

**WSIS Academia Research Network Brainstorming
Workshop
9-11 June 2004
UNCC, Addis Ababa, Ethiopia**

Information for Participants

Dear Participant,

Welcome to Addis Ababa and to United Nations Conference Centre of the United Nations Economic Commission for Africa (UNECA). Below please find some general information for planning your trip to Addis Ababa and also on the meeting arrangements, which you may find useful.

1. 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.

May is the last month of the dry season in Ethiopia. The rainy season begins in June, so occasional rainfall is possible. The temperature in Addis Ababa during May varies between maximum 25°C and minimum 9 °C.

Further 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>

2. 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 the Ethiopian Diplomatic Mission*

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 to the Secretariat by e-mail or fax. 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 Ministry of Foreign Affairs and Immigration Authorities.*

Please carry your letter of invitation with you as this document is needed when facilitating visas on arrival at Addis Ababa Bole International Airport. 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 to arrival 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 requirements 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. The airport tax on departure from Bole International Airport is US\$ 20.00 payable in cash in US dollars.

A number of International Airlines operate to and from Addis Ababa. It is required that participants responsible for their own travel arrangements 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. Please have your ticket available when visiting the travel agency to re-confirm flights.

3. Hotel Accommodation

Accommodation arrangements have been made to you by ECA at Hotel De Leopold.

Hotel De Leopold
(1/2 kilometer distance from ECA)
Telephone no. 251-1-537562; 251-1-537563 and 251-1-537625
Fax no. 251-1-531466
Addis Ababa, Ethiopia

	<i>UN Rate</i>
Single room	US\$ 40.00

Twin room	US\$ 60.00
Double room	US\$ 60.00
(Breakfast and tax included)	

4. 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 May 2004 was US\$ 1.00=Birr 8.63. Major foreign currencies can be changed into Birr at the Commercial Bank on the ECA compound, and could be reconverted only at the same branch, but 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’s cheques) and adequate local cash.

5. Reception on Arrival

Participants 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.

6. Transport

You will arrive at Bole International Airport, which is located just 5 kilometres from the Centre of Addis Ababa. ***Please note that 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.***

ECA buses are usually made 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.

7. Registration and Identification Badges

Participants are required to register and obtain Identification Badges prior to the opening of the meeting. Kindly also 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 during the Conference and at official social functions.

8. Documents

Participants will be issued copies of the documents for the Meeting at the time of registration. Participants are advised to consult with the Secretariat on any matter pertaining to the issuance or distribution of documents at the Meeting.

Additional Information

If you have any questions or require any assistance do not hesitate to contact the Economic Commission for Africa (ECA)

For additional information, regarding substantive and general issues of the Meeting, flight arrangements, visa and accommodation problems, please contact the Secretariat contact person:

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