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# G.A.S. FOUNDATION

*Residency Handbook*

Version 2.1 (January 2024)

# CONTENTS

<b>ABOUT</b> .....	<b>3</b>
WHO IS G.A.S. FOUNDATION? .....	3
<b>THE RESIDENCY</b> .....	<b>5</b>
KEY CONTACTS.....	6
<b>RESIDENCY BUILDINGS</b> .....	<b>7</b>
G.A.S. LAGOS .....	7
G.A.S. FARM HOUSE, IKISE.....	10
<b>RESIDENT FACILITIES</b> .....	<b>12</b>
<b>EMERGENCY PROTOCOLS</b> .....	<b>19</b>
<b>CODE OF CONDUCT</b> .....	<b>21</b>
<b>FINANCE</b> .....	<b>25</b>
<b>SECURITY</b> .....	<b>25</b>
LAW ENFORCEMENT AND SECURITY AGENCIES .....	26
<b>HEALTH AND WELFARE</b> .....	<b>29</b>
<b>TRAVEL ADVISORY</b> .....	<b>35</b>
VISA APPLICATIONS.....	35
<b>LOCAL GUIDE</b> .....	<b>38</b>
LOCAL RECOMMENDATIONS (SHOPS, CAFES, PLACES TO VISIT).....	41
<b>IMPORTANT FORMS</b> .....	<b>45</b>
EVALUATIONS .....	45
BEFORE YOUR RESIDENCY STARTS.....	46
DURING YOUR RESIDENCY.....	46
AFTER YOUR RESIDENCY.....	47
<b>DECLARATION</b> .....	<b>47</b>

# ABOUT

## WHO IS G.A.S. FOUNDATION?

Guest Artists Space (G.A.S.) Foundation (Nigeria) was established in 2019 by Yinka Shonibare CBE and a board of Directors. It receives strategic oversight and direct support from Yinka Shonibare Foundation (Y.S.F), a charity based and registered in the UK (charity no: 1183321). G.A.S. Foundation is a non-profit dedicated to facilitating international cultural exchange and developing creative and research practices through residencies and collaborations.

Building on the success of Shonibare's long standing London based residency programme, Guest Projects, G.A.S. Foundation's ambition is to encourage critical and engaging practices in the fields of contemporary art, design, architecture, agronomy, and ecology. It aims to give practitioners and academics the space to research, experiment, share, educate and develop work.

G.A.S. Foundation hosts cultural exchanges and fellowships during which international participants live and work, alongside their African peers for up to three months. Underpinning all that we do is Yinka Shonibare CBE's inspiration for G.A.S. Foundation to:

- Create a platform for creative development and knowledge exchange between established and emerging practitioners
- Support international partnerships between artists, designers, curators, collectors, architects, agriculturists, and ecologists
- Foster the development of careers, both locally and internationally
- Create learning opportunities for participants and local communities in Lagos and Ijebu
- Break down traditional barriers of privilege, wealth, lack of infrastructure and limited opportunities
- Promote mutual understanding of cultural differences to foster growing respect, knowledge, and debate

*"We want to offer long-term support for individual artists, equipping them to thrive not just survive.*

*International exchange has a very strong value, especially in a world where there's a great deal of conflict, and I believe that going to see other cultures, and being creative with other cultures, is really a very positive way forward. It can be a true vehicle for social change". - Yinka Shonibare CBE RA*

## Our Locations

G.A.S. Foundation has established two centres of research and experimentation in Nigeria, where international participants can live and work alongside their African peers, for up to three months, at a pair of multi-use live/work residency units.

The first is based in Lagos, one of the most enterprising cities in the world. Here, the Foundation is hosted in an award-winning building in Oniru designed by Ghanaian-British architect Elsie Owusu in collaboration with Nigerian architect Nihinlola Shonibare of Lagos-based practice, NS Design Consult. The building houses a multifunctional studio/ gallery space on the ground floor, with accommodation and shared living space on the first floor for up to three artists-in-residence with a 'barrier-free' design to ensure access for all users.



Photo of G.A.S. Lagos by Olajide Ayeni.

The second centre is based on the outskirts of the village of Ikişę, near the town of Ijebu Ode in Ogun State, Nigeria. It sits on the 54-acre working Ecology Green Farm where the expansive and lush land hosts Guest Artists Space Foundation in the Farm House, a purpose-built residency building providing practice and research space for those working across a variety of disciplines including craft, design, art, food sustainability, agroecology and agronomy.

The Farm House was designed by architect Papa Omotayo and is supported by an interior design concept delivered by Temitayo Shonibare. Constructed by a team of local artisans' hand-making

40,000 bricks, the Farm House is the first in a series of buildings on the site. Dedicated craft workshop spaces will follow in the coming months, and in the surrounding areas, gardens have been planted and greenhouses filled producing bountiful harvests and fresh produce for market. The Ecology Green Farm is one of Yinka Shonibare CBE RA's most ambitious projects to date. Founded in 2018, with sustainable infrastructure and food security for the local community in mind, it was conceived on a combination of ecological principles and sustainable approaches to circular farming. The abundant vegetation accommodates ten greenhouses, some of which are aquaponic, alongside fields, and fishponds. Crops including tomatoes, peppers, cassava, and cashews populate the expansive fields that also sustain considered replanting of rainforest areas.



Photo of G.A.S. Farm House by Andrew Esiebo.

## *THE RESIDENCY*

### Residency Duration

The duration of each residency varies depending on the award; however they typically last between one to three months. Each G.A.S. location can house up to three residents at a time and we anticipate full occupancy throughout most of your stay. Your residency dates will be pre-agreed with Y.S.F. CEO, Belinda Holden, and confirmed in your contract.

## KEY CONTACTS

Your first point of contact is the Residency Manager who is based at G.A.S. Lagos from Monday to Friday. They are on hand to support your residency, deal with any queries or difficulties, and help arrange excursions and events. They will organise all your logistics with support from Y.S.F. including travel, visas, accommodation, and stipends and can answer questions that may arise during your stay.

NAME	POSITION	PHONE	EMAIL
<b>Adekunle Adebayo</b>	Residency Manager	+234 7058 474 787	adekunle@guestartistsspace.com
<b>Tomi Olukosi</b>	Comms and Development Manager	+234 8162 490 849	tomi@guestartistsspace.com
<b>Tomiwa Adegbola</b>	Library and Operations Coordinator	+234 809 803 9490	tomiwa@guestartistsspace.com
<b>Belinda Holden</b>	CEO (Y.S.F)	+44 7565 298 310	belinda@yinkashonibarefoundation.com
<b>Magda Kaggwa</b>	Comms and Projects Manager (Y.S.F.)	+44 7496 212 511	magda@yinkashonibarefoundation.com
<b>Ayo Sunday</b>	Chief of Security	+234 802 395 8427	n/a
<b>Hembaor Augustine</b>	Driver and Security	+234 912 312 5499	n/a
<b>Dr Mrs Odunsi</b>	Co-owner of EG Farm	+234 802 847 9303	mujibatodunsi@gmail.com
<b>N/A</b>	EG Farm Manager	n/a	n/a

## Resident Arrival

The Foundation will make adequate preparation to facilitate a concierge service and airport transfer on arrival in Nigeria. A thorough onboarding process and induction will be conducted upon arrival at your specified residency location. Please let us know if you have any access needs that require additional assistance, we will always ensure that we provide the necessary extra support.

## Airport Concierge Services

To enable seamless arrival, departure and movement around the airport, the Foundation will provide Airport Concierge Services for all residents. The service will need to be booked in advance with the Residency Manager and requires an advance notice of five days. To book the service please complete the **Concierge Services Form** attached in the *Important Forms* section of this document.

Our current airport concierge contractor is Partners HC. On arrival at Murtala Muhammad International Airport look out for Partners HC staff in a grey suit, sky blue shirt and black tie and/or the HC Partners Manager in a blue suit, white shirt, and black tie. A phone number for your concierge contact will be provided by the Residency Manager once the booking has been confirmed and you will be able to reach them on WhatsApp when you land. There is free WIFI in the airport should you need it.

The concierge services operative will remain with the resident until they are handed over to the G.A.S. driver and security personnel who will then take them to the residency building.

# RESIDENCY BUILDINGS

## G.A.S. LAGOS

G.A.S. Lagos is located at the following address:

[9b Hakeem Dickson Drive, off TF Kuboye Street Lekki Right side, Oniru, Lagos.](#)

Our Lagos location focuses on the arts, design, curatorial practice, and research in one of the most enterprising cities in the world. The building houses a multifunctional studio and gallery space on the ground floor, with accommodation and shared living space on the first floor for up to three artists-in-residence. The barrier-free design of the building ensures access for all our users and visitors.

## Facilities

### The outdoor ground floor area includes:

- A private courtyard that can serve as an outdoor event space
- A self-contained security booth
- Parking for two vehicles. Please note these are exclusively reserved for G.A.S. Foundation vehicles, and Yinka Shonibare CBE when in he is in residence. If you require additional parking, please speak to the Residency and Projects Manager
- Street parking for up to three vehicles
- Entrance to an accessibility ramp leading to all building floors



G.A.S. Lagos building exterior (L) and courtyard (R).

