

EXPERT GROUP MEETING

Africa's Cooperation with New and Emerging Development Partners: Options for Africa's Development

**10–11 February 2009
Addis Ababa**

INFORMATION NOTE FOR PARTICIPANTS

VENUE:

ECONOMIC COMMISSION FOR AFRICA (ECA), CAUCUS ROOM 1, UN CONFERENCE CENTRE

REGISTRATION AND IDENTIFICATION BADGES:

PARTICIPANTS WILL NEED TO REGISTER AND OBTAIN BADGES PRIOR TO THE OPENING OF THE MEETING. REGISTRATION WILL BE AT THE DELEGATES REGISTRATION BUREAU LOCATED IN FRONT OF THE UNITED NATIONS CONFERENCE CENTER.

FOR IDENTIFICATION AND SECURITY REASONS, BADGES SHOULD BE WORN BY ALL PARTICIPANTS AT ALL TIMES DURING THE MEETING AND WITHIN THE UN COMPOUND.

MEETING DOCUMENTATION:

THESE WILL BE SENT ELECTRONICALLY TO EACH PARTICIPANT, AND WILL ALSO BE MADE AVAILABLE AT THE CONFERENCE CENTRE

VISAS:

PARTICIPANTS TO MAKE THEIR OWN VISA APPLICATION USING THE INVITATION LETTER PROVIDED

AIRLINE TICKETS:

THE OFFICE OF THE SPECIAL ADVISER ON AFRICA (OSAA) WILL MAKE ALL THE NECESSARY RESERVATIONS. PLEASE NOTE THAT YOU WILL BE ENTITLED TO A ROUND-TRIP TICKET FROM THE AIRPORT OF DEPARTURE IN YOUR COUNTRY TO ADDIS ABABA, ETHIOPIA, VIA THE MOST DIRECT ROUTE

Any increase in the ticket cost, resulting from a change in travel itinerary or travel dates for personal reasons, will be borne by the participant.

DAILY SUBSISTENCE ALLOWANCE (DSA):

THE DSA FOR ADDIS ABABA IS \$135.00 EXCEPT FOR HOTELS SHERATON AND HILTON. THE DSA FOR SHERATON AND HILTON IS \$295.00 AND \$214.00, RESPECTIVELY. IN ADDITION YOU WILL RECEIVE \$152.00 AS TERMINAL EXPENSES. **PLEASE SAVE ALL TICKET STUBS AND BOARDING PASSES AS THEY WILL BE NEEDED BY UNECA FOR PAYMENT OF DSA AND TERMINAL EXPENSES**

HOTEL ACCOMMODATION:

PARTICIPANTS MAY BE ACCOMMODATED AT THE SHERATON OR HILTON HOTEL. **PLEASE MAKE YOUR RESERVATIONS DIRECTLY.** THE CONTACT INFORMATION OF THE HOTELS ARE GIVEN BELOW. THE HOTELS WILL CHARGE YOU THE FOLLOWING RATES:

SHERATON:

CLUB ROOM – USD 210.00 PER PERSON PER NIGHT, + 10% SERVICE CHARGES, + 15% VAT

TEL: +251-11-517-1717

FAX: +251-11-517-2727

E-MAIL: RESERVATIONSADDISETHIOPIA@LUXURYCOLLECTION.COM

HILTON:

GUEST ROOM – USD 175.00 PER PERSON PER NIGHT, + 10% SERVICE CHARGES, + 15% VAT

TEL: +251-11-517-0000

FAX: +251-11-517-0064

E-MAIL: HILTON.ADDIS@ETHIONET.ET

BOTH RATES DO NOT INCLUDE BREAKFAST

TRANSPORTATION:

UPON ARRIVAL AT BOLE INTERNATIONAL AIRPORT IN ADDIS ABABA, YOU CAN EITHER TAKE A TAXI OR A HOTEL SHUTTLE (FOR THOSE MAKING RESERVATIONS AT THE SHERATON HOTEL, PLEASE INFORM THEM OF YOUR ARRIVAL DATE AND TIME AND A SHUTTLE WILL BE PROVIDED TO PICK YOU UP). PLEASE NOTE THAT THE COST OF TRANSPORTATION TO AND FROM THE AIRPORT AND HOTEL SHOULD BE PAID WITH THE TERMINAL ALLOWANCE THAT WILL BE PROVIDED TO YOU.

SHUTTLE CARS WILL BE AVAILABLE TO FERRY PARTICIPANTS BACK AND FORTH FROM HOTELS TO THE CONFERENCE VENUE IN THE MORNINGS AND AT THE END OF THE DAILY SESSIONS. UNFORTUNATELY TRANSPORT WILL NOT BE PROVIDED DURING LUNCH BREAKS.

CONTACT INFORMATION

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