



Economic Commission
for Africa



African Development Bank



African Union

November 19-21 2008 - Addis Ababa, Ethiopia

Information for Participants

Thank you for your agreement to be a participant in the upcoming **Sixth African Development Forum (ADF VI)** scheduled to take place in Addis Ababa, Ethiopia from 19 to 21 November 2008. The venue of the meeting will be the **United Nations Conference Centre (UNCC)**.

It is important to take note of the following information which will assist you in the planning and logistics of your travel to Addis Ababa, Ethiopia.

IMMIGRATION REQUIREMENTS

Following an agreement reached between the Ethiopian Government and the United Nations Economic Commission for Africa, all participants attending meetings/seminars/workshops in Addis Ababa organized or co-organized by UNECA can obtain business visas on arrival at Bole International Airport. The Ethiopian Immigration Authority requires that the list with the names of all participants is presented prior to their arrival and that the participants should carry with them and present to Immigration an official Letter of Invitation for the event they are going to attend.

In order to assist the participants in obtaining their visas upon arrival, we need to receive the following particulars 10 working days in advance, i.e. by 03 November 2008.

- 1) Full name
- 2) Nationality
- 3) Passport number
- 4) Flight details (arrival and departure)

Please note that an Ethiopian visa costs US\$ 20.00 or EURO 17.00 per person and the payment must be made either in US Dollars or in EURO at the time of issue. Holders of diplomatic and service passports as well as United Nations Laissez-Passer will receive visas gratis. Bank receipts for money changed at the airport must be kept securely as they may be asked for on departure.

HEALTH REQUIREMENTS

Visitors to Ethiopia should be in possession of a valid health certificate for yellow fever. Vaccination against cholera is also required for any person who has visited or transited a cholera-infected area within six days prior to arrival in the country. As Addis Ababa is situated at an altitude of 2,400 meters, it is advisable to take precautionary measures for avoiding some health problems that might occur because of high altitude.

The United Nations Health Centre, situated on the ground floor of the Conference Centre, provides emergency medical services to participants/delegates attending meetings during the African Development Forum VI session.

In case of a medical or dental emergency, please contact the following:

Dr. Grace Fombad

OIC – United Nations Health Care Centre

Telephone: + 251 – 115 - 51 58 28 or 51 72 00 ext. 88888 or 448888

ECA Ambulance Telephone: + 251 – 115 - 51 42 02 or 51 58 28.

GUIDELINE ON PERSONAL SECURITY AND SAFETY OF PARTICIPANTS

The United Nations Security and Safety Services is always at the ready to serve all its clients. In this regard, the cooperation of all participants at this meeting would help us a great deal in ensuring the safety of your valuables and your personal security.

Do the following while you are in ECA premises

- Display your Conference Badges on demand of an authorized person and wear it visibly
- Do not leave bags and parcels unattended; this will be confiscated or destroyed
- Do not bring unauthorized persons and children into the conference center
- Safeguard your valuable property
- Check for your documents and items before you leave conference halls and meeting rooms
- If you lose any valuable items within the premises, inform UN Security and Safety Service or inform the nearest Security Officer.

If you are off the ECA premises and in the Hotel

- Upon entering or leaving your room, make it a habit to lock the door
- Before leaving, inspect your room to make sure no money, jewellery, cameras etc have been left exposed
- Deposit valuables or portable items at the reception desk and obtain a receipt
- Should you observe anything suspicious or out of the ordinary please contact Security Service

USEFUL TELEPHONE NUMBERS

Emergency Numbers

UN Control Room – Addis Ababa (24 hrs)	+251 – 115- 445135 / 516537 / 512945
Security Chief	+251- 0911 201802
Deputy Chief	+251-0911 508578

Emergencies outside of Addis

UN Operations Centre (24 hrs)	+ 251-115-511726
Sat Phone	+87162546835

Police Emergency Numbers (24 hrs)

	911
City Police	+251-115 572100 / 572121
Federal Police:	+251-115-524077 / 526302 / 526303

AIRLINE RESERVATIONS

A number of International Airlines operate to and from Addis Ababa. It is required that participants secure their return/onward air passage prior to their arrival in Addis Ababa. Gashem Travel is the official travel agency on site at ECA to assist with re-confirmation of tickets and to provide participants with travel and tour related information. They are reachable at the following telephone numbers:

- **Gashem Travel** Tel: +251 115 44 30 51/44 30 52/46 84 85 or 251 0911 25 04 68 (mobile)

Ethiopian Airlines and Kenya Airways have offices in the ECA compound. Please have your ticket available when visiting the travel agency to re-confirm flights.

