

CCDA-I

First Annual Conference on Climate Change and Development in Africa (CCDA-I)

United Nations Conference Centre, Addis Ababa, Ethiopia
17-19 October 2011

**Theme: Development First:
Addressing Climate Change Concerns
in Africa**

EXHIBITION

About the First Annual Conference on Climate Change and Development in Africa

The overall objective of CCDA-I is to establish a forum for dialogue, enhance awareness raising, mobilize effective commitment and actions by bringing together policy makers, academicians and practicing stakeholder with the aim of effectively mainstreaming climate change concerns into development policies, strategies, programmes and practices in Africa. CCDA also aims to strengthen Africa’s position and participation in international climate change negotiations with a view to ensuring adequate reflection of the continent’s concerns and priorities in a post-2012 international climate change regime.

The specific objectives of the *First Annual Conference on Climate Change and Development in Africa* are to:

- Deliberate on existing policies, science, knowledge and research concerning development and climate change issues across the continent;
- Demonstrate the compelling evidence and impacts of climate change and the need for adequate climate data, information and services to better inform adaptation and mitigation policies and practices;
- Identify policy and institutional innovations and best practices required to advance climate resilient and low carbon development in Africa;
- Promote sharing of experiences, best practices and lessons learned in integrating climate change concerns into development policies and practices;
- Inform the African negotiation position in the run up to the COP-17 in Durban through the analysis and debate of climate change issues relevant for the continent;
- Identify mechanisms for sustained sharing of knowledge on climate change and development in Africa among policy, research and practitioner communities;
- Build and strengthen strategic alliances and partnerships to further Africa’s climate change agenda;
- Identify gaps and needs to build coherence between the ClimDev Africa Programme with other initiatives across the continent.

Format of the 2011 Conference

The Conference comprises plenary sessions with keynote presentations on the broad subject of green economy in the context of sustainable development, followed by several parallel sessions. These sessions are complemented by a Plenary sessions that seeks to articulate the key elements of the debate on the Conference theme. The parallel sessions will provide an opportunity for the presentation of papers related to the Conference theme, with particular focus on the following sub themes:

Theme of CCDA-I

Development First: Addressing Climate Change in Africa

The following four sub-themes will stimulate an in-depth examination of the potentials of climate change for development in Africa. They will also assist in eliciting policy options and strategies for the enhancement of climate proofing sustainable development on the continent.

Sub-theme 1: Climate Science, Data, Information and Service Delivery

- Topic 1.1: Climate science
- Topic 1.2: Lessons learned from various initiatives
- Topic 1.3: Data and information

Sub-theme 2: Climate Resilience Development and Adaptation

- Topic 2.1: Socio ecological resilience and climate vulnerability, including health
- Topic 2.2: Climate change and water in Africa
- Topic 2.3: Climate change and agriculture in Africa

Sub-theme 3: Low Carbon Development in Africa

- Topic 3.1: Green economy in the context of Africa
- Topic 3.2: Energy access and poverty
- Topic 3.3: Reducing Emission from Deforestation and Degradation (REDD) and Land Use Land Use Change and Forestry (LULUCF)

Sub-theme 4: Economics and Finance

- Topic 4.1: Economics of climate change in the context of Africa
- Topic 4.2: Climate finance
- Topic 4.3: Roles and experience of RECs and Member States in Climate Change

The Plenary Sessions will focus on issues such as:

- Setting the Stage: The critical role of the state in promoting green economy
- Natural Resource Management; Biofuels; Food Security and Sustainable Agriculture
- Role of research in the promotion of green technology
- Mobilization of resources and accessing climate change financing by African countries and institutions.

Who is coming to the conference?

We are expecting over 300 participants at the conference including:

1. Decision-makers
2. Policy analysts and academics
3. Development practitioners from around the world
4. About 50 media practitioners from all sub regions of Africa

The *First Annual Conference on Climate Change and Development in Africa* will provide top level scientists, researchers, policymakers and practitioners from Africa and elsewhere with the opportunity to showcase their goods or services to an upscale, high income, international audience including, national policy makers, senior government officials, civil society groups and other key stakeholders. The exhibition runs parallel to the Conference, which is on, “*Development First: Addressing Climate Change in Africa*”. It runs from October 17-19.

