



Regional ICT, Trade and Economic Growth Forum
14th to the 16th of March 2006
UN Conference Center

Addis Ababa, Ethiopia

Information for Participants

Dear Participants,

Welcome to Addis Ababa and to the ICT, Trade and Economic Growth Forum, which will be held from 14-16 March 2006 at the Headquarters of the Economic Commission for Africa (ECA).

Below, please find some general information on the Forum arrangements, which you may find useful. If you have any questions or require any assistance do not hesitate to contact the ECA Development Information Services Division (DISD) focal point for the Forum:

Mr. Tilahun Ashenafi
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Fax: +251 11 5 51 05 12
e-mail: tashenafi@uneca.org

For general assistance at the Conference Center Unit (CCU):

Ms. Frehiwot B. Meskel
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Email: fmeskel@uneca.org

For additional information or substantive questions on the Forum, please note the contacts provided at the end of this document.

1. Registration and Identification Badges

Participants are required to register and obtain identification badges prior to the opening of the meeting within the UN Conference Center at the registration desk. Kindly also carry your invitation letter and personal identification. For identification and security reasons, all participants should wear identification badges at all times during the Forum and at official social functions.

2. Documents

Participants will be issued with copies of the documents of the Forum 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 matters pertaining to the issuance or distribution of documents. You can get more Information on the Forum at the following website: www.uneca.org/e-trade

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 the Ethiopian Embassies before departure. These include holders of diplomatic and service passports as well as United Nations Laissez-Passer.

If there is no Ethiopian diplomatic mission in your country, ECA will assist you in obtaining a visa upon arrival, subject to prior submission of your complete passport details and flight information (refer to the invitation letter). 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 US\$ 20-50 per person depending on your nationality and payment must be made in cash 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. Bank receipts for money changed at the airport must be kept securely as they may be requested for on departure.

Please send passport information as requested in the invitation letter to twoldeyes@uneca.org or you can contact him by phone on: +251 11 5 44 56 68.

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.

The United Nations Health Care Centre (UNHCC), situated on the ground floor of the UN Conference Centre provides 24 hours medical services. Payments for medical services must be made in cash at the visitor's cost. In case of medical or dental emergency outside of the ECA premises, please call the reception desk at telephone numbers 011 544 55 02, 011 544 35 48, 011 544 31 35. If you are within the ECA premises please call extensions 35502, 88888, 33135, 33548.

5. Currency/Banks

Ethiopian currency is denominated in « Birr » and « centimes ». The bank exchange rate 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 near the Security and Safety Services. This Bank is open Monday – Friday, from 08:00 to 12: 45 and from 14:00 to 16:00. 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 the Sheraton Hotel.*

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 one can bring into the country. Currency exchanged 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 exchanged amount. Please note that acceptance of credit card is limited to a few hotels and restaurants.

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 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 11 544 31 57/091 120 37 07/091 120 00 77
- Gashem Travel Tel: +251 11 515 89 32/091 125 04 68/ 091 120 12 39
- Airlink Travel Tel: +251 11 544 36 10/1/2/3 and 091 1250156

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

7. Hotel Accommodation

At your request, accommodation can be reserved at the following hotels provided your request is received by the **20th February 2006**. All hotels will be expecting a final reservation list from the ECA by the **24th February 2006** after which, the 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 rates are not inclusive) not included) telephone, Internet, fax, room service, mini-bar and laundry, additional meals i.e. lunch and dinner - and must pay for these directly to the hotel at checkout. The following hotels have been reserved for participants during the Conference:

- Rates are inclusive of breakfast, service charge and VAT unless where indicated
- Rates are quoted on Single Rooms basis.