HOTEL ACCOMMODATION

At your request accommodation can be reserved on your behalf at the following hotels on first come first serve basis, provided your arrival and departure flight details are received by **03 November 2008** with the exception of Hilton and Ghion Hotel. All other hotels will be expecting a final rooming list from ECA by **03 November** after which ECA will be subject to a cancellation penalty for rooms reserved and not utilized. Participants wishing to stay at the Hilton need to provide their credit card details to get confirmation.

In addition to accommodation costs, all participants will be responsible for all other additional costs: i.e. breakfast (where not included) telephone, Internet/fax, room service, mini-bar and laundry, meals (i.e. lunch and dinner) - and must pay these directly to the hotel at checkout. The following hotels have been identified for participants to the conference:

LIST OF SELECTED HOTELS - AFRICAN DEVELOPMENT FORUM

HOTEL	No. of rooms Available	Type of Rooms	UN Rate
ADOT - TINA HOTEL Tel: (251-11) 4 67 39 39 Fax: (251-11) 4 67 41 11 Mobile: (251-11) 9 07 29 37 adottinah@ethionet.et Mob. 0911-072937 website www.adot-tina.com	20	Single rooms Junior Suite	US\$60.00
AMBASSADOR HOTEL Tel: (251-11) 6 18 82 81/84 (251-11) 6 18 76 30/31 Fax: (251-11) 6 18 70 96	25	Sing rooms Twin rooms	US\$70.00
AXUM HOTEL Tel: (251-11) 6-61 39 16 Fax: (251-11) 6-61 42 65	30	New Building Single rooms (New) Single rooms (Old) Double rooms (Old) Large Twin rooms (Old)	US\$ 68.00 US\$ 52.00 US\$ 63.00 US\$ 69.00
BOLE INTERNATIONAL HOTEL Tel: (251-11) 6-63 30 00 Tel: (251-11) 6-62 78 80	20	Single rooms Double rooms Suite rooms	US\$ 40.00 US\$ 45.00 US\$ 50.00
GHION HOTEL Tel: (251-11) 5-51 32 22 Tel: (251-11) 5-51 00 99 Fax: (251-11) 5-50 51 50	100	Standard rooms Double rooms Suite rooms	US\$ 69 .00 US\$ 81.00 US\$ 97.00
GLOBAL HOTEL Tel: (251-11) 4-66-47 23 Fax: (251-11) 4-67 34 22 e-mail:globalhotel@telecom.net.et	30	Single rooms	US\$ 60.00
HILTON HOTEL Tel: (251-11) 5-51 84 00 Tel: (251-11) 5-51 00 64 Fax: (251-11) 5-51 17 18 email: sales addis@hilton.com	150	Single Double Executive Rooms Single Double	US\$ 120.00 US\$ 190.00 US\$ 220.00 US\$ 260.00 Plus 25% TAX
HOTEL de LEOPOL Tel: (251-11) 5-50 77 77 Mobile (251-11) 9 67 78 73 Fax: (251-11) 5-53 14 66 Fax: (251-11) 5 15 50- 80 Mr. Abiy's mobile 0911-214054	50	Studio single Occupancy Standard room Double Occupancy	US\$ 60.00 US\$ 96.00 US\$114.00
JUPITER INTERNATIONAL HOTEL Tel: (251-11) 5-52 73 33 Fax: (251-11) 5-52 64 18	102	Single rooms	US\$ 70.00
LALIBELA HOTEL Tel: (251-11) 6-61 49 17 Fax: (251-11) 6-61 55 22	20	Single rooms Double rooms	US\$ 60.00 US\$ 75.00
PANORAMA HOTEL Tel: (251-11) 6-61 60 70 Fax: (251-11) 6-61 60 72	40	Single rooms Double rooms Superior rooms Executive rooms	US\$ 70.00 US\$ 79.00 US\$ 89.00 US\$119.00
TSEHAY (TDS) HOTEL Tel: (251-11) 6-63 58 13 /16/17/19/25 Fax: (251-11) 6 - 62 17 38 / 011-6- 63 58 17	15	Single rooms	US\$ 60.00

Rates are inclusive of breakfast, service charge and VAT unless where indicated

With regard to the hotel bookings the participants are kindly requested to note the following:

1. Final deadline for submission of requests for accommodation for all hotels except Hilton and Ghion is 3 November 2008. By this date participants should submit the requests together with their names and arrival/departure details. After 3 November 2008 the hotels will cancel the block bookings made by UNECA.
2. Final deadline for submission of accommodation requests for Ghion hotel is 14 October 2008 and for Hilton – 31 October 2008.