### The ground floor of the building includes:

- A multifunctional project space. This area can be used as a studio and/or event space for residents. It includes a projector and screen, movable walls, tables, work benches, and chairs
- The G.A.S. office
- A professional event kitchen
- A private self-contained apartment for Shonibare Studio and Foundation support staff



Ground floor multifunctional project space.



**The first floor of the building includes:**

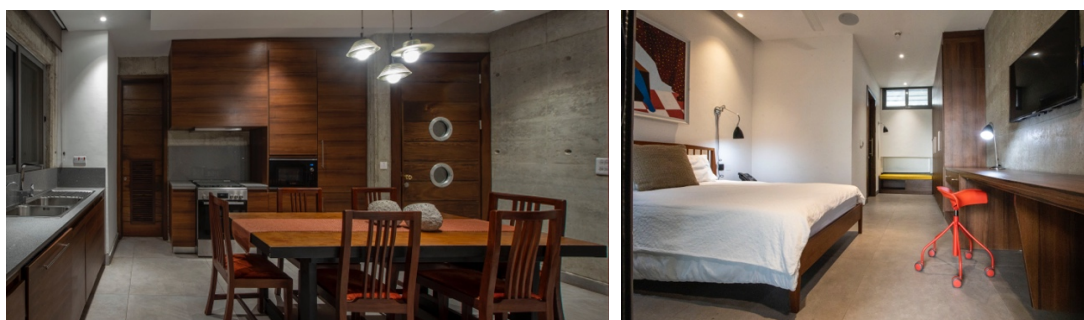
- Three residency bedrooms each equipped with a double bed, mosquito nets, ensuite with shower, TV, desk and wardrobe
- Shared facilities include a kitchen/diner, laundry room, common lounge room and outdoor terrace
- A reference library



G.A.S. Library and Picton Collection.



Resident bedroom one.



Resident's kitchen (L) and resident bedroom two (R).

**The remaining floors are not accessible to residents but include the following:**

- Second floor: Yinka Shonibare CBE RA's private residence
- Third Floor: A private roof terrace

## G.A.S. FARM HOUSE, IKISE

The G.A.S. Farm House residency building is located at the following address:

[G.A.S. Farm House, Ecology Green Farm, Yinka Shonibare CBE Street, Ikise, Off Omu Ijebu Road, Ijebu](#)

Our second residency space, outside the village of Ikise near Ijebu Ode, is on a working farm just three hours from Lagos that will focus on trans-disciplinary craft, design, art and the environment, food sustainability and agriculture. It offers a remote and serene three-bed residency space for artists, designers, makers, scientists, agronomists, ecologists, and researchers. Construction has recently completed on a detached multipurpose studio suitable for larger scale practice-based work. In 2024 we hope to begin construction on an adjacent series of studio and workshop spaces dedicated to local craft and design.



## Facilities

- An open plan living/dining room with a shared kitchen and laundry
- Two internal courtyards
- A shared studio space
- Two bedrooms and shared bathroom/wet room facilities
- Outdoor garden space
- 24-hour roaming security across the entire estate
- A 'wet studio' situated on the farm ground for large scale/messy work

Restricted areas include:

- Yinka Shonibare CBE RA's private bedroom

## Welcome Pack

A welcome pack containing vital items that will aid you during your stay shall be given to you on arrival, please check through your welcome pack to ensure you have everything listed below.

Your kit shall include:

- An Internet enabled modem with at least 30gb worth of internet data
- A key to your safe
- Fresh bedding and towels
- A key to your room

## What to Bring

In addition to a private room and shared studio space, we provide linens, towels, and laundry facilities. The kitchen is very well equipped with pots, pans, dishes, a coffee maker, slow cooker, rice maker, a water dispenser with filtered water and a chef's stove and oven. There are laundry facilities with detergent for your use. We also provide a selection of exercise equipment including yoga mats and resistance bands and a selection of board games. We recommend bringing the following items with you for your comfort:

- Headphones if you plan to listen to music, etc.
- Any specialist materials or equipment for your practice. You are welcome to ship materials or personal belongings
- Mosquito spray, sunblock, sunhat
- A few warm layers, house slippers/thick socks and a rain jacket as it is sometimes cold and rainy
- Trousers and comfortable closed shoes if you plan on visiting the farm

- Consider any favourite snacks, teas etc that may not be available in local supermarkets but would be legal to include in your hold luggage
- Sufficient cash for the period of your stay. More information can be found in the *Finance* section of this guide

## **RESIDENT FACILITIES**

### **Studio Space**

Regardless of your residency location you will have unlimited access to the communal studio space. Please be conscientious of your noise level especially during 'off' hours (9pm - 8am). Wear headphones for personal listening. We encourage collaboration with other residents during your stay with consent of all parties. The studio space is for all to use and has movable walls to segment as required to support a range of practice areas and events. If you would like a dedicated workspace within the main studio, please raise this in your onboarding sessions. This will be co-ordinated with the other residents on your arrival by the Residency Manager.

The studio space in Lagos includes the following equipment which can be used throughout your residency or to host exhibitions or events:

- Moveable exhibition walls
- Projector and screen
- Audience seating (100 units)
- Audio recorder
- Exhibition install kit
- Limited power tools
- Plinths
- Digital Screen
- Event tables and work benches
- Digital camera
- A monitor, keyboard and mouse for use with laptops

### **Materials / Storage / Disposal**

If you are using messy materials in the shared studio space, please use a tarp or drop cloth (provided) to cover the floor and any other surfaces that might be affected and ensure you return your work area to the state in which it was handed over to you.

Please be conscious of making nontoxic choices wherever possible when choosing materials and never dump toxic substances into the sinks. If you are using processes that produce a strong smell, please open the front door to allow for further ventilation both for your safety and the safety of others. We can provide masks if necessary for the comfort of all persons using the space.

Oily rags can be disposed of in the red flammables bin outside. If you have any unused art materials that you wish to donate, please inform the Residency Manager who will make the necessary provisions.

## Equipment

We can provide limited art supplies to support your residency, for more information about what is available please liaise with the Residency Manager. There are several art supply stores in Lagos selling a concentrated selection of materials, please contact the Residency and Projects Manager for assistance and more information about the materials they stock. If you need specific materials or tools, please bring them with you or send them directly to the residency.

**Do not under any circumstance drill into the buildings walls or attach anything to the structure.**

The white movable walls can be used for this purpose and made good after use.

## Tools

We have a variety of hand and power tools that you are welcome to utilise during your stay once you have demonstrated to the Residency Manager that you are fully capable of using them. The Residency Manager can provide assistance if you have specific needs. Equipment may not always be available or guaranteed. You may not remove tools from the G.A.S. Foundation property.

## Outdoor Installations

As part of the building facility maintenance, we have a landscaper who manages the plants. He comes in weekly and works on the Top floor, First floor and the courtyard.

If you would like to install any temporary artwork outside on-site or at another pre-approved location during your residency, please contact the Residency Manager who will advise how best to make a proposal. We require all proposals to be submitted via our *Event Form* at least 10 days before the event/installation. Please allow more time for larger, more complex installations and do not start on any intended installation until it is approved.

It is important that your process or installation does not permanently alter any parts of the building or land. Please restore the site to the way you found it unless your work is naturally decomposing or otherwise approved.

If you are interested in professionally photographing your installation piece, we will happily recommend some local photographers.

## Living Spaces

During your stay, you will have a private, furnished room in the shared house with a standard sized double bed, bathroom, and desk space. Linens and towels will be provided for you. Please contact the Residency Manager if you require any extra bedding, pillows, or blankets during your stay. We do not supply toiletries.

If you see any critters, insects, or evidence of critters in your room, please let the Resident Manager know immediately. Please do not keep open food in your room or any shared kitchen/studio/project space. We also advise our residents to bring additional mosquito repellent with them but can supply diffusers and coils for use in your room and the shared spaces. Please be mindful of the creative work you choose to make in your bedroom, we encourage use of the project space wherever possible to ensure that bedrooms can be maintained and kept tidy.

## Laundry

You will have access to an on-site washing machine during your stay. Laundry detergent will be supplied. Please do not use the washer/dryer during off hours (9pm - 8am) and use the clothes rack to dry your clothes in the designated area located on the 1<sup>st</sup> floor balcony.

Residents will be responsible for washing personal clothing items for the duration of their stay, however, G.A.S Foundation has made arrangements for bedding and towels to be professionally laundered once a week every Friday. Residents must strip their beds and take them and any towels to the laundry room by midday on Friday's. A spare set will then be made available to you by the Residency Manager.

## Cleaning

A cleaning team is on site Monday – Saturday from 8am – 5pm. They are responsible for maintaining the ground floor and most communal areas. The team can also conduct weekly resident room cleans on Tuesdays and Thursdays. If you'd like your room to be cleaned, please ensure that you notify the Residency Manager so that they can instruct the cleaners.

