



**Theme: “FACING THE FUTURE”**

## **INFORMATION MEMORANDUM**

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This Memorandum is intended to serve as a guide to Conference delegates with respect to activities and events at the 2019 NBA-AGC.

### **1. CONFERENCE VENUES:**

The 2019 NBA-AGC will hold simultaneously at the following venues:

- The Convention Centre, Eko Hotels and Suites “Eko Hotel” - Plot 1415 Adetokunbo Ademola Street, Victoria Island, Lagos;
- Harbour Point Events Centre “Harbour Point” - 4 Wilmot Point Road, off Ahmadu Bello Way, Victoria Island, Lagos.

### **2. COLLECTION OF CONFERENCE MATERIALS:**

Delegates may pick up their Conference materials at **Harbour Point** from Friday 23rd August to Monday 26th August, 2019 - between the hours of 8 a.m. and 12 midnight each day.

#### **PLEASE NOTE:**

- i. There will be no collection of Conference materials at Eko Hotel.
- ii. To gain access into the Conference materials pick-up point, all delegates will be required to present a copy of the e-mail received from [info@nbaconference.com](mailto:info@nbaconference.com) confirming their registration for the Conference **and** a valid government-issued photo identity card.
- iii. Any delegate who is yet to receive this confirmation e-mail is kindly advised to immediately send an e-mail to this effect to [info@nbaconference.com](mailto:info@nbaconference.com)
- iv. In addition to the foregoing, for Group and Sponsor delegates' registration, a designated proxy will also be required to present a printed letter of authorization from the organization, authorizing the proxy to pick up Conference materials on behalf of the other delegates from the Group/Sponsor.
- v. Except for delegates going to Harbour Point for the purpose of picking up their Conference materials, only delegates wearing their name tags will be allowed access into any of the Conference venues.

### **3. CAR PARK:**

Arrangements have been made for delegates arriving with their cars to park for free at Eko Atlantic City and ride the NBA-AGC Shuttle Bus to the Conference venues. There will be no parking of vehicles at Harbour Point and parking at Eko Hotel may attract significant charges.

### **4. SHUTTLE BUS SERVICE:**

The NBA-AGC Shuttle Bus Service will be in operation throughout the duration of the Conference to convey delegates to the Conference venues and to Eko Atlantic City. The Shuttle Service will run at timed intervals and delegates will be picked up and dropped off at designated points within the Conference zone.

### **5. OPENING CEREMONY:**

The Opening Ceremony of the Conference is scheduled to hold at 9 a.m. on Monday, 26th August, 2019 at Eko Hotel.

Delegates are advised to note that there is limited seating at Eko Hotel and seats in the Convention Centre will be offered to all delegates on the basis of first come, first served. For safety reasons, the doors of Convention Centre will be shut as soon as it is filled to capacity and delegates will be directed by Hall Wardens to Viewing Centres which will be located within the Hotel.

## 6. TECHNICAL SESSIONS:

The Technical Sessions will be held at both Conference venues from Monday 26th August to Wednesday 28th August, 2019. Details of the Technical Sessions can be found on the Conference Website - [www.nbaconference.com](http://www.nbaconference.com) or in the Conference Brochure which will form part of the Conference materials. Lunch will be provided for all delegates, at both venues, from Monday 26th August to Wednesday 28th August, 2019 at 12.30pm daily. To be eligible for Lunch, each Delegate will be required to present a Luncheon Voucher which will have been issued to the Delegate at the point of collecting Conference materials.

## 7. SOCIAL AND SPORTING EVENTS:

A number of social and sporting events have been lined up for the 2019 NBA-AGC viz:

- i. A **10KM HEALTH WALK** which will commence from Harbour Point at 8 a.m on Saturday, 24th August, 2019.
- ii. An inter-branch **FOOTBALL COMPETITION** which will be held at Methodist Boys High School, Victoria Island, Lagos from Saturday, 24th August to Wednesday, 28th August, 2019.
- iii. A command performance of the stage play: **FELA AND THE KALAKUTA QUEENS** by Bolanle Austen-Peters Production, at 8 p.m. on Monday, 26th August, 2019 at Eko Hotel. This event will be free for all Conference delegates.
- iv. A **GOLF TOURNAMENT** on Tuesday, 27th August, 2019 at Ikoyi Club 1938, Ikoyi, Lagos.
- v. The **NBA PRESIDENT'S DINNER** at 7 p.m. on Tuesday, 27th August, 2019 at Eko Hotel. This will be a ticketed event and tickets will be sold for ₦5,000 each at the NBA Information Desk at both Conference venues.
- vi. A **MUSICAL CONCERT - unBARed 3.0** at 7 p.m. on Wednesday, 28th August, 2019 at Eko Hotel. This event will be free for all Conference delegates.

More information on social and sporting events at the 2019 NBA-AGC can be found on the Conference website: [www.nbaconference.com](http://www.nbaconference.com) or in the Conference Brochure.

## 8. HEALTH AND SAFETY:

The health and safety of all Conference delegates is of paramount importance to the organizers of the NBA-AGC and adequate arrangements have been made to ensure that Conference venues are safe and accident free. Delegates are enjoined to adhere strictly to the health and safety measures and regulations that will be regularly publicized at the Conference venues and to also report any suspicious activities to the Conference Security personnel.

In the event of any medical emergencies, ambulances and emergency medical personnel will be available at both Conference venues.

## 9. FRIENDSHIP CENTRE:

The 2019 NBA-AGC Friendship Centre, which will be located at Harbour Point, is designed to be the entertainment hub of the Conference and the nucleus of all social activities. The Centre will be declared opened by the NBA President on Sunday 25th August, 2019 and will remain open until Wednesday, 28th August, 2019. The main features of the Friendship Centre include, live music, stand-up comedy and variety shows. Food and drinks will also be available for sale to delegates.

## 10. EXHIBITION ARENA:

To further enrich the conference experience of delegates, there will be an Exhibition Arena at Harbour Point which will feature over sixty (60) Exhibitors with a wide array of product offerings. The Exhibitors have promised to offer unbeatable bargains on their various products and delegates are encouraged to take full advantage of this unique opportunity.

We look forward to welcoming delegates to the 2019 NBA-AGC and we wish you all safe travels as you make your way to Lagos - the **Centre of Excellence!**

For further information and/or inquiries - please contact:

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**SIGNED:**