3. When requesting booking in a hotel offering more than one type of rooms with different rates, the participants are requested to specify the preferred room type.
4. Rooms will be reserved on “first come, first serve” basis. Depending on room availability participants may be booked in another hotel from the same category.
5. The participants are requested to provide their contact details in the registration form. Their contact details will be submitted to the hotels for further communication. Hotels may need credit card details or other means of guarantee from the participants to keep their bookings.

Kindly send your hotel preference by **03 November 2008** to:
Publication and Conference Management Section (PCMS)
Telephone Nos.: +251-11 551 4945 or +251-11 544 3556
Fax Nos.: +251-11 551 3155 or +251-11 551 0105
e-mail : uncc-aa@uneca.org

RECEPTION ON ARRIVAL

Participants will be met on arrival at Bole International Airport and will be assisted with the formalities regarding immigration and customs etc. Date and time of arrival in Addis Ababa with flight details should be clearly sent to the Focal Points indicated on the first page. Subsequent changes should also be similarly transmitted.

TEMPORARY IMPORTATION OF LAPTOPS AND OTHER CONFERENCE EQUIPMENT

To comply with the import customs regulations of the Government of Ethiopia conference participants should declare laptops and conference equipment they may carry with them when entering the country. In order to be able to assist with the temporary import of the above items ECA should receive latest by **8 November 2008**. A detailed specification of the items to be brought in, together with the arrival/departure details of the participant. The items will be registered for temporary import by the customs office and they should be taken out of the country after the conference.

Journalists coming with professional cameras need to bring two passport-size photos and to pay fee of ETB 1000,00 at their arrival.

REGISTRATION AND IDENTIFICATION BADGES

Participants will be required to register and obtain Identification Badges prior to the opening of the meeting. The venue of registration will be at the Delegates Registration Bureau.

For identification and Security reasons, Identification Badges should be worn by all participants at all times during the Conference and at official social functions.

Registration will start from 14 November at the Delegates Registration Bureau.

TRANSPORT

You will arrive at Bole International Airport, which is located just 5 kilometres from the center of Addis Ababa. A staff member from the ECA Protocol Office will meet you at the airport.

Shuttle buses will also be available to ferry participants back and forth from hotels to the conference venue in the mornings and at the end of the daily sessions. Unfortunately transport will not be provided during lunch breaks. All lunch breaks will take place within the ECA compound.

If you would like transportation in Addis Ababa outside of conference time or to take you to the airport at the end of the Conference, you can book a taxi from the National Tourism Organization (NTO) by calling + 251- 115 – 51 18 22 or + 251-115 - 51 84 00, or take the yellow or blue taxis parked outside your hotel.

ICT SERVICES

The United Nations Conference Centre is equipped with WIFI. Technical support are available through the ECA Help Desk (phone +251 – 11 5 443123, email: ihelpdesk@uneca.org) Technical support for presentations must be arranged in advance.

*** Please be advised that Blackberry Services are not available in Ethiopia.**

CATERING FACILITIES

Catering facilities that are readily available for refreshments and meals in the ECA compound include the following:

Sheraton Addis is located in the UNCC

Garden Paradise is located in the Nigerian lounge

Kaldis is located in the Rotunda

RESTAURANTS IN ADDIS ABABA

Here is a list of restaurants available in Addis Ababa for your information:

Blue Drops

011-661- 5714

Between Bole Tele &
Atlas Hotel, in front of Tsehay &
Her Children Building
Known for: Pasta and
Grilled food

7 days a week

Carnivore Addis

011-554-1330/31

From Meskel Sq. on the road to Bambis the same building
Abyssinia Supermarket.
Known for: Grill meat/Salad bar

7 days a week

Blue Tops

011-123 -2463/64

Amist Kilo in front of the National Museum
Known for: Pizza, ice cream

Closed: Mon.

