



UNITED NATIONS  
ECONOMIC COMMISSION FOR AFRICA

## **Information Note**

### **Expert Group Meeting on Aging**

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Please find below information related to the above meeting on Aging.

**Date:** The above meeting will be held from 19<sup>th</sup> to 21<sup>st</sup> November 2007

**Venue:** The venue of the meeting will be the United Nations Conference Center, Caucus Room 6, UNECA Compound, Addis Ababa, Ethiopia.

**Accommodation:** All participants are booked at Adot-tina Hotel. The Single room rate is US\$ 55 including breakfast. Participants are expected to settle the bill for their accommodation, meals and such other items as telephone calls, laundry, etc.

Address: Adot-tina Hotel, Addis Ababa  
Meskel Flower Road, behind the Steak House  
Tel.: 251 11 4673939 or Mob. 251 91 1072937  
Fax: 251 11 4674111  
Email: [adottina@ethionet.et](mailto:adottina@ethionet.et)

**Ticket:** Electronic tickets are issued to the participants.

**Transport from Airport to Hotel:** The ECA Protocol Unit provides a shuttle service to and from the airport. In addition, airport taxis are also available at the airport as a back up. Participants are encouraged to use the ECA shuttle service.

**Transport from Hotel to the UN Conference Center:** ECA will provide daily transport to and from the hotel.

**Location of the ECA/ACGSD office:** The ECA/ACGSD office is located at 3<sup>rd</sup> floor, New ECA Building, Menelik Avenue in the ECA compound. Our office telephone numbers are 251-11-5443316 (Staff Assistant), 251-11-5443239 (Associate Population Affairs Officer), 251-11-5445178 (Population Affairs Officer), 251-11-5445380 (Admin.), 251-11-5445676 (Assistant to the OIC), 251-11-5443448 (OIC), and fax number 251-11-512785.

**Refreshment:** During the period of the workshop, the office will provide coffee/tea breaks.

**Visas:** For those participants that have requested for visas upon arrival, our Protocol Unit will make arrangements.



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**Documents:** Participants, who have documents to be distributed as background materials, are kindly requested to send those documents preferably by e-mail to Ms. Meron Tewfik, ([MTewfik@uneca.org](mailto:MTewfik@uneca.org)).

**Presentations:** Facilities will be available for PowerPoint presentations. If you have additional needs please inform us ahead of time.

**Exchange rate:** The current UN exchange rate Dollar to Birr (Ethiopia local currency) is US\$ 1 to Birr 9.21.

**Working Hours:** The working hours of the ECA Office is Monday to Friday from 08:30 to 13:00 (morning) and 14:30 to 17:30 (afternoon). Ethiopia is located at GMT+03:00

**Further Information:** If you have any further questions, please contact us at [sofanita@uneca.org](mailto:sofanita@uneca.org) or [MTewfik@uneca.org](mailto:MTewfik@uneca.org) or call at 251 11 5443316 or 251 11 5443239 or fax at 251 11 5512785.

Looking forward to seeing you all in Addis,