The Manual

This Manual has been designed for the benefit of corporate bodies, organizations or persons who may wish to participate in the exhibition. Registration and other forms annexed to this document should be completed as soon as possible and returned by fax or electronically to the addresses/numbers below:

Aloysius Fomenky

Communications Officer
Economic Commission for Africa
P.O. Box 3001
Addis Ababa, Ethiopia
Tel: +251-11-543-5530
Mobile: +251-911-163565
Fax: 251-11-5514416
E-mail: AFomenky@uneca.org

Sponsorship Opportunities

CCDA Exhibition provides an effective opportunity for sponsoring companies to gain additional exposure and promote their products/services to a top-level international audience of nearly 500 people, including Heads of State, Ministers, Heads of International organizations, women leaders, human rights advocates, members of the civil society, policy makers and other stakeholders.

The various sponsorship opportunities are:

1. Receptions/Dinners
2. Tea, Coffee and Soft drinks, Water
3. Entertainment /Cultural Groups

What sponsors get

1. Premium booth package (double the size of basic booth, choice location where VIPs visit)
2. Complimentary TV and video player in booth (subject to availability)
3. Wireless internet service
4. Listing on Conference websites.
5. Display of banners in conference centre.
6. Full page color adverts in conference programmes and CCDA Exhibition Guide
7. Link to sponsor’s websites
8. Certificate of appreciation.

Others may rent booths to position their good/services, taking advantage of the high level international audience.

Basic Booth Package

The basic package includes:

- Fascia Label (Stand sign)
- Shell scheme of 6 x 3 sqm
- Spotlights
- Table and two chairs
- Counter cabinet

Exhibitors may request larger space to accommodate their merchandise at additional rate.

Exhibition Booth Rentals

The basic fees are as follows:

International Organizations	\$ US 2,500 per Booth
UN, Government, IGOs	\$ US 1,500 per Booth
International institutes	\$ US 2,000 per Booth
Local Companies	5,000 Birr per Booth (Those headquartered in Ethiopia)
Local NGOs	3,000 Birr per Booth

Payment Details

To secure your prime exhibition spot, please transfer the appropriated fees as follows:
Bank account details (For exhibitors outside of Addis Ababa)

Account Holder: United Nations Economic Commission for Africa
Account Number: 485000539
Swift Code: CHASUS33
Bank: J.P. Morgan Chase – International Agencies Banking;
1166 Avenue of the Americas, 17th Floor,
New York, NY 10036 – 2708
USA

Description: **CCDA 2011 Exhibition**

For exhibitors in Ethiopian Birr. Please make cheques out to: UNECA

Programme Outlines:

October 13 2011	Registration day at UNCC
October 14 2011	Buildup day
October 15 2011	Exhibitors take position and
October 17 2011	Exhibition (9am to 6pm)
October 18 2011	Exhibition (9am to 6 pm).
October 19 2011	Exhibition closes (6pm)

Exhibitions and Advertising

An Exhibition Guide with organizational profiles and list of exhibitors will be prepared. Deadline for the submission of the profile is October 9, 2011. For details on Sponsor privileges, facilities, entitlements and fees for various sponsorship options, please contact marega2@uneca.org.

Indemnity

The Economic Commission for Africa (ECA) will not be held responsible by the authorities in Ethiopia for the payment of any customs levy, tax, fine or other costs incurred by an Exhibitor. In any event, Exhibitors must undertake to indemnify the ECA from and against any payment, which ECA may be called upon to make to the authorities on their behalf. Please read and sign the indemnity section of the Registration Form (Annexed).

Access to ECA

Exhibitors (and co-exhibitors/ staff) are required to wear ID badges at all times in order to gain access to the ECA grounds and the Conference Centre. These will be issued at the United Nations Conference Center (UNCC) during build-up (See Programme). Please complete personal details on the Exhibitors Registration Form (Annexed).

Vehicle Pass

Vehicles without proper permits are generally disallowed from ECA grounds. However, during build-up and breakdown, special vehicle passes will be issued. You may apply for these passes by completing Form 5 (Annexed).