Hotel	No. of Rooms	Rate	ECA Transportation From Hotel
HOTEL WITH ECA TRANSPORTATION FACILITIES			
1. ATLAS Tel: 251 11 6 61 16 10 Mobil: 251 9 11 63 05 46 Fax: 251 11 6 61 36 61	11 Single rooms 7 Double rooms	\$US 34 \$US 35	YES
2. AXUM Tel: 251 11 6 61 39 16 Fax: 251 11 6 61 42 65	5 Single rooms 11 Double rooms	\$US 30 \$US 34	YES
3. ARARAT Tel: 251 11 4 46 11 66 Mobil: 251 9 11 40 86 27 Fax: 251 11 4 46 11 77	20 Single rooms 3 Double rooms	\$US 32 \$US 44	YES
4. Central SHOA Tel: 251 11 6 61 14 54 Tel: 251 11 6 61 50 01 Fax: 251 11 6 61 00 63	36 Single rooms 5 Double rooms	\$US 28 \$US 32	YES
5. GHION Tel: 251-11-5-51.3222 Tel: 251-11-5-51 0099 Fax: 251-11-5-50 5150	94 Single rooms 68 Double rooms	\$US 52 \$US 64	YES
6. HILTON Tel: 251-11-5-518400 Fax: 251-11-5-510064	280 Single rooms	\$US 89	YES
7. HOTEL DE LEOPOL Tel: 251-11-5-507777 Mobile.. 251-9-11- 67 7873 Fax: 251-11-5-531466	16 Single rooms 22 Double rooms	\$US 45 \$US 65	YES

Hotel	No. of Rooms	Rate	ECA Transportation From Hotel
8. NATIONAL Tel: 251-11-5-515166 Fax: 251-11-5-513417	30 Single rooms 22 Double rooms	\$US 28 \$US 37	YES
9. PLAZA Tel: 251-11-6-61.2200 Fax:251-11-6-613044	27 Single rooms 12 Double rooms	\$US 35 \$US 40	YES
10. QUEEN OF SHEBA Tel: 251-11-6-180000 Fax: 251-11-6-61-31-74	20 Single rooms 20 Double rooms	\$US 59 \$US 69	YES
11. SHERATON Tel: 251-11-5-171717 Fax:251-11-5-17 27 27	200 Club rooms 50 Executive rooms	\$US 128.00	YES
12. YORDANOS Tel: 251-11-5-51.5711. Fax: 251-11-5-51. 66 55	18 Single rooms 12 Double rooms	\$US 22 \$US 30	YES

13.

HOTEL WITHOUT ECA TRANSPORTATION FACILITIES

14. AWARIS Tel: 251 11 6 61 49 33 Mobil: 251 9 11 24 82 25 Fax: 251 11 6 62 56 94	27 Single rooms 10 Double rooms	\$US 22 \$US 25	
15. AIRPORT MOTEL Tel: 251 11 6 61 04 22 Fax: 251 11 6 61 05 77	13 Single rooms 5 Double rooms	\$US 25 \$US 30	
16. BOLE INTERNATIONAL HOTEL Tel: 251 11 6 63 30 00 Fax: 251 11 6 62 78 80	33 Single rooms 17 Double rooms	\$US 35 \$US 40	
17. CLASSIC HOTEL Tel: 251-11-6-613598 Fax.. 251-11-6-61. 0946	18 Single rooms 5 Double rooms	\$US 19	
18. CONCORDEHOTEL Tel: 251-11-6-660831 Tel: 251-11-6-654959 Fax: 251-11-6-65 31 93	18 Single rooms 5 Double rooms	\$US 22 \$US 30	

