in isolated areas

### Emergency numbers:

National Emergency Hotline: 112

General Emergency phone number: 122 or 199

(attention of the Police +234 8061581938 / +234 7057337653 / +234 8032003913

Fire department or Ambulance services: +234 8032003557)

## CURRENCY

Nigerian naira (NGN) is the currency used in Nigeria. 1 US dollar is approximately 1,586.62 Nigerian naira (as of 6 August 2024). Credit and Debit cards are accepted in many parts and most banks have ATMs. ATM cards should only be used in reputable hotels and banks. Currency exchange counters are available in the airport arrivals area, and hotels. Choose the ATMs located inside shopping centres or other commercial centres. Exchange currency only at authorized currency changers or banks. and be sure to obtain a receipt.

**Please note – the currency exchange desk at the Hilton Hotel does not have a favourable rate.**

## COMMUNICATION

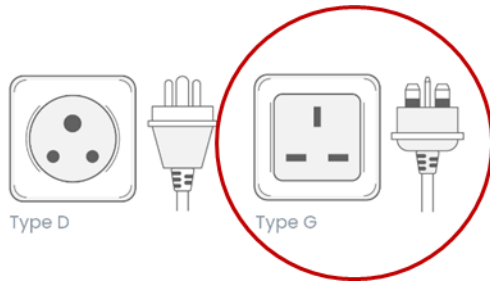
# Stop TB Partnership

The telephone country code for Nigeria is +234. The city code for Abuja is 09.

## POWER

Power plugs and sockets in Nigeria (including Abuja) use the following types 123:  
Though you may encounter Type D (three round pins, similar to India), it is rarely in use.  
Type G (three rectangular pins, similar to UK)  
The standard voltage is 230V at a frequency of 50Hz.

**Please bring an adapter with you.**



## LANGUAGE

There are over 525 native languages spoken in Nigeria. The official language and most widely spoken lingua franca is English.

English is the official language of the Stop TB Board. All presentations will be in English.

## WEATHER AND TIME

Abuja has some very humid months, and dry months in the opposite season. The least humid month is December (21.9% relative humidity), and the most humid month is August (72.5%).

In December, Abuja typically experiences very high temperatures and almost no rainfall. Expect daytime highs to reach approximately 33°C, with nighttime lows dipping to around 20°C. Wind in Abuja is usually calm. The windiest month is March. March's average wind speed is considered "a light breeze."

**Standard time in Nigeria is UTC/GMT+1 hour.**

## VALUE ADDED TAX (VAT)

Nigeria's general VAT rate is 5%, with other rates that can apply to certain transactions. The Value-added tax (VAT) is administered by the Federal Inland Revenue Service (FIRS) in Abuja.

## TIPPING

When it comes to tipping in Nigeria it is becoming more and more common, however, it is still optional and is always based upon the service you receive. Leaving a small tip for the bellboy who helps you with your luggage or rounding up the change for your taxi driver is considered a "kind" act to show your appreciation.

- General Tips, when traveling, it's a good idea to keep a supply of small bills (either in US Dollars or the local currency of your destination). Always give the tip directly to the person you wish to reward for services. For example, if you wish to tip housekeeping, don't hand your tip over to the front desk and expect it to get to the right person.

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- Generally, cash is more appreciated than goods, as it gives the receiver the freedom to spend their money as they see best
- Tipping 7-15 % is a normal tip for good service at restaurants and in bars.
- Tipping at hotels in Nigeria is based upon the service received, tipping anywhere between 7-15% or a few Naira or Dollars for the bell boy, maid, or concierge is acceptable.
- When tipping taxi drivers, the norm is to round up the final fare and leave the driver with the change. If the driver has gone out of his way to help you, has stuck with the metered fare or if the trip is over 30 minutes, consider tipping around 7-10%.

## HOW TO REACH US

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Catie Rosado mobile nr: +41 79 218 9800 email: [catier@stoptb.org](mailto:catier@stoptb.org)

## DOCUMENTS

The 38<sup>th</sup> Stop TB Partnership Board will be a **paperless meeting**. All documents will be made available online.