Your Exhibits

Shipping

All samples, exhibits, brochures, posters, stand equipment, and so on, may be imported into Ethiopia as exhibition material for re-exportation. Because of ECA's special relationship with Ethiopian Airlines, it is advisable to use this carrier. Goods should be shipped CIF Addis Ababa and consigned to:

CCDA-I Exhibition

Stand Number:

Economic Commission for Africa (ECA)

Menelik II Avenue

Addis Ababa, Ethiopia

The ECA Shipping Department will only clear goods for UN agencies and UN-sponsored organizations. Please ensure that your shippers supply full details of the shipment, including number of boxes, descriptions of contents, quantities and, in the case of radios and electronic equipment, make and serial numbers (See Form 4). Copies of the airway bill, invoices and packing list should be faxed in advance to: Gerard Hounkponou:

United Nations Conference Center (UNCC)

Fax: +251 115 513155

This will facilitate clearance ahead of arrival of the shipment. Kindly send original invoices and packing lists with shipment in compliance with customs regulations. Customs services are not available on weekends, so please take care of this well in advance.

If you intend to bring your goods as accompanied luggage, they should be treated in the same way - with packing lists and invoices faxed to ECA in advance of your arrival and original documents attached to your air ticket.

PS: Non-UN organizations and companies should make their own shipping arrangements through local clearing agents in Addis Ababa. A list of local shipping and clearing agents are provided below:

United Packers and Movers

Tel. 251-11-122 80 90

Fax 251-11-122 80 90

Pan Afric Global P.L.C.

Tel. 251-11-5516250/5517092/5153243

Fax 251-11-5515259

Worteb Shipping and Transit Service P.L.C.

Tel. 251-11-5504181

Fax 251-11-5504590

Packtra Pvt Ltd Company

Tel: 251 11 551 97 23

Fax: 251 11 551 37 88/ 551 96 37

Safe Transit

Tel: 251 11 552 07 21

Fax: 251 11 551 34 44

Security

ECA has 24-hour security and every effort will be made to ensure the security of exhibits. Nevertheless, the Commission declines responsibility for any loss or damage which may occur, including responsibility for the security of a stand, its exhibits and contents as well as personal property. You are urged to take out independent insurance against loss. In our experience, cell phones, briefcases, cameras and handbags are most at risk. Carry these items with you at all

times

Your standard Exhibition Stand



Stand Construction

The standard size of an Exhibition stand is 2m x3m (6sqm). Exhibitors may request for up to two stands.

a. Floor covering

The Exhibition floors are brown marble and uncarpeted.

b. Floor loading

The capacity is 500 kg per sqm.

c. Electricity supply (per “Exhibition Manual” by a/m)

The operating voltage available is 220-230 volts.

Please note:

Extended sizes are only available in multiples of standard booth size. Their positioning will be at the discretion of CCD A Exhibition Management.

Stand Dressing

The shell scheme consists of gray partition walls and fascia boards across the front and, where applicable, the sides (see sketch). Company name is supplied in standard lettered graphics (Complete Form 1). No logos or banners are permitted on the FASCIA boards. Each unit is fitted

with appropriate number of spotlights and electrical outlets and is supplied with 1 table, 2 chairs, and 1 cabinet. Posters and pictures can be attached to the walls by means of Velcro hooks or Velcro tape. Under no circumstances may nails, glue or double sided tape be used on the Stand system. Any damage done will be charged to the exhibitor's account.

Stand Safety and Security

ECA reserves the right to remove any item considered dangerous (flammables, explosives, weapons, etc.) from the exhibition area. Fire exits must not be blocked and disused packaging materials must be removed to avoid safety hazards. All items must be placed within the Stand area. No item will be allowed which obstructs the flow of people in the aisles and passageways.

Sale of Exhibits

Once the exhibition is open, no item may be set up, added or removed from Stands. No sale of exhibits/products from Stands is permitted, unless specifically requested and explicitly permitted (in writing) by UNCC in compliance with local authorities.

Attendance at your Stand

Exhibitors are welcome to share the Stand with another organization as long as ECA has agreed thereto. However, only one organization's name may be displayed on the fascia board. ECA reserves the right to have exhibits of any organization removed for which prior notification of attendance has not been supplied.

Please ensure that exhibition staff is in attendance at all times. UNCC will provide security staff to safeguard exhibits, but must decline any responsibility for loss or damage which may occur.

A Local Amenities Guide will be provided at the Registration Desk of UNCC.

General Information

Immigration Requirements

Visas are required for all participants traveling to Ethiopia, except for nationals of Djibouti and Kenya. Participants from countries with Ethiopian diplomatic missions are required by the Ethiopian immigration authorities to secure their visas from those missions.

Participants from such countries must obtain a visa through the Ethiopian Diplomatic Mission before departure. These include holders of diplomatic and service passports as well as United Nations Laissez-Passez.

