

# Challenges Annual Forum 2025



KAIPTC  
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## Practical Information - Challenges Annual Forum, 14-16 October 2025

### 1. Venue

The Challenges Annual Forum 2025 (CAF25) will be organised by the Kofi Annan International Peacekeeping Training Centre (KAIPTC) located on [Teshie Road](#). The main venue for the Conference is the **Schroder Hall** at the KAIPTC.

Contact Number: +233 302 718200

### 2. Registration

Participants need to register their attendance through the [registration](#) (link also in invitation). We will gather all information on the event at the Challenges Forum website. There you will find practical information, the most up-to-date programme and other useful information.

### 3. Accommodation and Transportation

We encourage participants to stay at the [Lancaster Hotel Accra](#). For individual bookings, delegates should email [reservations@lancasteraccra.com](mailto:reservations@lancasteraccra.com) (with [h.boakye@lancasteraccra.com](mailto:h.boakye@lancasteraccra.com) in copy) and mention the unique code "CHAF OCT 2025" to enjoy the exclusive discounted rate of \$170 per person per night inclusive of breakfast. Individual delegates can also book and make payment to guarantee booking on pay upon arrival. From the hotel, there will be a shuttle service to the conference venue.

Participants travelling by air to Accra will arrive at the Kotoka International Airport. Participants will be responsible for arranging their own transportation from the airport to their respective hotels.

### 4. Health

Participants may be required to show relevant certificates/vaccination record for Yellow Fever (yellow booklet) along with their passports on arrival at the Kotoka International Airport.

It is the responsibility of participants to ensure that they carry with them proper health/vaccination documentation. You are advised to secure health insurance before travelling.

There is an infirmary on hand at the KAIPTC which is accessible to KAIPTC participants with routine medical care. More serious needs will be attended to at the 37 Military Hospital. Costs for medical care shall be borne by the participants.

All participants taking prescribed medication should arrive with sufficient supplies for the duration of the forum.

Please note that all participants are solely responsible for arranging and securing their own travel insurance and health care. The organizers will not be liable for any costs or losses incurred due to travel disruptions, medical emergencies, or other unforeseen events.

#### **5. Visa application**

Participants who require introductory letters to support their visa application process should write directly to [challenges.forum@kaiptc.org](mailto:challenges.forum@kaiptc.org) with [info@challengesforum.org](mailto:info@challengesforum.org) in copy providing full names and passport details.

#### **6. Meals**

Coffee and lunch will be hosted for all participants during the conference.

Participants with special dietary requirements are asked to indicate this in the registration form.

#### **7. Points of Contact**

For questions and concerns regarding registration or the organisation of the event, please contact Challenges Forum International Secretariat (CFIS) on [info@challengesforum.org](mailto:info@challengesforum.org) with [challenges.forum@kaiptc.org](mailto:challenges.forum@kaiptc.org) in copy.

#### **8. Annual Forum Protocols**

All Annual Forum Innovation Labs and workshops will observe the Chatham House Rule (i.e. participants are free to use the information received, but neither the identity nor the affiliation of the speaker or participant may be revealed). No sound or video recordings will be made during the closed working group discussions. Open panels and plenaries will be livestreamed. For further information on the Chatham House Rule, visit <http://www.chathamhouse.org/about/chatham-house-rule>.

#### **9. Social Media**

Twitter hashtag for the Annual Forum is: #CAF25Accra. Organisers: @challengesforum, @KaiptcGh

#### **10. Practical information:**

- *Local time:* GMT (0000 UTC)
- *Phone country code:* +233
- *Currency:* GHS, check [here](#) for current rates.
- *Electricity:* In Ghana, there are two associated plug types, D and G. Plug type D is the plug which has three round pins in a triangular pattern and type G is the plug which has three rectangular pins in a triangular pattern. Ghana operates on a 230V supply voltage and 50Hz.
- *Weather:* The rainy seasons have been a bit unpredictable lately and so rain showers are always possible with highs of 30° during the day and lows of 26° during the night. Check [here](#) for updates.
- *Internet Connection:* Wireless internet connectivity will be available during the forum. The username and password will be provided.