## Kitchen / Dining Room

A basic-stocked communal kitchen is available for all your cooking needs during your stay. Ahead of your arrival we will do a provisional food shop to ensure there are enough ingredients to cover

the first 1½ day of your stay. Please let us know ahead of your arrival if you have any specific dietary requirements. Residents are responsible for all their own meals including grocery shopping going forward. Some residents like to rotate family dinner responsibilities on a weekly basis. It's up to the residents to negotiate and arrange these meals and they are only an option not a requirement but a fun way to get to know your fellow residents.

If you are using the kitchen in 'off' hours (9pm - 8am), please be respectful of noise levels. You will have a designated area for your food in the kitchen/fridge. We provide a variety of spices, teas and coffee located in a designated shared space. Respect others' property and do not take food that you did not purchase/bring.

You are encouraged to eat in the communal areas. Please refrain from eating, keeping food and dirty dishes in your bedroom, lounge, and studio. If you have a food allergy, please complete the *Travel Risk Assessment Form* and highlight it here, and inform the Residency Manager prior to arrival in the onboarding sessions. Please know there is always a risk of contamination in a shared kitchen (eggs, dairy, gluten, nuts, etc.).

**It is the resident's responsibility to keep the kitchen clean** and sanitized after their use. Please wash and dry your dishes **immediately** after your meal. Dishwashing soap is provided under the sink. Please rinse food off dishes before putting them in the dishwasher or stacking them for handwashing. Trash and recycling are located at the back of the kitchen. Please wash out recyclables before placing them in the bin.

If you notice that any items such as toilet roll, washing up liquid, laundry powder etc need replacing please notify the Residency Manager via the resident's WhatsApp group so that they can be replenished.

## Compost

Please throw all food scraps in the compost bin located under the sink (eggshells, veggie parts, nut shells, onion skins, mouldy food, etc). No pits (including fruit and avocado pits - they don't break down), no bones, no oily foods or waste, no paper or labels, no dairy, and no cooked food.

## Printer

If you have basic printing needs, there is an A4 laser printer in the Residency office. You will have access to the printer during the office work hours 9am – 5pm.

## The G.A.S. Library

Our facility currently houses an expanding reference library split across two collections. The first is the Picton Collection, an extensive lifelong collection donated by Professor John Picton and Sue Picton. This incredible donation covers African art and cultural history, textiles, performance, spirituality and more. The Picton Archive located on the ground floor includes incredibly sensitive material and should not be handled without consulting our Library co-ordinator, who is available from 9am until 5pm, Mondays to Fridays. The Picton Reference Library is located in the resident's lounge on the first floor.

The second collection is our G.A.S. Reference Library, containing exhibition catalogues and art books that have either been acquired by G.A.S. or donated by individuals, galleries, and institutions. Our entire library has been catalogued and will be searchable via an online database by early 2024. There are currently approximately 400 books in this collection, however, we hope to be able to accommodate up to 1400 books by the end of 2023.

Our reference libraries are fully accessible to all residents strictly under the terms stated in our library user guidelines. Any misuse of the G.A.S. Library will result in your access privileges being revoked.

**Books should never be removed from the G.A.S. premises.**

## Power

- **Public Power:** This is the default source of **power**, and it is supplied from the national grid; this power is usually unreliable and is subject to **cut out** intermittently. This source is able to power all devices and equipment in the building.
- **Solar inverters:** This is an automatic backup to the public **power**, and it automatically comes on when public power goes out. You might observe some flickering. Please note that some equipment is not covered by the solar inverter which includes the AC, electric hob/plate, microwave, washing machine, dishwasher, lift, and some wall sockets.
- **Generator:** This is an alternative power source for the building. *If* public power is out for more than 8 hours *continuously*, we *will* put on the generator from the hours of 6pm-9pm to allow residents heat their food or do their laundry as they may require. We also switch to the generator during events for the purpose of reliability. If you wish to turn on the generator, kindly inform the security officer on duty *between* 6pm *and* 9pm.

## Internet

You will have 24-hour access to internet Wi-Fi during your residency. If you are experiencing difficulties with the Wi-Fi, please let the Residency Manager know during their work hours or via the WhatsApp group.



For the duration of your time in Nigeria we recommend that you use [Holafly](#), an international e-sim for travel abroad. Prior to your arrival in Lagos kindly purchase an international phone plan from the official Holafly website (see link [here](#)). This will help ensure that you always have internet connection.

If your mobile phone does not have e-sim features, our Residency Manager will be able to provide you with a Mobile Wi-Fi device (Mi-Fi) which can be used to access the internet while travelling/outside the residency buildings. If your Mi-Fi begins to malfunction it may need to be reset or replaced, we advise that you always test it before leaving the building to ensure that you are contactable or able to make emergency calls. Replacement Mi-Fis are available from the Residency Manager upon request.

Please note that Mi-Fi's will not be available to residents who can make use of Holafly.

## Social Media

We encourage you to use social media to document your stay or progress, follow and tag us @gasfoundation (or @gasfoundationng on twitter), #guestartistspace and #gasfoundation and we will repost the content.

## Photography

To record all the amazing happenings at G.A.S. Foundation, we will be taking photos of residents and their work. We will potentially use these photos for promotional purposes. You will be asked to indicate your consent when completing your Pre-Evaluation form. You may elect to omit your image(s) during this process.

Any photos or files held by G.A.S. containing images of you or your work can be sent to you upon request. They may also be used for the G.A.S. Foundation website and promotional material.

## G.A.S. Vehicle

The Foundation has a vehicle **shared between all residents** available from Monday-Friday, 9am-7pm daily. Please **book any trip through the Residency Manager** at least 24hrs prior. **The Residency Manager will inform all residents each day on WhatsApp when the vehicle is out.** Please do not abuse the use of this vehicle and be mindful when making your booking to ensure there is sufficient time available for our staff to rest and recuperate between trips.

- **Make:** Toyota
- **Model:** Hiace Bus

- **Colour:** White
- **Registration:** EPE320FU

### Travel at Weekends/Evenings

On weekends/evenings you can use Uber to travel around the city, you may find it helpful to download the app and link it to your bank card before you arrive although drivers accept both cash and in-app payments. Though Bolt also operates in Lagos the service is regarded to be less safe than Uber. Before embarking on any journey in a taxi ensure that the vehicle has working seatbelts, we suggest that where possible you sit directly behind the driver and avoid the front seat of the car.

### Shipping Your Artwork

Residents are responsible for shipping any work they produce during their stay at G.A.S. that they wish to keep. The Nigerian Customs Service requires any artwork shipment out of Nigeria to be accompanied by a Museum Certificate. This can be obtained from the National Museum, Lagos at a fee. Our Residency Manager can provide guidance on how to obtain a Museum Certificate and a list of recommended shipping companies. We suggest that you obtain a quote from your preferred shipping company **before** you arrive in Lagos, Nigeria.

### Before Your Leave

To help us prepare the space for the next residents, we ask you to do the following before your departure:

- Return relocated furniture, kitchenware, and other items to their original place
- Make arrangements and pay to ship or transport any artwork out of the property. We do not have space to store artworks at G.A.S.
- Strip bed sheets down to mattress pads and remove pillowcases from pillows. There is no need to remove blankets or spreads
- Check the studio and communal spaces for any personal items
- Wipe down kitchen counters, the stovetop and sink with supplied cleaning agents
- Turn off all lights, air conditioning, close all doors and windows
- Compost any uneaten raw food and communicate with the Residency manager if you would like to donate unprepared food to the residency
- Empty the trash, compost, and recycling
- Return your key, and any other items belonging to G.A.S. to the Residency Manager
- Report any damaged or missing items belonging to the Foundation

# EMERGENCY PROTOCOLS

## Fire

In the case of a fire incident:

- Activate the fire alarm
- Call State Emergency on 767 or 112 immediately and provide information
- Assist injured personnel or notify emergency responders of the medical emergency
- Exit the building using your nearest fire exit indicated on the emergency maps and signage
- Assist physically impaired individuals to a secure area and notify emergency responders
- Do not use the elevators, if you are unable to use the stairs safely, please exit via the external ramp
- Use a fire extinguisher only if safe to do so and you have been trained
- Help to assemble personnel in the car parking space outside the main gate. This is the fire assembly point
- Report any hazardous conditions
- Stay low if confronted with smoke. Check closed doors for heat before opening
- Notify the Residency Manager via WhatsApp if they are not on site
- Stay away from the building until it is safe to return

## Flood

In the case of a flood emergency:

- Move to a higher ground or higher floor
- Notify the Residency Manager via WhatsApp if they are not on site
- Do not walk, swim, or drive through flood waters
- If asked to leave the building by emergency services take only essential items with you if it is safe to do so
- If you must evacuate or are traveling during flooding, remember to not walk through the flowing water

## Medical

In the case of a medical or mental health emergency please **call the ambulance service on +2348097204158**. Please **quote G.A.S. FOUNDATION** when asked for a reference. This service should be used when someone is seriously ill or injured and their life is at risk. If you are able

without causing any emergency delay, notify the Residency Manager, via WhatsApp if they are not on site.

