

# **Information note for UNCC participants**



A.22-01475

## Contents

I. Immigration requirements .....	3
II. Health-related information .....	4
III. Temporary import of laptop computers and other conference equipment .....	5
IV. Hotel accommodation .....	5
V. Airline reservations .....	5
VI. Information and communications technology services .....	6
VII. Transport .....	6
VIII. General information about Ethiopia .....	6
IX. Guidelines on personal safety and security .....	7
X. Day trip destinations.....	8
Annex .....	11

## **I. Immigration requirements**

Conference participants need to obtain their visas from the Embassy or Consulate of Ethiopia in the country in which they reside or from which they will be travelling. For participants coming from countries in which there is no such embassy or consulate, the event organizer may contact the Ethiopian authorities to arrange for a visa on arrival.

To assist participants in obtaining a visa on arrival, the secretariat of the Conference needs to receive the following information at least 10 working days before a participant's arrival at Bole International Airport:

- Full name;
- Nationality;
- Flight details (arrival and departure);
- Passport number.

To apply for an electronic visa (<http://www.evisa.gov.et/#/conference-visa>), participants must send the following information to the event organizer at least 15 working days before their arrival:

- Full name;
- Nationality;
- Flight details (arrival and departure);
- Passport number.

The event organizer will provide an approved letter from the Ministry of Foreign Affairs that will need to be attached to the online request with the other required documents.

The same requirements apply to members of the media seeking to obtain an electronic visa. More information is available at [www.evisa.gov.et/#/journalist-visa](http://www.evisa.gov.et/#/journalist-visa).

Visas for entry to Ethiopia cost \$32 per person for meeting participants and \$42 for journalists. The payment must be made in United States dollars or euros at the time the visa is issued. Holders of a diplomatic passport, a service passport or a United Nations laissez-passer will receive their visa free of charge. Bank receipts for money changed at the airport must be kept in a secure place as they may be requested upon departure.

### **Coronavirus disease**

Coronavirus disease (COVID-19) entry requirements have been lifted. Please note, however, the following requirements and prohibited activities:

It is prohibited for any persons who are aware that they are infected with COVID-19 to enter the country.

Persons who have symptoms COVID-19 have a duty to appropriately wear a face mask and to take a self-test or be tested at a health facility. If they test positive, they must follow and

implement general COVID-19 preventive measures and isolate at home or at a health facility, depending on the severity of the illness, until a health professional declares that they have recovered.

### **Yellow fever**

Persons travelling to Ethiopia from countries in which yellow fever is endemic must hold a valid yellow fever vaccination certificate. Vaccination against cholera is also required for anyone who has visited or transited through a cholera-infected area in the six days prior to arriving in Ethiopia.

## **II. Health-related information**

Since Addis Ababa is situated at an altitude of 2,400 m, it is advisable to take precautionary measures to avoid any health problems that might occur because of the high altitude. Individuals with chronic health conditions, such as chest diseases (asthma, chronic obstructive pulmonary disease, history of pulmonary embolism) or heart diseases (heart failure, high blood pressure), are advised to take particular care.

### **Services available at the United Nations Health Care Centre**

The United Nations Health Care Centre, situated on the ground floor of the United Nations Conference Centre in Addis Ababa, can provide emergency medical services to participants attending conferences.

- For acute health problems, the services of the United Nations Health Care Centre are available on a cost-recovery basis. This means that services will be provided and either the participant or the conference organizer will have to pay for them, depending on the prior arrangements made.
- For conferences at which the organizer covers the cost of medical treatment for participants, the Health Care Centre should be informed of payment arrangements in advance.
- For 24/7 emergency services, conference organizers are requested to pay the sum of \$1 per external participant per day, irrespective of whether or not the Health Care Centre is used, to cover the services of nurses and doctors, transport and telephone calls to facilities or other specialists in the country and abroad.
- Persons hired as consultants for conferences must obtain a brief medical report certifying that they are fit to stay and work in a high-altitude location and that they do not have any serious health problems. The Health Care Centre is not responsible for the cost of any treatment required at health facilities in the city.
- For emergency situations, the Health Care Centre can be reached at the following telephone numbers:
  - Reception: 011 544 3548 or 011 544 5502.
  - Emergency department and ambulance service: 092 990 8433 or 011 544 5502.

### **III. Temporary import of laptop computers and other conference equipment**

To comply with the customs regulations of the Government of Ethiopia, conference participants should declare any conference equipment they are carrying when they enter the country.

The customs regulations of the Government of Ethiopia allow each participant to bring a single laptop computer into the country for use at a conference. Journalists bringing media equipment, such as professional cameras and filming equipment, require prior approval from the Ministry of Foreign Affairs and the Revenues and Customs Authority. A detailed list of the items to be brought in and the arrival and departure details of the participant should be registered. Such items will be registered for temporary import by the customs office and should be removed from the country after the conference.

To receive assistance with the temporary import of such items, participants should send the following details to the conference organizer at least 10 working days before the start of the conference:

- Full name of the person carrying the equipment;
- Detailed specifications of the items;
- A copy of the photo page of the person's passport;
- The date and time of arrival and departure.

The items will then be registered with the customs office as items to be imported before the conference and exported afterwards.

### **IV. Hotel accommodation**

Special United Nations rates are available to participants staying at the hotels listed in the annex. All participants will be responsible for covering accommodation costs as well as additional costs, such as breakfast (where not included), telephone calls, Internet and fax use, room service, the mini bar, laundry and meals and must pay for these services at the hotel when they check out.

