

31st October, 2025.

To: All ICE-GOV 2025 Delegates

Subject: Arrival, Reception & Transportation Protocol Guide

1. ARRIVAL AND RECEPTION PROTOCOL

To ensure a seamless and efficient arrival experience for all delegates attending ICE-GOV 2025, the Protocol and Logistics Subcommittee has made comprehensive arrangements at the Nnamdi Azikiwe International Airport, Abuja.

Upon arrival in Nigeria, all delegates will be received by our ICE-GOV 2025 Protocol Team, who will be stationed before passport control to identify and guide participants through the arrival process.

Our team will be easily identifiable in ICE-GOV branded T-shirts and suits, for visibility and ease of identification.

2. DELEGATE IDENTIFICATION AND ASSISTANCE

Our professional protocol officers will assist with:

- Fast-tracked immigration processing.
- Assistance with baggage claims and customs clearance.
- Guidance to the designated ICE-GOV Protocol Stand after Customs, where all delegates will be processed and directed to their respective vehicles for transfer to their hotels.

A dedicated ICE-GOV stand has been set up after the Customs area for this purpose.

3. LANDING CARD REQUIREMENT

All delegates are required to complete their landing cards before arrival in Nigeria to obtain a QR Code.

- The link to complete this process is provided in your E-Visa document.
- Delegates who have not completed the landing card online will be required to fill it manually before proceeding to passport control.

Completing the landing card in advance is highly recommended to ensure a fast-tracked and seamless arrival process.

4. AIRPORT TRANSFER AND HOTEL DROP-OFF

Dedicated vehicles have been arranged for all official delegates.

- After processing at the ICE-GOV stand, our logistics team will escort delegates to their assigned vehicles for direct transfer to their designated hotels.
- Each delegate will be supported by a transport officer to ensure smooth movement and baggage handling.

5. CONFERENCE DAYS TRANSPORTATION

For the duration of the conference:

- Shuttle vehicles will be stationed at each designated hotel to convey delegates to the conference venue and return them after the day's sessions.
- Transfers from hotels to the conference venue shall commence at 8:00 AM prompt, with subsequent shuttles departing every 30 minutes until 10:00 AM each day.

Delegates are encouraged to be punctual to ensure smooth coordination and timely arrival at the conference sessions.

6. CONTACT AND SUPPORT

For assistance upon arrival or for any special requests, please contact:

Lead Protocol Officer:

Mr. Ademola Adetuberu

☎ +234 803 368 4557

✉ info@thebarricadeprotection.com

You may also approach any ICE-GOV 2025 branded official at the airport or hotel for direct assistance.

7. COURTESY NOTE

The ICE-GOV 2025 Organizing Committee warmly welcomes all delegates to Nigeria. We remain committed to delivering an exceptional protocol experience marked by professionalism, efficiency, and comfort.

We look forward to hosting you for a productive and memorable ICE-GOV 2025 in Abuja.

Warm regards,