These emergencies can include:

- Loss of consciousness
- A sudden confused state
- Fits that are not stopping
- Chest pain
- Breathing difficulties
- Severe bleeding that cannot be stopped
- Severe allergic reactions
- Severe burns or scalds
- Someone has seriously injured themselves or taken an overdose

Once you're connected to a call handler, you'll have to answer a series of questions to establish what's wrong such as:

- Where are you including street address and local area. The addresses for the two G.A.S. Locations are as follows:  
9b Hakeem Dickson Drive, off TF Kuboye Street\_Lekki Right side, Oniru, Lagos  
G.A.S. Farm House, Ecology Green Farm, Yinka Shonibare CBE Street, Ikise, Off Omu Ijebu Road, Ijebu
- What phone number are you calling from
- What has happened

If a person is not breathing normally after an incident, call the ambulance on **+2348097204158** and start CPR straight away. If a person is unconscious but is breathing and has no other life-threatening conditions, they should be placed in the recovery position. Check for broken bones and other injuries afterwards and call the Residency and Projects Manager.

## Feeling Unwell During Your Stay

If you start to feel unwell during your stay and think you require a medical check-up please follow these steps:

- Notify the Residency Manager or Managing Director
- Make your way to **Evercare Hospital** located a 5minute drive from G.A.S. at the following address: **1, Admiralty Way, Bisola Durosinmi Etti Dr, Lekki Phase 1, Lagos, Nigeria**. If the G.A.S. driver is unavailable, and you do not need an ambulance please use Uber

- You will need to take 50,000 NGN with you to cover the cost of the appointment and your tests. Please keep any receipts issued so that you can claim the costs back on your travel insurance. Please familiarise yourself with your policy so you know what procedures you need to follow. If you do not have the cash, please speak to the residency and Projects Manager so they can make a transfer on your behalf
- Once you arrive at Evercare you will be asked to register at the front desk before making the payment. You will be asked to provide a Nigerian mobile number, please use the Residency and Project Manager's number in this instance found in the resident's WhatsApp group
- You will then be taken through to the outpatients lounge where you will first be assessed by a doctor before being invited to complete a series of tests including a full blood test
- Before you leave, please make sure that you have been issued with your logins for the Evercare Patients Portal. Your results should be posted here within 24 hours and you will be notified of any medications that have been prescribed
- You may need to return to the hospital pharmacy to collect your prescription for which there will be an additional charge

## **CODE OF CONDUCT**

**Residents shall abide by the G.A.S. Foundation Code of Conduct throughout their stay at both locations. Please sign that you have read the Code of Conduct and agreed to abide by it at the end of this document. It will be issued to you again on arrival as a separate document for your review and sign as part of your on-boarding.**

- Residents shall maintain mutual understanding and respect for other residents and members of staff of the Foundation
- G.A.S. staff normally work between 9am – 5pm Monday to Friday except during special events. Please respect these hours and try to complete any requests that require staff assistance within this period
- Residents, guests and staff members can only access the ground floor and 1st floor of the Lagos building and the resident quarters of the Farm House in Ikise
- Please respect our neighbours by restricting noise levels between 9pm – 8am
- All residents must sign themselves in and out at the security gatehouse every time they leave or enter the property
- If a resident loses their room keys and comes back after the building has closed down, they will need to stay on the ground floor until the Residency Manager arrives to grant them access to their room

- Residents will not abuse the shared facility of the driver and vehicle, and recognise that it is not there for their sole use
- Residents will take appropriate care not to leave a mess or damage the interior of the vehicle whilst in their use
- G.A.S. will not be held responsible for the health of a resident should they refuse medical attention after being advised to do so by the G.A.S. team
- Residents will complete all mandatory forms including a Pre-Evaluation, Travel Risk Assessment and Post Programme Evaluation within the timeframe specified by G.A.S.
- **Curfew time in Lagos:** For safety and security purposes, G.A.S Foundation encourages all residents to be back at the Foundation not later than midnight. If for any unforeseen circumstances, a resident is unable to return to the Foundation by midnight, we encourage that they stay in a safe place until 5am before moving. The hours between 12am and 5am are regarded as a high-risk time for movement when people are most often stopped by security forces
- **Curfew time in Ijebu:** For safety and security purposes, G.A.S Foundation discourages any form of night movement after 8pm. Residents are not encouraged to use other alternative means of transportation outside of the G.A.S provided driver and security after 6pm

### Guest Policy

- In the interest of preserving all residents' time and space to create, we cannot accommodate any partners, family, or pets for overnight stays unless by prior agreement. There are exceptions for artistic partners and collaborators who are attending the residency together
- No more than three social visitors per resident can be invited to the residency at any one time. No more than five social guests can be present at the residency at any one time. Any number over this must be approved in advance by the Managing Director
- Clock-out time for guests is 10pm on weekdays, and before 12am (midnight) on weekends
- Guests of the residents are not allowed to sleep over in our buildings

### Security, Conflict and Respect

- If you or another resident is experiencing any form of discrimination, sexual misconduct, harassment, or retaliation, please report it to the Residency Manager and/or Managing Director or another member of staff that you feel comfortable speaking to immediately
- Always obtain consent before taking/posting photos, sharing personal information about other residents or their work
- G.A.S. is an inclusive environment. We will share each other's names and pronouns and will practice respect for our individual identities

- If G.A.S. Foundation receives a complaint or report of misconduct, we will implement interim measures where appropriate and will complete an investigation in response to any complaint of conduct that would violate our policies. At the end of the investigation, appropriate sanctions will be implemented if G.A.S. Foundation determines a policy was violated
- To make a formal complaint please email the Managing Director and Residency Manager
- G.A.S. will not tolerate any abuse whether verbal or physical of its staff or contractors. Any resident that fails to respect this will be asked to leave the programme with immediate effect

## Events

- All events at the Foundation must be planned by you with the G.A.S. Residency Manager and Comms and Development Manager
- All planned events absolutely require a completed Event Form (see *Important Forms* section) which must be returned to the G.A.S. team for approval at least 10 days prior to the event
- Residents may not host events or small gatherings in the building without prior consent from the G.A.S. team

## Housekeeping

- Mutually acceptable standards of cleanliness need to be maintained throughout your stay at G.A.S.
- Wet clothes must be dried on the rack on the first-floor terrace corridor
- Please do your fair share of housekeeping, particularly in the kitchen, plus a bit more to ensure everyone's peace of mind
- If the Residency Manager and G.A.S. team are off-site, we may ask for occasional assistance with such things as receiving a deliveries

## Drug / Alcohol Policy

- In compliance with the National Drug Law Enforcement Act of 2004, G.A.S Foundation has a longstanding commitment to provide a safe and productive working and living environment. Alcohol and drug misuse poses a threat to the health and safety of G.A.S Foundation employees and residents as well as to the security of the company's equipment and facilities. For these reasons, G.A.S Foundation is committed to the elimination of drug use and alcohol abuse at the Foundation
- G.A.S. has a zero-tolerance policy on drug use and possession. Possession and use of all psychotropic substances and narcotic drugs are illegal in Nigeria, and by extension, G.A.S.

Foundation. It is the responsibility of all residents to abide by Nigerian drug laws and refrain from the use or possession of any illegal substances during their residency program. Any resident found to be in breach of the policy will be asked to leave the residency with immediate effect. These include but are not limited to, cocaine, heroin, marijuana, ecstasy, methamphetamine, and prescription drugs like opioids and benzodiazepines. **It is important to note that even possession of small amounts of these substances can lead to severe legal consequences, including fines and imprisonment for you, G.A.S. Foundation and its staff.**

- Alcohol is permitted at the residence, but we ask that you drink responsibly, if this is abused we retain the right to terminate your residency with immediate effect and you will have to make arrangements for your early return home
- Please consume alcohol responsibly, and stay aware of your surroundings, especially while outside the Foundation

### Smoking / Candles / Fire

- Please do not smoke cigarettes or e-cigarette inside the premises, you may smoke only in the courtyard in the designated smoking area
- Lighting candles in your room, studio or outside is strictly prohibited as it poses a fire risk

### Local Community Engagement

- We do not ask for any artworks/work in return for completing the residency, but **we do ask residents to think about how they could contribute to the cultural life and infrastructure in Lagos.** This will be dependent on your practice and experience but could be anything from a masterclass, workshop, talk, event with students, peers or wider public. This should be considered and planned if possible, in advance, with the Y.S.F. and G.A.S. teams during pre-residency planning meetings

### Failure to Adhere to Code of Conduct

Every resident has been specifically selected to be here, and it is a sincere privilege for us to be able to get to know you and to support you in your work endeavours. However, if you are disrupting the balance of the community, ignoring guidelines outlined in this manual, or engaging in unacceptable or illegal behaviour, G.A.S. Foundation reserves the right to ask you to leave the residency, effective immediately.

Signature:

Date:



# FINANCE

If you are sponsored by G.A.S. Foundation for the residency, your allowance and stipend breakdown is contained in your agreement letter. Your funds will be disbursed into the account provided to us or in cash on arrival. If you do not have a local account, please liaise with the Residency and Projects Manager on how best to get your funds disbursed to you.