If your country does not have an Ethiopian Diplomatic Mission, ECA will assist you in obtaining a visa upon arrival, subject to prior submission of complete passport details and flight information (refer to registration form).

You should request visa assistance from ECA well in advance; as it will take at least two weeks to process visa applications and obtain approval from the Ministry of Foreign Affairs and Immigration Authorities.

Please carry your letter of invitation with you as it is needed to facilitate visas on arrival at Bole International Airport, Addis Ababa.

Prior to entry, visitors to Ethiopia should be in possession of a valid inoculation 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 arriving in the country.

Please note that an Ethiopian visa costs between Birr 150-325 (\$ US 20-50) per person depending on your nationality, and payment must be made at the time of issue. Holders of diplomatic and service passports as well as United Nations Laissez-Passer will receive visas free of charge. Expenses incurred in connection with Visa requirement are paid in local currency, which can be obtained from the Ethiopian commercial bank at Bole international airport. Bank receipts for money changed at the airport must be kept securely as they may be asked for upon departure.

Please send the registration form with passport and flight information to the:

United Nations Conference Center (UNCC)

Fax: +251115513155, email : ccu@uneca.org

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 to Addis Ababa. There are travel agencies on site at ECA to assist with re-confirmation of tickets and to provide participants with travel and tour-related information. Travel Agencies at ECA can be reached at the following telephone numbers:

- Gashem Travel Tel: +251 11 515 89 32/ 0911 25 04 68/ 0911 20 12 39/5157575/5509034
- Safeway Travel, Tel: +251 11 5443157/0911 203707/0911 200077
- Air link Travel Agency Tel: +251 11 15443609 /5503913

Hotel Accommodation

Arrangements have been made by the Conference organizers to book accommodation for participants at their expense in various hotels, as listed below. Participants who wish to avail themselves of this service at UN preferential rates are required to complete the relevant section of the registration form and forward it no later than 10 September 2011 or reserve, directly quoting the events name to obtain special rates.

1	ADOT - TINA HOTEL Tel: (251-11) 4 -67 39 39 Fax: (251-11) 4 -67 41 11 Mobile: (251-11) 9 13 62 74 91 E-mail: adottinah@ethionet.et Website : www.adottina.com	Single rooms Junior Suit	US\$60.00
2	JUPITER INTERNATIONAL HOTEL Tel: (251-11) 5-52 73 33 Fax: (251-11) 5-52 64 18	Single rooms	US\$ 70.00
3	HILTON HOTEL Tel: (251-11) 5-51 84 00 Tel: (251-11) 5-51 00 64 E-mail: sales addis@hilton.com	Single Double Executive Room Single Double	US\$ 120.00 US\$ 190.00 US\$ 220.00 US\$ 250.00 Plus 25% TAX
4	SHERATON HOTEL Tel: (251-11) 5-17 17 17 Fax: (251-11)5-17 27 27	Club room (Single) Executive Room Executive Double	US\$ 165.00 US\$ 220.00 US\$ 250.00 Plus 25% TAX

Currency/Banks

All foreign currency in your possession should be declared on the blue currency declaration form upon arrival at Bole International Airport. There is no limit to how much you can bring into the country. Ethiopian currency is denominated in “Birr” and “Cents”. The bank rate of exchange varies.

Currency changed into Birr at the Commercial Bank on the ECA compound may be reconverted only at that Commercial Bank, and not exceeding the originally converted amount. Acceptance of credit cards is limited to a few hotels and restaurants. It is therefore advisable to carry other means of exchange (traveler cheques) and adequate local cash.

Registration and identification badges

Participants are required to register and obtain identification badges prior to the opening of the Conference. Also kindly carry your invitation letter and personal identification for on site accreditation. For identification and security reasons, identification badges should be worn by all participants at all times.

Form I

First Annual Conference on Climate Change and Development in Africa Exhibition

October 17-19, 2011, UNCC Addis Ababa, Ethiopia
United Nations Economic Commission for Africa

Please fax form to: +251 11 551 0365 or
+251 11 5513155

Exhibition Service Request

Deadline: October 10, 2011

Please Print

Exhibitor
(Organization/ Company): _____

Exhibit (Type): _____

Stand Number requested:

1st Option: _____ 2nd Option: _____ Multiple: _____

If you require a larger stand, please indicate how many Stand modules you wish to merge.

