

INFORMATION FOR PARTICIPANTS
Scan-ICT Phase II kick-off workshop
30 June - 2 July 2005
UNCC, Addis Ababa, Ethiopia

Dear Participant,

Welcome to Addis Ababa and to the Scan-ICT Phase II kick-off workshop, which is being held from 30 June to 02 July 2005, at the Headquarters of the Economic Commission for Africa (ECA).

Below please find some general information on meeting arrangements, which you may find useful.

1. Registration and Identification Badges

Participants are required to register and obtain Identification Badges prior to the opening of the workshop. Kindly also carry your invitation letter and personal identification for onsite accreditation. For identification and security reasons, Identification Badges should be worn by all participants at all times during the workshop and at official social functions.

2. Documents

Participants will be issued copies of the documents of the workshop at the time of registration. Documents, which participants wish to circulate, should be handed to the Secretariat. Participants are also advised to consult with the Secretariat on any matter pertaining to the issuance or distribution of documents at the workshop.

3. Immigration Requirements

Visas are required for all participants traveling to Ethiopia, except for nationals of Djibouti and Kenya. Participants from countries that have 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 them before departure. These include holders of diplomatic and service passports as well as United Nations Laissez-Passer.

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 your complete passport details and flight information. 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 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 gratis. Expenses incurred in connection with visa requirements are paid in local currency obtainable 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 on departure. The airport tax on departure from Bole International Airport is US\$ 20.00 payable in cash in US dollars.

4. 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 to arrival in the country.

Details of the United Nations Health Care Centre (UNHCC), situated on the ground floor of the Conference Centre will be provided in a facilities guide at registration.

5. 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 on how much you can bring into the country.

Ethiopian currency is denominated in “Birr” and “Cents”. The bank rate of exchange varies. The UN official rate as of 1st June 2005 is US\$ 1.00=Birr 8.66.

Currency changed into Birr at the Commercial Bank on the ECA compound, may be reconverted only at that branch of Commercial Bank, and not exceeding the originally converted amount.

Acceptance of credit card is limited to few hotels and restaurants. It is therefore advisable to carry means of exchange (traveler cheques) and adequate local cash.

6. 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 in the ECA administrative building to assist with re-confirmation of tickets and to provide participants with travel and tour related information.

7. General Information about Addis Ababa and Ethiopia

Addis Ababa is a city at high altitude, 2400 meters above sea level (higher than Mexico city). Safety standards are relatively good, but similar precautions as in other metropolitan cities should be followed. The predominant language spoken in Addis Ababa is Amharic, but English is widely understood as well. Communication in French is quite limited and minimal in Italian and Arabic.

Right hand traffic rule applies. Regulations restrict certain areas from photography and movement in their vicinity 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>

8. Climate

End of June-July is the beginning of the rainy season in Ethiopia. The temperature in Addis Ababa during this period varies between maximum 23°C and minimum 6 °C.

9. Electricity Supply

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

10. Hotel Accommodation

Arrangements have been made by ECA 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 preference rates are required to send their preference to the Secretariat no later than 28 September 2005. Participants will be responsible for hotel accommodation costs and all additional costs, i.e. breakfast (where not included), telephone, Internet/fax, room service, mini-bar, laundry, additional meals such as lunch and dinner – these must be paid by participants directly to the hotel at checkout.

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

1. Sheraton Addis

Tel: +251 1 17 17 17

Fax: +251 1 17 27 27

E-mail: reservations.addisethiopia@luxurycollection.com

(Club room)

Single room: \$US 133.00

Double room: \$US 133.00

(Breakfast not included)

2. Addis Ababa Hilton

Tel: +251 1 51 84 00

Fax: +251 1 51 00 64

E-mail: sal_addis-ababa@hilton.com; www.hilton.com

Single room: \$US 109.00

Double room: \$US 109.00

(Breakfast not included)

3. Global Hotel

Tel: + 251 1 66 39 06/66 47 22/66 47 66

Fax: +251 1 66 47 23

Single room: \$US 47.00
Double room: \$US 52.00
(Breakfast included)

4. Hotel de Leopold
Tel:+251 1 50 77 77/251 9 67 78 73

Single room: \$US 50.00
Double room: \$US 70.00
E-mail: hoteldeleopol@telecom.net.et
(Breakfast included)

11. Reception on Arrival

Participant will be met on arrival at Bole International Airport and will be assisted with immigration customs and related formalities, subject to the necessary information being provided in time. Consequently, flight details with expected departure date and time should be filled at the registration desk before the opening of the workshop so that ECA Conference Coordination Unit and Air Lines Agents will make the necessary arrangements if there are any flight changes to be made.

12. Transport

You will arrive at Bole International Airport, which is located just 5 kilometers from the Centre of Addis Ababa. Please note that only those participants who have provided advance information to ECA of their flight number, date and time of arrival will be met at the Airport and transported by bus to their hotels.

All hotels will be able to provide transfers back to the airport on return. Participants are required to notify their hotel dates and time for their departure 24 hours in advance to ensure the necessary arrangements are made.

ECA buses will be available to transfer participants from hotels to the Conference Centre in the mornings and back to their hotels at the end of the day's session. No transfers will be provided during lunch break.

Additional Information

For additional information regarding substantive issue of the Meeting, please contact:

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