If you are sponsored by a partner organisation, please come with sufficient cash of no more than \$10,000 a trip. The average price of a month's trip to Nigeria is \$2,600 for a solo traveller, \$5,000 for a couple and we suggest a weekly living allowance of approximately \$120. Please liaise with the Residency Manager prior to your arrival about how best to convert your foreign currency to the local currency Naira.

# SECURITY

Security is primarily your responsibility; you're advised to always be aware of your environment. If you notice any suspicious movement around you within the Foundation premises, please call the attention of the Residency Manager, if you notice any suspicious movement around you outside of the Foundation that is a cause for serious concern, please call the emergency contact on 112 or 767.

The Foundation has ensured adequate security within its premises with 24/7 Security Officers, CCTV cameras, heavy reinforced doors, and an exterior compound gate. The Foundation's neighbourhood in Lagos is also gated with adequate security measures. Please seek advice from the Residency Manager on where to go with or without accompanying security personnel. During your stay you will have access to a driver and personal security. This service is available on weekdays and is to be shared amongst all residents and must be booked out at least 48 hours before any planned trips. If you require travel out of the state, please speak to the Residency Manager to see how best we can help support your travel.

- **Guest sign-in:** There's a Visitor's Book at the security point, all guests visiting the Foundation shall sign in on arrival including details of their baggage and shall sign out on leaving the Foundation. Security officers reserve the right to complete a search on leaving the premises. Please ensure a G.A.S. member of staff is present if a search is requested
- Security do not keep keys to the house, each resident is responsible for the safekeeping of their keys

- Lockboxes will be used to store keys and codes will be changed after each resident. If you arrive at the building after it has been locked up, you can gain entry via the key in the lockbox. Once you have opened the door please return the key, close the lockbox, and lock the door from inside. Codes will be shared with residents on their arrival as part of onboarding, please keep the code safe
- There is a safe in each bedroom for storage of personal valuable items. Please use this to store your passport, cash, and any other valuables
- On the Ecology Green Farm, we've employed additional 24-hour roaming security that patrol the entire estate
- **LGBTQIA+ security considerations:** Y.S.F. is an inclusive organisation that actively promotes positive cultural exchange and welcomes residents from all backgrounds regardless of ethnicity, gender, religion, or sexual orientation. In Nigeria members of the LGBTQIA+ community face criminalisation, social, and legal challenges. As part of our duty of care to all residents we can provide additional support and guidance on how to navigate the local environment during your trip. More information can also be accessed via the following links:
  - <https://www.gov.uk/foreign-travel-advice/nigeria/local-laws-and-customs>
  - <https://database.ilga.org/nigeria-lgbti>

## LAW ENFORCEMENT AND SECURITY AGENCIES

There are various security agencies in Lagos. Though it is quite unlikely that you will have to interact with them as you transit from day to day, it is good to become familiar with in case of any encounters, especially when moving around Lagos unaccompanied by our provided security agent or vehicle. In case of any lone encounters with any security agencies in Nigeria, contact the Residency Manager as soon as you can.

### Nigeran Police

Nigerian Police are the most likely security agents for you to encounter in Lagos. They will occasionally have exposed firearms. Please do not be alarmed, this is perfectly normal, and you can carry on as usual. They can be found in a variety of different uniforms, the more common are listed below:

- Black shirts and trousers with the Nigerian police logo and colours
- Blue or grey camouflage shirt and pants
- Light blue shirt and black trousers
- Traffic police can be found in any of these uniforms paired with a high visibility vest
- Black t-shirts with the Nigerian Police Force logo or colours



## Nigerian Armed Forces

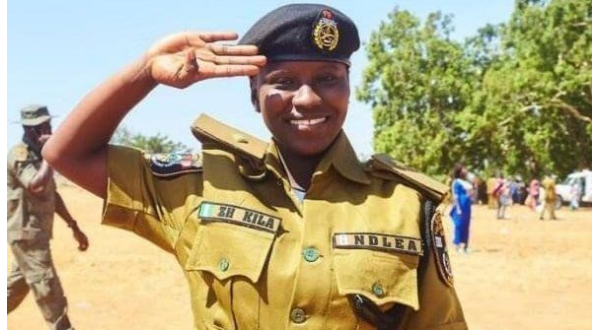
The Nigerian military can be found in a short-sleeved green suit, which will be tucked in or out, and accessorized with red belts or hats, on more ceremonial occasions. If you do encounter any cars or individuals with a solitary camouflage clothing item, like a cap or handkerchief, that is likely a military officer or a retired one. This should not affect your interactions with them, but in a traffic context, for example, if your driver were to slow down suddenly, and you spot a military car, truck, or driver, you can be aware and stay calm.

**The military also have an unofficial monopoly on camouflage clothing across the country, and it is best as a civilian throughout your time in Nigeria, **not to wear** any camo clothing.**



## NDLEA (Nigerian Drug Law Enforcement Agency)

The Drug Law Enforcement Agency is not often uniformed. Unlike most security agencies in Nigeria, NDLEA officials can wear mufti or a khaki-coloured military uniform with the inscription “NDLEA” written on it. There is a higher risk of being stopped by them after midnight.



### FRSC (Federal Road Safety Corps)

The Federal Road Safety Corps are responsible for road safety administration in Nigeria. They will often be seen stopping and checking motorists or arresting traffic offenders. Their official uniform is a short-sleeved khaki shirt with black trousers and maroon hats. Their ceremonial outfit is a maroon shirt with black trousers.



### LASTMA (Lagos State Traffic Management Agency)

Lagos State’s Traffic Management Agency also oversees traffic offenses. They can be seen in pale yellow shirts and oxblood pants.



### Social Profiling

Y.S.F. is an inclusive organisation that actively promotes positive cultural exchange and welcomes residents from all backgrounds regardless of ethnicity, gender, religion, or sexual orientation. Like anywhere in the world, social profiling can define the nature of social interactions within Nigeria’s largely conservative society, we therefore feel it is important to make forthcoming residents aware of the local context. The ‘typical’ Nigerian is modestly dressed and has

inconspicuous hair, minimal accessories, and casual footwear. It is not unusual for a person to stand out, should they have:

- Face and/or body piercings
- 'Alternative' hairstyles, e.g. dreadlocks, brightly dyed hair, buzz cuts (femme presenting individuals only), etc.
- Visible tattoos
- Unconservative fashion
- Body modifications

Social profiling can also impact your regular interactions with Nigerian Law Enforcement. When conducting routine public safety searches and surveillance in Lagos, it is common for Law Enforcement to express concern should they discover:

- Smoking paraphernalia, e.g. including loose tobacco, rolling papers, etc.
- Excessive technology, e.g., multiple phones, laptops, or sim cards, etc.
- Unlabelled medication

It is also more likely for Nigerian Law Enforcement to stop and question individuals who do not conform to the 'typical' Nigerian appearance described above.

For further guidance and support on how to navigate the local environment, please speak to the Residency Manager and G.A.S Team, who will be happy to answer any questions you may have.

## **HEALTH AND WELFARE**

If you have physical or mental health appointments/needs while you are in residence, please speak directly with the Residency Manager or Managing Director to establish how we can support you. Your health and safety is a priority to us and we will do our best to work with you to meet your needs.

A first aid kit can be found in the Residency Office and in the resident's kitchen should you need it. If you feel unwell or are involved in an accident at any point during your stay, please inform the G.A.S. team immediately.

The G.A.S. team is on site Monday-Friday to support residents throughout the week however, the Y.S.F. team can schedule elective weekly Zoom meetings during a residency as a means of offering support to any guests who feel that they would benefit from additional logistics and programme assistance. This option may be particularly beneficial to those who have a disability or, who are on the neurodivergent spectrum but is open to all residents.

## Water

Diseases can be caught from drinking contaminated water, or swimming in it. Unless you know the water supply is safe where you are staying only consume water that:

- Has been boiled first
- Is bottled water or canned
- Has been treated with a sterilising agent

This includes water used to make ice cubes in drinks and water for cleaning your teeth. We advise our international guests to **avoid tap water and drinks with ice** where possible to minimize the risk of illness.

A water dispenser is provided in the resident's kitchen, it is also safe to drink the water from the small tap in the kitchen as it has been triple sterilised. The water from the main kitchen tap has been double sterilised and can be used to wash food before cooking, cleaning, and washing the dishes.

## Swimming

It is safer to swim in water that is well chlorinated, avoid swimming in freshwater lakes and streams where you can catch a parasitic disease called Schistosomiasis, this disease is also known as Bilharzia. It is also wise never to go barefoot and to wear protective footwear when out, even on the beach. Other diseases can be caught from sand and soil, particularly wet soil.

There are several private beaches in Lagos within a short driving distance from the residency. If you wish to use them, please ensure you follow any rules set out by the owners.

