



United Nations
Economic Commission for Africa



Empowered lives.
Resilient nations.



AFRICAN ECONOMIC CONFERENCE 2014

ADDIS ABABA, ETHIOPIA - NOVEMBER 1-3, 2014

KNOWLEDGE AND INNOVATION FOR AFRICA'S TRANSFORMATION



INFORMATION FOR PARTICIPANTS

INFORMATION FOR PARTICIPANTS

Dear Participant,

We look forward to welcoming you to Addis Ababa for the African Economic Conference, which will be held from 01 to 03 November 2014 at the United Nations Conference Centre located at the Headquarters of the Economic Commission for Africa (ECA), Addis Ababa, Ethiopia.

Please find below some general information on conference arrangements and on Addis Ababa that you might find useful.

IMMIGRATION REQUIREMENTS

Visas are required for all visitors/delegates travelling to Ethiopia, except for nationals of Djibouti and Kenya. You may acquire visa at the Ethiopian diplomatic mission in your country of residence. If your country does not have an Ethiopian diplomatic mission, the Economic Commission for Africa office in Addis Ababa will assist you in obtaining a visa upon arrival, provided we receive the following particulars in advance of your travel:

- (1) Full name (as in passport)
- (2) Nationality
- (3) Passport details – number, date of issue and expiry
- (4) Flight details – arrival and departure

It is important to note that business visas can be obtained on arrival for all participants attending meetings/seminars/workshops in Addis Ababa. The Ethiopian Immigration Authority however requires that you present **an official letter of invitation** for securing your business visa on arrival. It is thus imperative that you bring with you the letter of invitation and present it to the Immigration Authority at the Airport for securing the 'the visa on arrival'. This includes holders of diplomatic and service passports as well as the United Nations Laissez-Passer.

Please note that an Ethiopian visa costs US\$20/€17. Payment must be made in cash at the time of issue. Holders of diplomatic and service passports, as well as the United Nations Laissez-Passer, will receive visas gratis. Please note that Bank receipts for money changed at the airport must be kept securely as they might 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. Addis Ababa is situated at an altitude of 2,400 meters, should you be affected by or are concerned about the risks associated with high altitude, it is advisable to take appropriate precautionary measures or seek medical advice before travelling to Addis Ababa.

The United Nations Health Centre, situated on the ground floor of the United Nations Conference Centre, provides emergency medical services, at a fee, to participants/delegates attending meetings during working hours.

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

Dr. Grace Fombad

Chief – United Nations Health Care Centre

Telephone: 251–11-551-5828 or 251–11-551-7200 ext. 88888/33548 or 35502

ECA Ambulance Telephone: 251–11-551-1059 or 251–11-551- 5828.

TRANSPORT

You will arrive at Bole International Airport, which is located just 5 kilometres from the centre of Addis Ababa. Courtesy shuttles will be available at the airport to drop participants at their hotel. Shuttle buses will also be available to ferry participants back and forth from their respective hotels to the meeting venue in the mornings and at the end of the daily sessions. On the first day of the Conference, the bus will enter ECA compound through Gate 3 (Salcost) and drop participants at the ID collection area to collect security badges. Security officers will assist in guiding participants into the United Nations Conference Centre (UNCC). It is a requirement that security badges be worn and visibly displayed by all participants at all times when on the ECA premises.

Transport will not be provided during lunch breaks.

If you would like transportation in Addis Ababa outside of conference time or require transport to the airport after 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 a yellow or blue taxi parked outside the ECA gates or your hotel.

REGISTRATION AND IDENTIFICATION BADGES

Conference Registration will be the responsibility of the United Nations Security and Safety Section. All names will be communicated in advance and registration and collection of conference security badges will be done on the morning of 01 November, 2014. For this purpose, participants are required to bring their passports and airline tickets on this day.

ICT SERVICES

The United Nations Conference Centre is equipped with WIFI. Technical support is available through the ECA Help Desk (telephone +251 11 544 3123, email: ihelpdesk@uneca.org). Technical support for presentations must be arranged in advance.

AIRLINE RESERVATIONS

A number of international airlines operate to and from Addis Ababa. Sponsored participants will receive their tickets from the respective Conference organisers. It is required that participants secure their return/onward air passage prior to their arrival in Addis Ababa. Gashem and Airlink Travel are the official travel agencies on site at ECA to assist with ticket re-confirmations 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), Airlink Travel Tel: +251 115 44 43 34/36. 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.

Restaurants around UNECA

Below is a list of restaurants for your information:

Lime Tree

Kazanchis Business District, Guinea Conakry St.