Jacaranda (Hilton)

011-551-8400 Ext.986

In the Garden Wing
of the hotel Known for: unique menu
that continuously changes

Closed: Sun

Hotel De Leopold

011-550-7777

Behind Bambis
Known for: Candlelight dinner

7 days a week

Les Arcades (Sheraton Addis)

011-517-1717 Ext.6604

Known for: Gourmet menu

Closed: Sun

Kaffa House (Hilton)

011-551-8400 Ext. 962

In the main Lobby of the Hilton
Known for: Seafood every Friday

7 days a week

New York New York

011-515-1243

Olympia, near Shoa Bakery.
Know for burger & pizza.

7 days a week

Lime Tree

011-663-0872

On Bole Road, above Boston Day Spa, in front of Tana.
Known for: Quick, fresh meals,
salads, delicious desserts

7 days a week

Rodeo Bar and Restaurant

011-551-0294

On Bole Road, next to DStv.
Known for: BBQ on Thu, Fri, Sat

7 days a week

Serenade Restaurant

091-120-0072

Near Master Printing Press Amist Kilo
Known for: Fine home
cooking, dinner only

Closed: Mon, Sun

Zebra Grill

011-662-3630

On 22 Road, next to Ruality Pastry
Known for: Grilled food

7 days a week

ETHIOPIAN

Habesha Restaurant

011-551-8358

Bole Road, next to Sabit Bld.

Known for: Kwanta Ferfer
and Bozena Shiro

7 days a week

Fasika National Restaurant

011-550-9912 /

011-551-4193

Off Bole Road, in front of Sunshine Building. Known for:
Enfele and live music

Closed Sun

Dashen Restaurant

011-552-9746, 011-552-6437

Behind the Main Post Office

Known for: Melasse tibs and live music on weekend nights

7 days a week

MOBILE PHONES

Participants are encouraged to come to Addis Ababa with their dual band mobile handsets (900/1800 MHz). Ethiopian Telecommunication Company offers SIM Cards with pre-charged airtime. The total package which costs US\$ 50 includes US\$ 12 airtime. It takes approximately 2 days to have the Ethiopian Telecommunication Mobile Phone connected.

GENERAL INFORMATION ABOUT ETHIOPIA

Ethiopia is as large as France and Spain combined and has an area of 1,112,000 square metres. Addis Ababa is situated at an altitude of 2,400 metres. Agriculture is the backbone of the national economy, and the principal exports from this sector include coffee, oil seeds, pulses, flowers, vegetables, sugar and animal feed. About 90% of the population earn its living from the land. There is also a thriving livestock sector, and exports include cattle, hides and skins.

The population of Ethiopia is estimated at 77 million, and over 50% of the population is under 20 years of age. The average number of inhabitants per square kilometre is 69. Ethiopia is a multi-ethnic state with a great variety of spoken languages. There are eighty-three languages with 200 dialects, and the three main languages are Amharic, Tigrigna and Oromigna. English, French, Italian and Arabic are also spoken, mainly in Addis Ababa. Additional information on Ethiopia and ECA can be found on the <http://www.uneca.org>, <http://www.telecom.net.et> and <http://www.ethio.com>.

CLIMATE

Ethiopia has two main seasons. The dry season lasts from October through May, and the rainy season starts in late June and ends in September. Temperatures depend on season and altitude.

The weather is envisaged to be cold at night in November, so kindly carry a warm jacket/sweater.

ELECTRIC SUPPLY

Electric supply in Ethiopia is 220-240 volts, 50 cycles AC accessible via 13-amp, two-pin (Italian) socket.

CURRENCY: Birr

Ethiopian currency is denominated in "Birr" and "centimes". The exchange rate fluctuates. The UN official exchange rate as of 9.68 (September 2008).

There is a branch of the Commercial Bank of Ethiopia in the ECA compound – located in the Rotunda. This Bank is open Monday – Friday, from 8:00 a.m. to 12:45 p.m. and from 2:00 p.m. 4:30 p.m. There is also an authorized exchange centre (Forex) at the Sheraton Hotel and ATM machines for Visa/ Mastercard users at both the Sheraton and Hilton which will give you money in Birr.