

# **WSIS Follow-up Conference on Access to Information and Knowledge for Development, United Nations Conference Centre**

*27-30 March 2006  
Addis Ababa, Ethiopia  
United Nations Conference Center*

## **Information for Participants**

Dear Participants,

Welcome to Addis Ababa and to the above-mentioned meeting which is being held from 27 to 30 March 2006 at the Headquarters of the Economic Commission for Africa (ECA)

### **1. Registration and Identification Badges**

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

### **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 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 US\$ 20 per person and payment must be made at the time of issuance. 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 US\$. The airport tax on departure from Bole International airport is US\$ 20.00 payable in US dollars.

### **3. 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.

The United Nations Health Care Center (UNHCC), situated on the ground floor of the UN Conference Center provides 24 hours medical services against cash payment. In case of medical or dental emergency please call the reception desk at telephone numbers 44 55 02, 44 35 48, 44 31 35 if you are within the ECA premises please call extensions 35502, 88888, 33135, 33548.

#### **4. Currency/Banks**

Currency: Birr

Ethiopian currency is denominated in *Birr* and *centimes*. The bank rate of exchange varies. The official exchange rate as of January 2006 was \$US1.00 = Birr 8.65.

There is a branch of the Commercial Bank of Ethiopia in the ECA compound – located at the Rotunda. This Bank is open Monday – Friday, from 8:00 a.m. to 12:30 p.m. and from 2 :00 p.m. 4 :00 p.m. There is also an authorized exchange centre (Forex) at the Sheraton Hotel. ***You can withdraw up to \$500 equivalent in local currency using your Visa credit card from Dashen Bank at Sheraton Hotel.***

It is to be noted that 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.

#### **5. 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 in 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 are reachable at the following telephone numbers:

- Safeway Travel Tel: +251 011 5443176/5443162/5443186/5443157/0911203707/0911388704
- Gashem Travel Tel: +251 011 5443046/5443052/5443051
- Airlink Travel Tel: +251 1 44 36 10/1/2/3 and 09 250156

Ethiopian Airlines and Kenya Airways have offices at the ECA compound. Both airlines will also have travel desks in the Conference Centre for the entire period of the meeting.

Please have your ticket available when visiting the travel agencies/desks to re-confirm flights.

#### **6. Hotel Accommodation**

- At your request accommodation can be reserved for at the following hotels provided we receive your request by **15 March 2006**. All hotels will be expecting a final rooming list from ECA by 20 March 2006 after which ECA will be subject to a cancellation penalty for rooms reserved and not utilized. In addition to accommodation costs, all participants will be responsible for all other additional costs; i.e. breakfast (where not included) telephone, Internet/fax, room service, mini-

bar and laundry, additional meals i.e. lunch and dinner - must pay these directly to the hotel at checkout.

## **7. Reception on Arrival**

Participants will be met on arrival at Bole International Airport and will be assisted with the formalities regarding immigration and customs etc. Date and time of arrival in Addis Ababa with flight details should be sent as early as possible to Ms. Frewhiwot Fekade Selassie by e-mail [FfekadeSeassie@un.eca.org](mailto:FfekadeSeassie@un.eca.org). Any subsequent changes should also be similarly transmitted.

## **8. Transport**

Upon arrival at Bole International Airport, which is located just 5 kilometers from the center of Addis Ababa, ECA will provide courtesy transport that will pick participants from the Airport to the hotel.

ECA buses will ferry participants back and forth from the hotel to the conference venue in the mornings and at the end of the daily sessions. ECA will not provide transport during lunch break and will not facilitate transportation services back to the airport upon departure.

## **9. Mobile Phone Services**

Participants are encouraged to come to Addis Ababa with their dual band mobile handsets (900/1800 MHZ). Ethiopian Telecommunication Company offers SIM Cards with pre-charged airtime. The total package which costs \$US 50 includes \$US 12 airtime.

For participants coming from the United States of America kindly note that they can only use triband mobile handsets i.e. (900/1800/1900 MHZ)

## **10. 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 minimum 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>

## **11. Climate**

April is a dry season in Ethiopia, but occasional rainfall is possible. The temperature in Addis Ababa during March is between maximum 25 degree Celsius and a minimum of 9 degree Celsius.

## **12. Electricity Supply**

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

### **Guidelines on Personal Security and Safety of Participants**

Personal security is an individual responsibility. Using common sense and being alert can reduce risks. The aim of this Security Bulletin is to provide Conference participants, with the necessary personal security advice, making them aware of the existing security rules and regulations that apply within the Economic Commission for Africa (ECA) premises and in Addis Ababa.

The best way to be safe is to avoid trouble at all cost, rather than having to extricate yourself later. The United Nations Security and Safety service is always at the ready to serve all its clients. In this regard, the cooperation of all participants at this meeting would help us a great deal in ensuring the safety of your valuables and your personal security.

#### **Do the following while you are in the ECA premises**

- Display your Conference Badges, on demand of an authorized person and wear it visibly.
- Do not leave bags and parcels unattended; this will be confiscated or destroyed.
- Display the vehicle passes issued.
- Do not bring unauthorized persons and children into the conference center.
- Safeguard your valuable property.
- Check for your documents and items before you leave conference halls and meeting rooms.
- If you lose any valuable items within the premises, inform UN Security and Safety Service or inform the nearest Security Officer.

#### **If you are off the ECA Premises and in the Hotel:**

- Upon entering or leaving your room, make it a habit to lock the door.
- Before leaving, inspect your room to make sure no money, jewelry, cameras, etc. have been left exposed.
- Deposit valuables or portable items at the reception desk and obtain a receipt.
- Do not open packages delivered to you unless you are expecting them.
- Should you observe anything suspicious or out of the ordinary, please contact Security Service.

#### **Additional Information**

For Additional information regarding substantive issue of the Conference, please contact:

Petrina G. Amonoo  
Chief Librarian

UNECA Library  
P.O. Box 3001  
Addis Ababa, Ethiopia  
Tel: 251-011- 551 02 80  
Fax: 251-011-5514416  
E-mail: [Pamonoo@uneca.org](mailto:Pamonoo@uneca.org)

And General issues:

Abraham Azubuike  
Systems Librarian  
UNECA Library  
P.O. Box 3001  
Addis Ababa, Ethiopia  
Tel: 251-011- 5443667  
Fax: 251-011- 5514416  
E-mail: [Aazubuike@uneca.org](mailto:Aazubuike@uneca.org)

Frehiwot Fekade Selassie  
Library Assistant  
UNECA Library  
P.O. Box 3001  
Addis Ababa, Ethiopia  
Fax: 251-011-5443058  
Tel: 251-1- 51 45 34  
E-mail: [Ffekadesselassie@uneca.org](mailto:Ffekadesselassie@uneca.org)