



African Economic Conference 2017

Information note

Governance for structural transformation

United Nations Conference Centre
Addis Ababa

4–6 December 2017

<http://www.uneca.org/aec2017>

Thank you for confirming your participation at the upcoming African Economic Conference, which will take place in Addis Ababa from Monday, 4 December to Wednesday, 6 December 2017. The Conference will be held in the United Nations Conference Centre, at the headquarters of the Economic Commission for Africa (ECA), Menelik II Avenue, Addis Ababa.

Please read the following information carefully, as it will help you to plan your travel to Addis Ababa.

Immigration requirements

Visas are required for all participants travelling to Ethiopia, except for nationals of Kenya. All participants coming from countries in which there is an Embassy or Consulate of Ethiopia are strongly advised to obtain their visas for Ethiopia prior to arrival in the country. For participants who are not able to process their visas in advance, ECA will make a request for them to be given business visas upon arrival at Bole International Airport, Addis Ababa.

In order to assist participants in obtaining visas upon arrival, the secretariat (please see below for contact details) needs to receive the following particulars at least **10 working days** before arrival at Bole International Airport:

- (1) First name and family name.
- (2) Nationality.
- (3) Flight details (arrival and departure).
- (4) Copy of passport.

Participants requesting visas upon arrival should carry with them their personal **official letter of invitation** for the event, so that they can show it to the immigration authorities at Bole International Airport.

Please note that an Ethiopian visa costs US\$ 50 per person or the equivalent in euros. Payment must be made in either United States dollars or in euros at the time of issue. Holders of diplomatic and service passports and either a United Nations laissez-passer or an African Development Bank laissez-passer will receive visas gratis. Bank receipts for money changed at the airport must be kept securely, as participants may be asked to present these receipts upon departure. For visa assistance, please contact Ms. Rahel Abebe, tel: +251 115445542, email: abebebezabeh@un.org, or Ms. Loule Balcha, tel: +251 115443226, email: balcha.uneca@un.org.

Arrival at Bole International Airport

Participants requesting protocol assistance will be met upon arrival at Bole International Airport and will be assisted with the immigration and customs formalities. Date and time of arrival in Addis Ababa, with full flight details, should be sent to Rahel Abebe (email: abebebezabeh@un.org) or Loule Balcha (email: balcha.uneca@un.org). More detailed information on the above will be posted on the website of the Conference in due course. Please ensure that you inform the contact persons mentioned above of any subsequent changes to your time and date of arrival.

Hotel accommodation

The secretariat of the Conference will make hotel reservations for all sponsored participants, in accordance with their authorized arrival and departure times. The cost of all accommodation for sponsored participants will be covered by the organizers or by the DSA (daily subsistence allowance). Any extra hotel charges are the sole responsibility of the participant.

Block bookings of hotel rooms at special United Nations rates have been made for non-sponsored participants in the hotels listed below. All non-sponsored participants must contact the hotels directly to arrange, confirm and guarantee their bookings. Please note that hotel reservations are subject to room availability, so early registration is encouraged. Non-sponsored delegates who do not wish to stay at the suggested hotels can make alternative accommodation arrangements.

Transportation will be provided to and from the hotels listed below:

- Sheraton Addis (<http://www.sheratonaddis.com>) Tel.: +251 (0) 11 517 1717
- Hilton Addis Ababa (<http://www3.hilton.com/en/hotels/ethiopia/hilton-addis-ababa-ADDHITW/index.html>) Tel.: +251 (0) 11 517 0000

Please note that transportation will **not** be provided to and from these hotels, since they are within 5 minutes' walk of the ECA compound.

- Aphrodite International Hotel (<http://www.aphroditeaddis.com>)
Tel: +251 (0) 11 557 2228, +251 (0) 11 557 2229, +251 (0) 11 557 2220
- Elilly International Hotel (<http://elillyhotel.com>)
Tel: +251 (0) 11 558 7777/78/70/73, +251 (0) 92 272 8318
- Intercontinental-Addis Hotel (<http://www.intercontinentaladdis.com>)
Tel: +251 (0) 11 518 0444, +251 (0) 11 550 5066
- Radisson Blu Hotel Addis Ababa (https://www.radissonblu.com/en/hotel-addisababa?facilitatorId=CSOSEO&csref=org_gmb_sk_en_sn_ho_ADDZA)
Tel: +251 (0) 11 515 7600, +251 (0) 11 517 0400
- Jupiter International Hotel Kazanchis (<http://www.jupiterinternationalhotel.com/>)
Tel.: +251 (0) 11 552 7333, +251 (0) 11 661 6969

Registration and Identification Badges

Participants will be required to register in advance of the Conference and obtain identification badges on arrival in Addis Ababa. Participants may register online at: <http://events.uneca.org/registration/register?eventId=987b997a-00b4-e711-bcd9-00505695004f>

You will require your invitation letter, passport and air ticket (if applicable) for on-site accreditation. For identification and security reasons, Identification Badges should be worn by all participants at all times during the Conference and at official social functions.