Hotel	No. of Rooms	Rate	ECA Transportation From Hotel
19. CROWN HOTEL Tel: 251 11 4 39 14 44 Fax: 251 11 4 39 10 46	10 Single rooms 10 Double rooms	\$US 20 \$US 23	
20. ETHIOPIA Tel: 251-11-5-517400 Fax: 251-11-5-51 08 71 65	65 Single rooms 28 Double rooms	\$US 42 \$US 61	
21. GG ROYAL Tel: 251-11-6-29-23-29 Fax: 251-11-6-29-23-30	9 Single rooms 3 Double rooms	\$US 24 \$US 30	
22. GLOBAL Tel: 251-11-4-66-47-66 Fax: 251-11-4-66-47-23	20 Single rooms 20 Double rooms	\$US 24 \$US 30	
23. HOLIDAY HOTEL Tel: 251-11-6-612081 Fax: 251-11-6-612627	10 Single rooms 10 Double rooms	\$US 20 \$US 23	
24. IBEX Tel: 251-11-4- 65 44 00 Fax: 251-11-4- 65 37 37 Email: ibex@telecom.net.et	23 Single rooms 14 Double rooms	\$US 34 \$US 44	
25. ILRI Tel: 251-11-6- 463215 Fax: 251-11-6-61.18 92	36 Single rooms 21 Double rooms	\$US 45 \$US 60	
26. JERUSALEM Tel: 251-11-5-551712 Fax: 251-11-5-55 05 73	35 Single rooms 8 Double rooms	\$US 22 \$US 25	
27. LALIBELLA Tel: 251-11-6-614917 Fax: 251-11-6-615522	26 Single rooms 10 Double rooms	\$US 35 \$US 40	
28. MARIOTT Tel: 251-11-6-63 05 00 Tel: 251-11-6-61. 58 92 / 89 Fax: 251-11-6-61. 50 92	12 Single rooms 10 Junior Suite	\$US 68 \$US 78	
29. MERIDIAN Tel: 251-11-6-615050 Tel: 251-11-6-614120 Fax: 251-11-6-6150 92	18 Single rooms 10 Junior Suite	\$US 48 \$US 68	
30. RAS AMBA	25 Single rooms	\$US 33	

Hotel	No. of Rooms	Rate	ECA Transportation From Hotel
Tel: 251-11-1-22 80 80 Fax: 251-11-1-23 32 21		\$US 36 if double occupancy	
31. SEMIEN Tel: 251-11-1- 55 00 67 Fax: 251-11-1-551410	47 Single rooms 8 Double rooms	\$US 32 \$US 37	
32. WABESHEBELE Tel: 251- 11-5- 51 71. 87 Fax: 251-11-5-5184 77	55 Single rooms	\$US 45	

8. 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. It is important therefore that any subsequent changes in travel arrangements should be duly advised.

9. Transport

Participants will arrive at Bole International Airport, which is located about 5 kilometers from the centre of Addis Ababa. The ECA will provide courtesy transport to collect you from the Airport.

ECA buses will convey participants back and forth from the hotels to the Forum venue in the mornings and at the end of the daily sessions. ECA will **not** provide transport during lunch break and for the departure

10. ICT Services

A Cyber Café will be available for participants in the UN Conference Centre. Furthermore, the UN Conference Centre and the ECA Campus are WiFi configured and participants are at liberty to take advantage of this service.

IT training and technical support are available through the ECA Help Desk (Phone: +251 115 44 31 23, e-mail: ihelpdesk@uneca.org). Technical support for presentations must be arranged in advance.

Please be advised that Blackberry services are not available in Ethiopia.

11. 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 and includes \$US 12 airtime.

Participants from the United States of America can only use triband mobile handsets i.e. (900/1800/1900 MHZ)

Kindly note that text-messaging services are not available in Ethiopia.

12. 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, Italian and Arabic is limited..

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>

13. Climate

March 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.

14. 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. It is important that participants are made aware of the existing security rules and regulations that apply within the Economic Commission for Africa (ECA) premises and in Addis Ababa.

The United Nations Security and Safety service is always ready to serve all its clients. In this regard, the cooperation of all participants would help in ensuring the safety of your personal security and valuables.

While on the ECA premises

- Display your Conference Badges on demand by an authorized person and wear them visibly.
- Do not leave bags and parcels unattended as these will be confiscated or destroyed.
- Display the vehicle passes issued.
- Do not bring unauthorized persons and children into the Conference Centre.
- 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 Services 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 valuables e.g. money, jewellery, 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 Services.

Additional Information

For additional information on substantive issues regarding the Conference, please contact:

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