

5th AFRICA REGIONAL PLATFORM FOR DISASTER RISK REDUCTION

NOTE ON ACCREDITATION PROCESS

This note provides important information about accreditation arrangements for the 5th Africa Regional Platform for Disaster Risk Reduction.

Accreditation is a mandatory security requirement for all delegates to the 5th Africa Regional Platform in Abuja, Nigeria. This exercise will be conducted by the Security and Safety Services of the Nigerian Civil Police and UN Department of Safety and Security.

Accreditation will take place at Transcorp Hilton Hotel. (Signage will be placed at the lobby and staff/volunteers will be on hand to guide delegates to the accreditation centre within the hotel).

- Delegates are requested to carry the following documents for accreditation:
 - Photo identification (e.g. passport)
 - The registration confirmation email, addressed individually to the delegate.

IMPORTANT: Please note that all delegates will need to register online (www.preventionweb.net/afrp/2014) in advance, following which a registration confirmation email will be sent carrying the registration number of the delegate. This registration confirmation email needs to be carried to the facility for accreditation.

- For ease of time, all delegates are requested to arrive a day in advance. The accreditation facilities will be operated at the following times:

Monday	12 May	: 08:00h – 13:00h,	14:00 – 17:00h
Tuesday	13 May	: 09:00h – 13:00h,	14:00 – 17:00h
Wednesday	14 May	: 09:00h – 13:00h,	14:00 – 17:00h
Thursday	15 May	: 09:00h – 13:00h,	14:00 – 17:00h
Friday	16 May	: 09:00h – 13:00h	

- Upon completion of accreditation the conference badge and the conference kit will be handed over to delegates
- **Please note that individuals without accreditation will not be allowed access to conference venue.**