Issuance of badges will start from Sunday afternoon, 3 December 2017 and will take place at the ID Room, which is located at the pedestrian entrance of the ECA compound.

More up-to-date information about the accreditation arrangements for the Conference will be posted on the Conference website in due course.

Health care requirements

Prior to entry, 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 of arrival in the country.

The United Nations Health Care Centre (UNHCC), situated on the ground floor of the United Nations Conference Centre provides a 24-hour service. These medical services are available against payment in cash. In case of medical or dental emergency, please call the reception desk at Tel.: +251 115 44 55 02; +251 115 44 35 48; +251 115 44 31 35. If you are within the ECA compound, please call extensions 35502, 88888, 33135 or 33548.

Transportation

ECA protocol officers will be stationed at Bole International Airport to assist participants upon their arrival and facilitate their transfer to hotels using hotel buses.

ECA buses will be available in the mornings and at the end of the daily sessions for the use of participants when travelling back and forth from the hotel to the conference venue. ECA will not provide transportation during the lunch break and will not facilitate transportation services back to the airport upon departure. Participants will be responsible for making their own arrangements for any travelling they undertake during the lunch break or on returning to the airport upon departure.

Banks and currency

Ethiopian currency is denominated in «birr» and «centimes». The bank rate of exchange varies. The official exchange rate is **US\$ 1.00 = birr 26.98**. There is a branch of the Commercial Bank of Ethiopia in the ECA compound – located at the Rotunda. The bank is open Monday to Friday, from 8 a.m. to 4.30 p.m. **Please note that credit cards are not often accepted.** It is advisable, therefore, to carry a means of exchange (such as traveller's cheques) and adequate local cash while you are in town.

Airline reservations

A number of international airlines operate to and from Addis Ababa. It is required that participants secure their return and onward air passage prior to their arrival in Addis Ababa. There are travel agencies on-site at ECA to assist with reconfirmation of tickets and to provide participants with travel and tour-related information. There are two travel agencies at ECA, as follows:

- Gashem Travel tel.: +251 (0) 11 54 43046/52/51
- Airlink Travel tel.: +251 (0) 11 54 44367/66

Ethiopian Airlines and Kenya Airways have offices at the ECA compound. Please have your ticket available when visiting the travel agencies to reconfirm flights.

Mobile telephone services

Participants are encouraged to come to Addis Ababa with their dual band mobile handsets (900/1800 MHz). Ethio Telecom, the Ethiopian telecommunication company, can offer SIM cards with pre-charged airtime, but the registration procedure can take time. In any case, all mobile telephones must be registered upon arrival in Ethiopia, or they will not function within the country. This can be done at any Ethio Telecom shop.

For participants coming from the United States of America, kindly note that they can only use triband mobile handsets, i.e. 900/1800/1900 MHz.

General information about Ethiopia and its capital city

The capital, Addis Ababa is at a high altitude: 2400 meters above sea level (which is higher than Mexico City). The main language spoken in Addis Ababa is Amharic, but English is widely understood. A certain amount of communication in Arabic, French and Italian is possible, but is nevertheless very limited.

In terms of roads and traffic, the right side rule applies. Regulations are in place that restrict photography and movement in certain areas after nightfall.

Additional information on Ethiopia and ECA can be found on the following websites:

<http://www.uneca.org>

<http://www.telecom.net.et>

<http://www.ethio.com>

<http://tour.ethiopianonline.net>

Climate

In December, the weather in Addis Ababa is **mostly sunny** and the temperature ranges from 20 to 23 degree centigrade during the day. Typically, the temperature drops in the evening and at night, and mornings can be quite cool.

Electricity

In respect of electricity in Ethiopia, it is 220-240 volts, 50 cycles AC accessible via 13-amperes, two pin sockets.

Guidelines on personal security and safety

Personal security is an individual responsibility. Using common sense and being alert can reduce risks.

The best way to be safe is to avoid trouble at all cost, rather than having to extricate yourself later. The United Nations Security and Safety Service is always readily available to assist.

Do the following while you are on the ECA premises:

- Display your **Identification Badges**, if requested by an authorized personnel.

- Do not leave bags and parcels unattended; they will be confiscated or destroyed.
- Do not bring unauthorized persons and children into the Conference Centre.
- Safeguard any 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 the United Nations Security and Safety Service or inform the nearest Security Officer.