Telephone: 0911 200072

Email: limeTree@serenaethiopia.com

Known for: Quick, fresh meals; salads, delicious desserts

7 days a week

Liquid Lounge

Kazanchis Business District, Guinea Conakry St.

Telephone: +251 91 3 08 0404

7 days a week

Kabana Restaurant

Kazanchis area, Guinea Conakry St.

10th floor of Enat Tower

Telephone: +251 937 673 030

Known for: Caribbean grills meat/Mediterranean mezza

7 days a week

Carnivore Addis

From Meskel Square, on the road to Bambis (same building as Abyssinia Supermarket)

Telephone: +251-11-554-1330/31

Known for: Grilled meat/Salad bar

7 days a week

Radisson Blu Hotel

Kazanchis Business District

Telephone: +251- 115-15 76 00

Elilly International Hotel

Kazanchis Area

Telephone: +251-115-587773 +251-115-585200

E-mail: info@elillyhotel.com

Jupiter International Hotel

Kazanchis Business District

Telephone: +251-115-527333

Email: info@jupiterinternationalhotel.com

USEFUL TELEPHONE NUMBERS

ECA: 0115-449999

UN Conference Coordinating Unit: 0115-443545 or 0115-514945

United Nations Security Control Centre: 0115-445555

GENERAL INFORMATION ABOUT ADDIS ABABA

Addis Ababa is a high altitude city, 2400 meters above sea level (higher than Mexico City). Safety standards are relatively good, but similar precautions as in other metropolitan hubs should be followed. The predominant language spoken in Addis Ababa is Amharic, but English is understood. Communication in French is quite limited and minimal in Italian and Arabic. The right-hand traffic rule applies. Additional information on Ethiopia and ECA can be found on the following websites:

<http://www.tourismethiopia.gov.et>

<https://iseek2.un.org/addisababa>

<http://www.uneca.org>

CLIMATE

Ethiopia has two main seasons. The dry season lasts from October through May, and the rainy season begins in late June and ends in September. Temperatures depend on the season and altitude. Proximity of the city to the equator does not have a significant effect on weather conditions. Temperatures are mild and soothing. November to January are the coldest months of the year, while April - May are the warmest months. However, even during the warmest months, temperatures can drop abruptly after sunset. Accordingly, participants are advised to carry appropriate clothing.

ELECTRICITY SUPPLY

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

MOBILE TELEPHONE SERVICES

Participants are encouraged to come to Addis Ababa with their dual band mobile handsets (900/1800 MHZ). The Ethiopian Telecommunications Company offers SIM cards with pre-paid airtime. Participants coming from the United States of America should kindly note that they can only use tri-band mobile handsets i.e. (900/1800/1900 MHZ).

TEMPORARY IMPORTATION OF LAPTOPS AND OTHER MEETING EQUIPMENT

To comply with the customs regulations of the Government of Ethiopia, conference participants should declare laptops and meeting equipment they are carrying with them when entering the country. Detailed specifications of the items to be brought in, together with the arrival/departure details of the participant will be required. The items will be registered for temporary importation by Customs and they should be taken out of the country upon departure.

CURRENCY

Ethiopian currency is denominated in "Birr" and "centime". The exchange rate fluctuates. Directives issued by the National Bank of Ethiopia for inward and outward movement of foreign currency notes and Ethiopian Birr require any traveller that is a non-resident, to declare any amount of cash exceeding US\$3000 or its equivalent in any other convertible foreign currency in their possession at the points of entry into Ethiopia by filling out the Ethiopian Customs and Revenue Authority declaration form on arrival. A non-resident traveller is not allowed to carry more than US\$3000 or its equivalent in any other convertible foreign currency in cash upon departure from Ethiopia, unless he/she produces a bank advice certifying the purchase of foreign currency from within Ethiopia or a Customs Declaration issued at the time of entering the country and a still valid visa.

The Commercial Bank of Ethiopia has a branch in the ECA compound – located at the Rotunda. The Bank is open Monday – Friday, from 8:00 a.m. to 5:00 p.m. ATM machines (Visa) are also available at the United Nations Conference Centre. An authorized foreign exchange centre is available at the nearby Sheraton Hotel and ATM machines for Visa/MasterCard users can be found at both the Sheraton and Hilton Hotels. ATM machines dispense Ethiopian Birr.

SHOPPING HOURS

Shops are generally open from 09.00 to 18.00/20.00 hours from Monday through Saturday with a lunch break from 13.00 to 14.00 hours in some cases. Some shops close at 13.00 on Saturdays. A few shopping malls and small- shops throughout the city open on Sundays.