## Food

Contaminated food is the most common source of many diseases abroad. You can help prevent illness by following these guidelines for advice on consuming food and beverages:

CATEGORY	SAFE	PROBABLY SAFE	UNSAFE
<b>Beverages</b>	Carbonated soft drinks	Fresh citrus juices	Tap water
	Carbonated water	Bottled water	Chipped ice
	Purified water (iodine or chlorine)	Packaged (machine made) ice	Unpasteurised milk

CATEGORY	SAFE	PROBABLY SAFE	UNSAFE
<b>Food</b>	Hot, thoroughly grilled or boiled Processed and Packaged Cooked vegetables and peeled* fruit	Dry items Hyperosmolar items (such as jams and syrups) Washed vegetables and fruit	Salads Sauces and salsa Uncooked seafood Raw or poorly cooked meats Unpeeled* fruits Unpasteurised dairy products Cold desserts
<b>Settings</b>	Recommended restaurants	Local homes	Street vendors

\*Peeled fruit examples include bananas, oranges, limes etc. Unpeeled fruit examples are raspberries, strawberries, nectarines etc.

### Personal Hygiene

To help prevent cross contamination, wash your hands with soap and clean water frequently and in particular before eating and handling food. Using hand/sanitising gel is also highly recommended.

### Traveller's Diarrhoea

This is the most common illness that you will be exposed to and there is no vaccine against it. Diarrhoea is caused by eating and/or drinking food and water contaminated by bacteria, viruses, or parasites. If you experience symptoms relating to Traveller's Diarrhoea our staff can supply you with medication to help alleviate the discomfort however if your symptoms persist you may require antibiotics.

You can help prevent it in the way you behave - make sure you follow the food, water and personal hygiene guidelines already given.

## What is Traveller's Diarrhoea?

Traveller's Diarrhoea is 3 or more loose stools in a 24 hour period often accompanied by stomach pain, cramps and vomiting. It usually lasts 2-4 days and whilst it is not a life-threatening illness, it can disrupt your trip for several days. The main danger of the illness is dehydration, and this, if very severe, can kill if it is not treated. Treatment is therefore primarily rehydration. In severe cases and particularly in young children and the elderly, a commercially prepared rehydration solution is extremely useful.

Travel well prepared. A good tip is to take oral rehydration solutions with you. These can be bought over the counter in a chemist shop, available in tablet or sachet form for example: DIORALYTE or ELECTROLADE or DIORALYTE RELIEF. (The latter is a formula containing rice powder which also helps to relieve the diarrhoea, particularly useful in children). Prepare according to instructions. Take care regarding their use in very small children and seek medical advice where necessary.

Anti-diarrheal tablets can be used for adults but should NEVER be USED in children under 4 years of age, and only on prescription for children aged 4 to 12 years. Commonly used tablets are loperamide and bismuth subsalicylate - ask your pharmacist for advice about them.

None of these tablets should ever be used if the person has a temperature or blood in the stool.

Do contact medical help if the affected person has:

- A temperature
- Blood in the diarrhoea
- Diarrhoea for more than 48 hours (or 24 hours in children)
- Becomes confused

In some circumstances, antibiotics are used as a standby treatment for travellers' diarrhoea.

Such medication is not usually available in anticipation of you being ill when away and needs to be prescribed. A woman taking the oral contraceptive pill may not have full contraceptive protection if she has had diarrhoea and vomiting. Extra precautions must be used - refer to your 'pill' information leaflet. If using condoms, take a supply of good quality ones with you which are CE approved.

## Hepatitis B and HIV Infection

These diseases can be transmitted by:

- Blood transfusion
- Medical procedures with non-sterile equipment
- Sharing of needles (e.g., tattooing, body piercing, acupuncture, and drug abuse)
- Sexual contact. Sexually transmitted infections or STIs are also transmitted this way

Ways to protect yourself:



- Only accept a blood transfusion when essential
- If travelling to a resource poor country, take a sterile medical kit
- Avoid procedures e.g., ear and body piercing, tattooing and acupuncture
- Avoid casual sex, especially without using condoms

## Insect Bites

Mosquitoes, certain types of flies, ticks and bugs can cause many different diseases. e.g., malaria, dengue fever and yellow fever. Some bite at night, but some during daytime so protection is always needed.

Avoid being bitten by:

- Always sleeping under the mosquito net provided in your room
- Covering up skin as much as possible if going out at night, (mosquitoes that transmit malaria bite from dusk until dawn). Wear loose fitting clothes, long sleeves, trousers, or long skirts
- Use insect repellents on exposed skin. (DEET containing products are the most effective. A content of up to 50% DEET is recommended for tropical destinations). Clothes can be sprayed with repellents too or clothing specific sprays e.g., permethrin. Check suitability for children on the individual products. If using sunscreen always apply first, followed by an insect repellent spray on top.
- If a room is not air conditioned, but is screened, close shutters early evening and spray room with knockdown insecticide spray. In malarious regions, if camping, or sleeping in unprotected accommodation, always sleep under a mosquito net (impregnated with permethrin). Avoid camping near areas of stagnant water, these are common breeding areas for mosquitoes etc.
- Electric insecticide vaporisers are very effective as long as there are no power failures
- There is no scientific evidence that electric buzzers, savoury yeast extract, tea tree oil, bath oils, garlic and vitamin B are effective. Homeopathic and herbal medications should NEVER be used as an alternative to conventional measures for malaria prevention.

## Malaria

Malaria is a disease spread by mosquitoes, there is no vaccine yet available. Remember malaria is a serious and sometimes fatal disease. If you develop flu like symptoms, including fever, sweats, chills, feeling unwell, headaches, muscle pains, cough, diarrhoea – then seek medical help immediately, **this is VITAL**, don't delay.

Remember the ABCD of malaria prevention advice:

- Awareness of the risk
- Bite prevention

- Chemoprophylaxis (taking the correct tablets)
- Diagnosis (knowing the symptoms and acting quickly)

## Animal Bites

Rabies is present in many parts of the world. If a person develops rabies, death is 100% certain.

There are three rules regarding rabies:

- Do not touch any animal, even dogs and cats
- If you are licked on broken skin, scratched or bitten by an animal, wash the wound thoroughly with soap and running water for 10 - 15 minutes, then apply an antiseptic solution if possible e.g., iodine or alcohol. Such precautions also apply if you are licked by the animal with their saliva coming into contact with your eyes or inside your mouth (essentially any mucous membranes)
- Seek medical advice IMMEDIATELY, even if you have been previously immunised, this is absolutely essential

Though not required you may wish to consult your physician about a rabies vaccination before you travel particularly if your residency is taking place at the G.A.S. Farm House.

## Accidents

Major leading causes of death in travellers abroad are due to accidents, predominantly road traffic accidents and swimming/water accidents. You can help prevent them by following sensible precautions that include:

- Avoid alcohol and food before swimming
- Never dive into water where the depth is uncertain
- Only swim in safe water, check currents, sharks, jellyfish etc.
- Avoid alcohol when driving, especially at night
- Avoid hiring motorcycles and mopeds
- If hiring a car, rent a large one, if possible, ensure the tyres, brakes and seat belts are in good condition
- Use reliable taxi firms and know where emergency facilities are or how they can be accessed

## Insurance Cover

All residents are required to take out adequate insurance cover for their trip. This should include medical repatriation as without it, this service is extremely expensive if needed. If you have any pre-existing medical conditions, make sure you inform the insurance company of these details and check the small print of the policy thoroughly to ensure it covers Nigeria.

## Air Travel

It is sensible on any long-haul flight to be comfortable in your seat. Exercise your legs, feet and toes while sitting every half an hour or so and take short walks whenever feasible. Upper body and breathing exercises can further improve circulation. Drink plenty of water and be sensible about alcohol intake which in excess leads to dehydration.

## Sun and Heat

Sunburn and heat-stroke cause serious problems in travellers but in the long term can be a serious cause of skin cancer. The sun can be particularly harsh at the Ecology Green Farm. There is no such thing as a safe suntan, but the following advice should be taken:

- Increase sun exposure gradually, with a 20-minute limit initially.
- Use sun blocks which contain both UVA and UVB protection and sufficient sun protection factor (SPF) and a minimum of SPF 30. Children under 3 years should have a minimum of SPF 50 and babies under 6 months should be always kept out of the sun. Reapply often and always after swimming and washing and read manufacturer instructions.
- Always apply sunscreen first followed by an insect repellent spray on top
- Wear protective clothing – sunhats, T shirts and sunglasses etc.
- Avoid spending time in the sun between 11am - 3pm, when its rays are strongest
- Take special care of children and those with pale skin/red hair
- Drink extra fluids in a hot climate – be aware that alcohol can make you dehydrated

# TRAVEL ADVISORY

## VISA APPLICATIONS

Residents arriving from outside Nigeria will likely need a Visa to gain entry to Nigeria. We highly recommend making your application as early as permissible by local consulates (as an example in the UK this is 45 days before travel). G.A.S. will support your application and answer any questions you might have throughout the process. Where possible residents should apply for a Business Visa and ensure it covers the entire duration of their residency period. **If you are staying in Nigeria for more than 30 days you will be required to renew your visa during your stay at an extra cost.**

Here are some general guidelines for visa application but please note these will vary from country to country:

