



**United Nations Economic Commission for Africa
AFRICAN TRADE POLICY CENTRE**

**Inception Workshop on
Mainstreaming Gender into Trade Policy**

21- 22 April 2009

General Information for Participants

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- 1. General** The above-mentioned workshop will be held in Addis Ababa, Ethiopia from 21 to 22 April 2009.

- 2. Accreditation** All participants must be accredited using the registration form. For security reasons, there will be no entry to the conference venue without prior accreditation.

- 3. Travel** The ECA will provide air ticket to all the sponsored participants. Please, take into account that according to the UN rules, an ECA sponsored air ticket cannot be changed once issued. Nevertheless, each participant can change the booking at his/her own expenses. The non-sponsored participants will have to organize their own travel arrangements and inform us as soon as possible about their flight details.

- 4. Visa** All participants from countries that have an Ethiopian embassy are required by the Ethiopian immigration authorities to secure their visas from those embassies before departure. If your country does not have an Ethiopian Embassy, the ECA will assist you in obtaining a visa upon arrival. You should request visa assistance from ECA well in advance, as it generally takes at least one week to process visa application locally and obtain the approval from the Ministry of Foreign Affairs and the immigration authorities. Please note that an Ethiopian visa costs between Ethiopian Birr 160 - 480 (20 to 60 US dollars) per person depending on your nationality.
All participants are required to kindly bring their letter of invitation with them during their travel. Participants that hold African Diplomatic passports can obtain the visa upon arrival at Bole international airport.

- 5. Reception on arrival** Provided that advance notice is given, participants will be met on arrival at Bole International Airport. Consequently, expected date and time of arrival in

Addis Ababa with flight details should be notified as soon as possible to the addresses specified. Any subsequent changes should also be similarly notified.

- 6. Accommodation** The ECA has secured special room rates in hotel De Leopol. The ECA special room rate is 60 USD per night and per person and include breakfast and taxes. During the first day of the workshop, the sponsored participants will receive a Daily Subsistence Allowance of 135 USD covering from the day of arrival to day of departure. They will have to use the DSA to pay the hotel. A free shuttle service will be provided between the airport and the hotel and between the hotel and the workshop venue. Please note that for the non-sponsored participants the accommodation will be at their own expenses. They are strongly recommended to book a room in the hotel mentioned above, as in this case they will be provided with transport service from and to the workshop venue. The ECA can book the room on their behalf, upon request.
- 7. Workshop Venue** The workshop will take place at the United Nations Conference Centre (UNCC-AA) in the ECA complex.
- 8. Accreditation on Site** Participants are required to register and obtain identification badges prior to the opening of the workshop. In this regard, they will be picked up from their hotel taken directly to the ECA security office located in front of the main entrance to the ECA compound.
- 9. Access and Security** To ensure security, only person wearing the conference badge will have access to the conference facilities.
- 10. Workshop Secretariat** There will be a workshop secretariat at the venue. Staff will be available to assist with any other queries.
- 11. Interpretation** The workshop languages are English and French. Simultaneous interpretation will be provided.

12. Meeting and Interviews rooms

Several meeting rooms and spaces are available at the workshop venue for formal and informal meetings outside the official programme.

13. Weather and Clothing

Ethiopia has two main seasons: the dry season lasts from October through May and the rainy season starts in late June and ends in September. Therefore, the temperature in Addis during the month of April varies from 10 to 25 degrees centigrade.

14. Health related requirements

Addis Ababa is generally a safe city. However, the same precautions should be followed as in any other large cities. Please remember that the altitude of Addis Ababa is 2,600 metres above sea level. The United Nations Health Centre, situated on the ground floor of the Conference Centre, will provide emergency medical services to participants/delegates attending meetings during working hours.

15. Telecommunications

The Ethiopian Telecommunications Corporation maintains an office in the Rotunda of Africa Hall, where you can make international telephone calls and send faxes and telexes. Telephone booths for local calls are available in the UNCC-AA.

16. Contact Details

For more information about the meeting, please contact:

Mr. Robert Lisinge
Programme Management Officer,
United Nations Economic Commission For
Africa,
Trade Finance and Economic Development
Division,
PO BOX 3001 Addis Ababa- Ethiopia,
Tel: +251 -11-544-34-43,
Fax: +251-11-551-30-38,
Email: tlisinge@uneca.org