Principal/ Organization's Contact Person (Director/ Proprietor)

First Name: _____ Family name: _____

Position: _____

Organization: _____

Address: _____

City: _____

Country: _____

Telephone: _____ Fax: _____

Country City Local Country City Local

E-mail: _____

Persons in Attendance

1. Names: _____

Multiple Stand Occupancy

List the names and addresses of other organizations you may be representing at your booth (maximum 2) (Subject to approval)

I hereby indemnify ECA and/or its agents against any and all costs that may be incurred on our behalf during the exhibition.

Name _____ of _____ Company/
Organization_____

Date: _____ Signature: _____
(Director/Principal)

Please send this registration form by email to, marega2@uneca.org

Form II

First Annual Conference on Climate Change and Development in Africa Exhibition

October 17-19, 2011, UNCC Addis Ababa, Ethiopia
United Nations Economic Commission for Africa

Please fax form to: +251 11 551 0365 or
+251 11 5513155

Exhibition Service Request

Deadline: October 10, 2011

Stand Number: _____
(As confirmed)

Organization: _____

First Name: _____ Last Name: _____

Telephone: _____ Fax: _____
Country City Local

E-mail: _____

1. Fascia Name

Exhibition stands will be provided with name labels on their fascia boards. These are for identification only and names should be abbreviated. All fascia labels will have uniform lettering; only one organization's name is permitted per stand. Please enter in the space below the name you wish to appear on your board, in capital letters.

Name to appear on name board (maximum 20 characters)

Name: _____ Date: _____

Director or Principal of
Exhibitor/ Organization

Form III

First Annual Conference on Climate Change and Development in Africa Exhibition

October 17-19, 2011, UNCC Addis Ababa, Ethiopia
United Nations Economic Commission for Africa

Please fax form to: +251 11 551 0365 or
+251 11 5513155

Exhibition Service Request

Deadline: October 10, 2011

Stand Number: _____
(As approved)

Stand Name: _____

Exhibition Guide

Free editorial entry.

For the enhanced exhibition package, exhibitors are offered a free organizational bio-sketch in the Exhibition Guide. What would you like to say about your company/organization? Please use the box below.

Name of Exhibitor: _____

Address: _____

Telephone: _____ Fax: _____

E-mail: _____

Brief description of your products/ services (maximum 60 words)

Form IV

First Annual Conference on Climate Change and Development in Africa Exhibition
October 17-19, 2011, UNCC Addis Ababa, Ethiopia
United Nations Economic Commission for Africa

Please fax form to: +251 11 551 0365 or
+251 11 5513155

Exhibition Service Request

Deadline: October 10, 2011

Exhibition Shipping Request

Deadline: October 10, 2011

Name of Exhibitor: _____

Address: _____

Telephone: _____ Fax: _____

E-mail: _____

Shipping

List goods you will be shipping or bringing as accompanied baggage. In the case of radios and electronic equipment, include make and serial number. Be sure to attach hereto the documents mentioned on page 4 of this manual. Clearing Agents and Transportation costs will be charged to the Exhibitor's account. Non-UN organizations and companies will be provided a list of agents to contact in Addis Ababa.

Arrival Details

Flight No: _____

Date: _____

Time: _____

Name: _____ Date: _____

Director or Principal of Exhibitor/ Organization

Form V

First Annual Conference on Climate Change and Development in Africa Exhibition

October 17-19, 2011, UNCC Addis Ababa, Ethiopia

United Nations Economic Commission for Africa

Please fax form to: +251 11 551 0365 or
+251 11 5513155

Exhibition Service Request

Deadline: October 10, 2011

Stand Number: _____

Stand Name: _____

Onsite Services

Properly authorized requests specified prior to the deadline will be relayed by UNCC to local authorized contractors. Expenses will at all times be made to the exhibitors account. Arrangements with authorized contractors may also be made directly onsite.

Security

24-hour security guard will be provided in exhibition area by ECA.

Florist

Please arrange with authorized contractor onsite (at your expense).

Photographer

Please arrange with authorized contractor onsite (at your expense).

Catering

Please arrange with authorized contractor onsite (at your expense).

Stand Cleaning

Once daily at close of Exhibition for the entire duration Yes: US\$12

Vehicle Passes
Complete to apply (maximum 2)

Make Color Registration No. Driver's Name

Name: _____ Date: _____