- Visit the [Home page](#) of Nigeria Immigration Portal
- Locate and click on the appropriate application form to start the process
- Complete the Application form and check the *I ACCEPT FULL RESPONSIBILITY FOR THE INFORMATION PROVIDED IN THIS FORM* checkbox
- Click on *Submit Application* button to view *Applicant Details* page
- Click on *Proceed to Online Payment*. If G.A.S. is covering the cost of your visa, please speak to the Residency and Projects Manager about making this payment on your behalf
- Click to select *Payment Currency* option then click on *Continue* button. If you select a processing country other than Nigeria, your payment will be in US Dollars. You will be redirected to an approved payment platform to complete your application and make your payment in US Dollars or other currency.
- Please take your visa payment receipts, passport and other required documents to the Nigerian Embassy in your Country of abode on your stated interview date

This is a list of the documents that are typically requested when applying for a visa. Please note these are subject to change and vary depending on the country you are travelling from. Please always confirm the documents required with your local consulate:

- Passport valid for at least 6 months
- Completed visa application form
- Two recent passport size photographs
- A Letter of Invitation from a company/host in Nigeria accepting immigration responsibility
- A Letter of Accommodation from your host in Nigeria
- Proof of flights
- Nigeria Immigration Service Visa Payment Receipt and Visa Acknowledgement Receipt

### Visa on Arrival

In line with the conveniency goals of the [Nigeria Visa Policy \(NVP\) 2020](#), the Visa on Arrival program eliminates the need for applicants from listed countries to go through rigorous visa procedures prior to arriving in Nigeria. The VoA policy allows for eligible applicant to instantly obtain one in a range of visa classes including tourist and business visas, right at the authorised port of entry.

- Obtain the Letter of Invitation (issued by G.A.S.)
- Visit the [Nigerian Immigration Portal](#) Select your country and begin the Visa on Arrival Program
- Prepare all required documents for the visa application:

- Passport valid for at least 6 months with 2 blank pages for endorsement
- International Passport Biodata page of each delegate
- Flight itinerary of each delegate
- Booked hotel /other documentary evidence of accommodation
- A letter of Invitation from the G.A.S. Foundation accepting immigration responsibility
- Complete Online Application: Fill the Online Visa Form with the following accurate applicant details:
  - Full Name
  - Nationality
  - Passport number
  - Purpose of visit (business)
  - Proposed date of visit
  - Proposed port of entry
  - Flight itinerary
  - Address in Nigeria (i.e., Hotel information)
- Upload the following documents:
  - Copy of Passport Data Page
  - Copy of Airline Return ticket
  - Evidence of Accommodation
- Print the final confirmation page with your Application ID and Reference Number
- Proceed to online payment. Note that Visa Application Fees by Country can be found under Embassy visa fee at <https://portal.immigration.gov.ng/pages/visaguidelines>
  - Print out the Payment Acknowledgment Slip
- Approval which is valid for two (2) weeks from Date of Arrival would be sent as email. Print approval and combine it with all other requirements before you travel to Nigeria.

NB: The following countries: Iraq, Iran, North Korea, Afghanistan, Syria and Yemen are restricted from Visa on Arrival – Guests from these countries should visit the Nigerian Embassy/High Commission in their country for more information.

### COVID-19 Protocol

Covid 19 protocol changes frequently. For the latest advice please review the [protocol for all return travellers to Nigeria](#). Effective from 4th December 2022 the requirements were as follows:

- All pre-departure and post arrival PCR test requirements for all persons who are not fully vaccinated have been suspended. With the suspension of both the preboarding and post-

arrival PCR tests, passengers will no longer be required to upload evidence of vaccination on the Nigeria International Travel Portal (NITP).

- A simplified Health Declaration (non-covid-19 specific) shall be completed by all passengers arriving in Nigeria on the Nigeria International Travel Portal (NITP); while provision will be on arrival at the destination airport for those who are unable to complete this form before departure. If you wish to complete the form before you travel, you can find it here: [nitp.ncdc.gov.ng](http://nitp.ncdc.gov.ng)
- We advise all residents to travel with proof of Covid-19 vaccination as an additional precaution

## LOCAL GUIDE

### LOCAL WEATHER

#### Lagos

Over the course of the year, the temperature typically varies from 75°F to 91°F (23.9°C to 32.8°C) and is rarely below 70°F (21°C) or above 94°F (34.4°C).

The hot season lasts for 4.7 months, from December 8 to April 28, with an average daily high temperature above 89°F. The hottest month of the year in Lagos is March, with an average high of 91°F and low of 79°F.

The cool season lasts for 3.1 months, from June 26 to September 28, with an average daily high temperature below 84°F. The coldest month of the year in Lagos is August, with an average low of 75°F and high of 82°F.




#### Ikise



In Ijebu-Ikise, the wet season is overcast, the dry season is partly cloudy, and it is hot and humid all year round. Over the course of the year, the temperature typically varies from 69°F to 93°F (20.56°C to 33.89°C) and is rarely below 63°F (17.22°C) or above 97°F (36.11°C)

There are many cultural attractions in Lagos and Victoria Island where the G.A.S. Lagos building is based. A short list of some of our favourite places can be found below. If you require any recommendations, please ask our Residency Manager.

### LOCAL WILDLIFE

If your residency includes stays at the G.A.S. Farm House you will likely encounter local wildlife. Whilst many animals are harmless, there are some that can be dangerous to humans. Upon your arrival at the Farm House please conduct a thorough check of your bedroom to ensure it is clear.

NAME	IMAGE	GUIDANCE
<b>Agama (lizard)</b>		<p>The Agama isn't known to be aggressive or destructive to property. The lizard is not venomous and does not carry diseases and may be beneficial to homeowners since it eats native insects.</p> <p><b>Action:</b> None. If you find small droppings inside the residence, they will likely be from the Agama.</p>
<b>Brown House Snake</b>		<p>This snake thrives in woodlands and grasslands. It seeks small mammals and reptiles as a food source. It is nonvenomous and timid and likely to flee or curl up tightly if threatened.</p> <p><b>Action:</b> Contact the Farm Manager or Farm Security who will assist you with removal.</p>
<b>Fire Ants</b>		<p>Fire ants live in the fields and grasslands on the farm. To avoid bites, wear closed shoes and trousers when venturing into these areas. Though bites are painful they are harmless unless you are allergic.</p> <p><b>Action:</b> Bites will leave a small itchy bump or blister that can be soothed with a cold compress. Symptoms such as hives, diarrhoea, vomiting and nausea suggest a severe allergic reaction and require immediate medical attention.</p>

NAME	IMAGE	GUIDANCE
<p><b>Emperor Scorpion</b></p>		<p>Emperor scorpions can reach up to 4.5 – 6 inches in length. They are nocturnal creatures and are not typically aggressive. Even when stinging in defence adults may not inject venom.</p> <p><b>Action:</b> Most people will not get serious symptoms if stung and should wash the wound with mild soap and water. Symptoms of a serious sting include muscle twitching, rapid eye movement, tingling and numbness and require immediate medical attention.</p>
<p><b>Anopheles Mosquitos</b></p>		<p>Anopheles or Marsh Mosquitos will be prevalent both in Lagos and at the farm.</p> <p><b>Action:</b> Please follow the guidance outlined in the <i>Health and Welfare: Insect Bites</i> section of the handbook.</p>

### WHAT TO TAKE ALONG ON YOUR TRIP TO THE FARM

If your residency is based in Lagos and you will be going on a short trip to the farm, below are the list of items that you should take along with you from Lagos:

- Bedding from Lagos. Please speak to the Residency Manager who will provide you with all necessary bedding
- Water bottle
- A warm layer such as a sweater or jacket
- A sun hat, closed shoes and socks
- Battery or solar torch. This item can be sourced by G.A.S.
- Mosquito repellent spray
- Snacks and food you wish to consume during your stay



## LOCAL RECOMMENDATIONS (SHOPS, CAFES, PLACES TO VISIT)

### Supermarkets/Grocery Stores

[Prince Ebeano Supermarket](#)

Oniru Lekki, T. F. Kuboye Rd, Lagos (5mins Walk From G.A.S. Lagos)

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**Karma Supermarket & Stores**

T.F Kubuoye Rd, opp Prince Ebeano Supermarket, Oniru Lekki

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[Shoprite The Palms](#)

1 Bisway St, Maroko 106104, Lekki

### Coffee Shops

[Live and blossom cafe](#)

Block 126, T. F. Kuboye Road, Plot 11 Bunmi-Olowude St, Lekki Phase 1 (8mins Walk From G.A.S. Lagos)

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[PAUSE | Café & Espresso Bar](#)

1 Bisway St, Maroko 106104, Lekki

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**Flowershop Cafe**

274 Akin Adesola St, Victoria Island, Lagos 106104, Lagos, Nigeria

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**Orchid Bistro**

40B Raymond Njoku St, Ikoyi, Lagos 106104, Lagos, Nigeria

### Gyms and Fitness Centres

[Fitness central](#)

Adekola Balogun Street, Perchstone & Graeys Cl, Lekki Phase I, Lagos

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[Fitness Factory](#)

Block 114 plot, 5 Akiogun Rd, Maroko 101241, Lagos

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[Skyfit Lagos](#)