Emergency numbers

United Nations Control Room – Addis Ababa (24 hours) +251 (0) 11 5 516537
 +251 (0) 11 5 512945
 +251 (0) 11 5 445555

City Police +251 (0) 11 557 2100
 +251 (0) 11 572 121

Emergencies outside of Addis Ababa

United Nations Operations Centre (24 hours) +251 (0) 11 5 511726
 Satellite phone +87 16 254 6835
 Police Emergency numbers (24 hours) 991
 Federal Police +251 (0) 11 5 524077
 +251 (0) 11 5 526302
 +251 (0) 11 5 526303

In addition, in case of a medical emergency, the following is a list of hospitals and medical centres in Addis Ababa:

Hospital name	Telephone number	Type of services
Addis Hiwot Hospital Area 22, Haile G/Selassie Ave Bole in front of Axum Hotel	+251 (0) 11 618 0449/ +251 (0) 92 328 0828	General Hospital
American Medical Center Sunshine Meri Luke Compound	+251 (0) 11 667 8000/04	Clinic
Saint Yared Hospital On CMC Road before ILRI	+251 (0) 11 646 1031/ +251 (0) 11 645 4604/ +251 (0) 11 645 4607/ +251 (0) 11 640 6911/	Internal medicine, infectious disease, dialysis, critical care, paediatric and orthopaedic
Bethzatha Hospital Near Stadium, Stadium Road	+251 (0) 11 551 4141/ +251 (0) 11 552 3777/ +251 (0) 11 552 5995/ +251 (0) 11551 4470/ +251 (0) 11 515 8820	General surgery, gynaecology
Bethel Hospital 1 Ayer Tena, after Bethel Post Office and CBE	+251 (0) 11 349 5476/77	Abdominal surgery, dialysis, gynaecology, critical care
Bethel Hospital 2 Armed Forces Road, near Coca Cola Factory	+251 (0) 11 369 1643/ +251 (0) 11 349 5475	Abdominal surgery, dialysis, gynaecology, critical care

Brass Clinic (Mother and Child) Beginning of Bole Medhanialelem Road	+251 (0) 91 194 3105	Paediatric
Girum Hospital (Mother and Child), Medhanialelem Secondary School Old Ambo Road, after St. Paulos Hospital	+251 (0) 11 275 7676	Obstetric and paediatric
International Cardiac Hospital, Near Gotera, Ethio-China Road	+251 (0) 11 442 4680/81	Cardiovascular care
Kadisco Hospital Gerji, near Sunshine Apartments	+251 (0) 11 629 8902/03/04	General surgery, critical care, obstetric and paediatric
Landmark Hospital near Mexico Square, next to Genet Hotel	+251 (0) 11 552 5463/ +251 (0) 11 555 2719/ +251 (0) 11 552 5761	Cardiovascular care
MCM (Korean) Hospital Gerji	+251 (0) 11 629 4602/ +251 (0) 11 629 5431/ +251 (0) 11 629 5427/ +251 (0) 11 629 5423	Neurosurgery, critical care, orthopaedic
Gishen Pharmacy	+251 (0) 91 122 5523/ +251 (0) 93 003 3290/91/92/93	Pharmacy
Saint Gabriel Hospital, 22 Mazoria Road	+251 (0) 11 661 3622/ +251 (0) 11 661 4400/ +251 (0) 11 618 7345	Internal medicine, dialysis, general surgery and critical care
Hayat Hospital Bole area, near Toyota dealer	+251 (0) 11 662 4488	Urology
Black Lion Hospital (Public) on Churchill Road, near the main Post Office/Immigration Office	+251 (0) 11 551 1211/ +251 (0) 11 551 1213/ +251 (0) 11 515 9694	Cardiovascular care, traumatology
Cure Hospital Entoto Road https://cure.org/ethiopia	+251 (0) 11 124 5404/ +251 (0) 11 123 7767/ +251 (0) 11 122 7565 info@cureethiopia.org	Paediatric, orthopaedic
St Paul Hospital, near Pasteur Institute, (Public) Old Ambo Road	+251 (0) 11 275 0125	Psychiatry
Dinberwa (Mother and Child) 22 Area, Haya Hulet Road	+251 (0) 11 661 1112	Obstetric and paediatric
Menelik II Hospital (Public), Russia Street, Jan Meda	+251 (0) 11 123 4272	Ophthalmology, post-mortem examination
Viking Clinic, Bole, near Rwanda Embassy	+251 (0) 92 910 5653 / +251 (0) 96 013 5024	Medium clinic offering: Emergency Room services, laboratory services, medical check-ups
Yekatit 12 Hospital (Public) Sidist Kilo	+251 (0) 11 155 3065/ 66/ 68	Burn Center
Nordic Medical Center* (next to the Viking Clinic)	+251 (0) 91 381 8801	Emergency Room, gynaecology, paediatrics: Intensive Care Unit, Operating Theatre

Additional information

For additional information, please contact:

Rahel Abebe, tel.: +251 115445542, email: abebebezabeh@un.org, or

Loule Balcha, tel.: +251 115443226, email: balcha.uneca@un.org