4th Floor, Oriental Hotel, 3 Lekki - Epe Expy, Victoria Island 106104, Lagos

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**iFitness Gym**

7 TF KUBOYE STREET by Pinnacle Filling Station, Maruwa, Lekki Phase 1, Lagos, Eti-Osa 105102, Lekki, Lagos

## Pharmacies / Drug Stores

[Bydow Pharmacy](#) Prince Ebaeno Supermarket, T. F. Kuboye Rd, Street 101251, Lagos (5min Walk From G.A.S. Lagos)

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[Baykins Pharmacy](#) Palace Rd, Victoria Island 106104, Lagos

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[Valley Integrative Pharmacy](#) T. F. Kuboye Rd, Victoria Island 106104, Lagos (2mins walk from G.A.S. Lagos)

## Relaxation

[Filmhouse Cinemas](#)  
[Imax Lekki Lagos](#) Bisola Durosinmi Etti Drive, 10b The Rock Dr, Lekki Phase 1, Lagos

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[Landmark Beach](#) Landmark Village, 4 Water Corporation Dr, Victoria Island 106104, Lagos

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**The Good Beach** Plot 10B, Water Corporation Road, Trinity Ave, Victoria Island 106104, Lagos

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[Freedom Park](#) C9XW+HJ2, Old Prison Ground, Broad St, Lagos Island, Lagos, Nigeria

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[Lekki Conservation Centre](#) 19 Lekki - Epe Expy, Lekki Penninsula II 106104, Lekki, Lagos, Nigeria

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**16/16** Flat 16, 16 Kofo Abayomi St Victoria Island

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**Jazz Hole** 168 Awolowo Rd, Ikoyi 106104, Lagos, Nigeria

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**Lekki Arts and Crafts Market** Oba Elegushi St, Lekki Penninsula II 106104, Lekki, Lagos, Nigeria

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**Nike Art Gallery** 2 Nike Art Gallery Rd, Lekki Phase I, Lekki 106104, Lagos, Nigeria

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**Tarkwa Bay Beach** Sheltered beach near Lagos harbour accessible via boat

## Restaurants

**Nok at Alara** 12A Akin Olugbede St. Victoria Island, Lagos 101241 Nigeria

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[RSVP Lagos](#) Eletu Ogabi St. Victoria Island, Lagos 101241

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[The House](#) 4 A.J. Marinho Drive, Victoria Island, Lagos

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[Thai Thai](#) Flat 3, 2nd Floor, 16 Kofo Abayomi St, Victoria Island, Lagos, Nigeria. (also do takeaway)

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[Terra Kulture](#) Plot 1376 Tiamiyu Savage St, Victoria Island 106104, Lagos, Nigeria

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**Ocean Basket** 35 Akin Adesola St, Victoria Island 106104, Lagos, Nigeria

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## Galleries

**Rele Gallery** 32d Thompson Ave, Ikoyi, Lagos 106104, Lagos, Nigeria

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**Red Door Art Gallery** 51 Bishop Oluwole St, Victoria Island 106104, Lagos, Nigeria

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[Tiwani Contemporary](#) 13 Elsie Femi Pearse St, Victoria Island 106104, Lagos, Nigeria

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**Kó Gallery** Flat 2, 36 Cameron Road, Ikoyi 106104, Lagos, Nigeria

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**Hourglass Gallery** 979 Saka Jojo St, Victoria Island, Lagos 106104, Lagos, Nigeria

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**Art Twenty One** 1415 Adetokunbo Ademola Street, Victoria Island 106104, Lagos, Nigeria

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**National Gallery of Modern Art** Entrance B, National Theatre Complex, Iganmu Rd

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**ODA Art Gallery** 10 Sir Samuel Manuwa St, Victoria Island 101241, Lagos

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**Treehouse** Unit 1, 7th Floor, Awolowo Rd, above Spar, Enter back of building, Ikoyi, Lagos, Nigeria

**Affinity Art Gallery** 1-7 Muri Okunola St, Victoria Island, Lagos 101241, Lagos, Nigeria

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**African Artists Foundation** 3B Isiola Oyekan Close, Off Adeleke Adedoyin St, Victoria Island, Lagos

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**SOTO Gallery** 10 Omo Osagie Street, Lagos

### Cultural Centres

[CCA Lagos](#) 9 McEwen St, Yaba 101245, Lagos

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**Yemisi Shyllon Museum of Art** FVQ3+5XJ, 105101, Lekki, Nigeria

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**National Gallery of Modern Art** Onikan Rd, Ikoyi 102273, Lagos, Nigeria

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[JK Randle Centre for Yoruba Culture and History](#) Onike Roundabout, Lagos Island, Lagos, Nigeria

### Bookable Trips (additional cost)

**Lagos Island Walking Tour** A one-day walking tour of Lagos Island with a focus on cultural and historical sites

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**Osun Osogbo Sacred Groves** More information can be found here: <https://whc.unesco.org/en/list/1118/>

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**Badagry Slave Port and Museum** A one-day trip to Badagry in Lagos State. More information can be found here: <https://en.wikipedia.org/wiki/Badagry>

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**Ibadan** A trip that takes in key cultural sites in Ibadan including the New Culture Studio, Dominican Chapel and the University of Ibadan.

### International Cultural Organisations

Should you require to notify the International Cultural Organization of your country about your arrival and require any form of collaboration or assistance, please find below list of International

Cultural organizations in Nigeria. For International residents we would recommend that you let your embassy and cultural attaché know of your stay in the country.

COUNTRY	NAME	ADDRESS	PHONE	EMAIL
<b>United Kingdom</b>	British Council Nigeria	20 Thompson Ave, Ikoyi, Lagos.	+234 01460 3090	arts.nigeria@britishcouncil.org
<b>France</b>	Alliance Française	Mike Adenuga Center, 9 Osborne Road	+234 704 47233 30	lagos@campusfrance.org
<b>Germany</b>	Goethe Institut	7 Anifowoshe Str, VI Lagos	+234 01454 9515	info-lagos@goethe.de
<b>United States</b>	Whitney M. Young Jr. American Center	2 Walter Carrington Crescent, VI, Lagos	+234 14603 8046	wyllagos@state.gov

## IMPORTANT FORMS

There are several forms that will need to be completed by all residents prior, during and after their time at G.A.S. Links to these can be found in the section below with guidelines indicating when they must be submitted.

### EVALUATIONS

Each artist is asked to complete two evaluation questionnaires, one at least two weeks prior to arrival and a second on departure. These forms help us identify how best to support you during your residency and are crucial to helping us improve the programme and meet the needs of

future resident creatives. We may also use your words for publicity and fundraising, if you would rather your response were not shared you may choose to opt out when completing the form. We encourage you to take time to fill out the evaluation at the end of your residency and return it no later than two weeks after you leave.

## BEFORE YOUR RESIDENCY STARTS

Please ensure you have returned all the below forms by the dates indicated. You will not be able to start your residency until we have received them from you.

FORM NAME	LINK	COMPLETION DEADLINE
Travel and Risk Assessment	<a href="https://zfrmz.eu/t6nkChFfMos4DA9ghHSJ">https://zfrmz.eu/t6nkChFfMos4DA9ghHSJ</a>	No later than two weeks before starting your residency
Airport Concierge Booking Form	<a href="https://zfrmz.eu/iNYzrgQzvJ5rHRnvA3jh">https://zfrmz.eu/iNYzrgQzvJ5rHRnvA3jh</a>	No later than one week before starting your residency
Pre Programme Evaluation	<a href="https://zfrmz.eu/WbXVG6FgKEfCXATdYXqv">https://zfrmz.eu/WbXVG6FgKEfCXATdYXqv</a>	No later than two weeks before starting your residency

## DURING YOUR RESIDENCY

If you wish to host any events at either G.A.S. location during your residency you must complete and return the below forms.

FORM NAME	LINK	COMPLETION DEADLINE
Event Booking Form	<a href="https://zfrmz.eu/DaR8xRkrzLsly2YL0cl2">https://zfrmz.eu/DaR8xRkrzLsly2YL0cl2</a>	No later than one week before your event

It is essential that all residents intending to host an event at either G.A.S. location complete the Event Booking Form to ensure that we are able to fully support you. If you are planning an event, please schedule a meeting with the Residency and Projects Manager as early as possible to discuss logistics and execution. G.A.S. reserves the right to refuse event proposals if they pose a threat for anyone involved or if an Event Booking Form has not been completed within the required timeframe.

## AFTER YOUR RESIDENCY

Evaluation forms are crucial to helping us improve the programme and meet the needs of future resident creatives. We may also use your words for publicity and fundraising, if you would rather your response were not shared you may choose to opt out when completing the form. We encourage you to take time to fill out the evaluation at the end of your residency

FORM NAME	LINK	COMPLETION DEADLINE
Post Programme Evaluation	<a href="https://zfrmz.eu/DNrh4JU21RquqhZkbabE">https://zfrmz.eu/DNrh4JU21RquqhZkbabE</a>	No later than two weeks after completing your residency

## DECLARATION

I confirm that I have read the above Resident Handbook in full and agree to adhere to the Code of Conduct and other guidelines set out in this document by Guest Artists Space Foundation.

*Signature*

*Date*

*Printed Name*

*Residency Start Date*