### **V. Airline reservations**

Many international airlines operate flights to and from Addis Ababa. Participants must purchase their return or onward travel before they depart for Addis Ababa. The Safeway and Airlink travel agencies, located on the ground floor of the Congo Building at the Economic Commission for Africa (ECA) complex, can assist with ticket reconfirmations and provide participants with travel and tour-related information. Depending on the type of request, there may be a cost for these services.

Safeway Travel: Tel: +251 115 44 30 51 / 44 30 52 / 46 84 85 or +251 911 510961 (mobile).

Airlink Travel: Tel: +251 115 44 43 33/ 44 43 34/ 44 43 65 or 44 43 37.

Ethiopian Airlines and Kenya Airways also have offices in the Congo Building.

Please have your ticket with you when you visit the travel agencies or the airlines to reconfirm your flights.

## **VI. Information and communications technology services**

The United Nations Conference Centre is fully equipped with Wi-Fi. In addition, the following services, which must be requested in advance, are available from the Information and Communications Technology Services Section:

- Rental of laptops (up to 30), printers (up to 5) and desktop computers (up to 15);
- Black-and-white and colour printing services;
- Desktop and heavy-duty printers;
- Scanning;
- Internet access – cable and Wi-Fi;
- Videoconferencing;
- Live streaming;
- Internet technology training rooms (4).

Full technical support is available from the ECA Help Desk (Tel: 011 544 3123, ext. 33123; [eca-servicedesk@un.org](mailto:eca-servicedesk@un.org)). Technical support for presentations must be arranged in advance with the Conference Centre support team.

## **VII. Transport**

Bole International Airport is located just 5 km from the Conference Centre. Advanced arrangements may be made for shuttle buses to transport participants between their hotels and the conference venue each morning and at the end of each day's meetings.

If transport is needed to the airport at the end of the conference or in Addis Ababa outside the conference hours, various companies have metered taxis that can be booked by telephone. They include Ride (8294 or 091 313 5534), ZayRide (6303), ETTA (8707), Taxiye (6055), Pick Taxi (6111), Feres (6090) and Seregela (7878). Alternatively, participants can request assistance from the reception desk staff at their hotel or take the yellow or blue taxis parked outside their hotel.

## **VIII. General information about Ethiopia**

Ethiopia is a vast landlocked country in the Horn of Africa. Its capital city, Addis Ababa, is situated at an altitude of 2,400 m. Ethiopia is a multi-ethnic State with 83 languages and around 200 dialects. Amharic is the most widely spoken local language, but Afaan Oromo, Tigrinya, Somali and Afar languages have also been recently added as official federal working languages. English, French, Italian and Arabic are also spoken, mainly in Addis Ababa.

Agriculture is the backbone of the national economy. The main agricultural exports are coffee, oil seeds, pulses, flowers, vegetables, sugar and animal feed. About 90 per cent of the population earn their living from the land. There is also a vibrant livestock sector, with exports including cattle, hides and skins.

### **Climate**

Ethiopia has two main seasons. The dry season lasts from October to May, and the rainy season from June to September. Temperatures depend on the season and altitude.

Since there is the possibility of cool weather at night and after heavy rains, it is advisable to bring a light jacket or sweater.

### **Mobile phones**

Participants are encouraged to bring a dual-band mobile handset (900/1800 MHz). The national telecommunications company, Ethio Telecom, sells SIM cards with airtime included. The initial subscription costs 30 birr (for more details, see [www.ethiotelecom.et/prepaid-mobile/](http://www.ethiotelecom.et/prepaid-mobile/)).

### **Electricity supply**

The alternating current electricity supply in Ethiopia is 220–240 volts at a frequency of 50 Hz. It is accessible via a 13-amp, two-pin (European) socket.

### **Currency**

Ethiopian currency is denominated in birr and has a fluctuating exchange rate. The prevailing exchange rates can be found at <https://nbebank.com/#daily-exchange-rate>.

Subject to COVID-19 restrictions, the branch of the Commercial Bank of Ethiopia located in the Congo Building at the ECA compound will be open during regular business hours (Monday– Friday, 8:30 a.m.–5.30 p.m.). There are also ATMs for Visa and Mastercard users, from which money can be withdrawn in birr, at the Conference Centre and at hotels.

## **IX. Guidelines on personal safety and security**

Although personal security is the responsibility of each participant, the United Nations Security and Safety Service is always available to assist conference participants. The full cooperation of all participants is needed to ensure personal safety and protect valuables.

### **The following guidelines apply on ECA premises:**

- Wear your conference badge visibly at all times and show it to any authorized person who asks to see it.
- Do not leave bags and parcels unattended; they will be confiscated or destroyed.
- Do not bring unauthorized persons or children into the Conference Centre.
- Safeguard any valuable property.
- Check that you have all your documents and personal items before you leave the conference halls and meeting rooms.

- Inform the Security and Safety Service or the nearest security officer if you lose any valuable items on the premises.

**In hotels, the following safety measures are recommended:**

- Upon entering or leaving your room, make it a habit to lock your door.
- Before leaving, inspect your room to make sure that no money, jewellery, cameras, etc. have been left exposed.
- Deposit valuables or portable items at the reception desk and obtain a receipt.
- Should you observe anything suspicious or unusual, please contact the nearest security officer.

**Emergency numbers:**

United Nations Security and Safety Service control centre in Addis Ababa (24 hours):  
011 544 5135 / 551 6537 / 551 2945

**Emergency numbers outside Addis Ababa:**

United Nations Operations Centre (24 hours): 011 551 1726.

Satphone: +871 6254 6835 / +882 16 5113 3843.

Addis Ababa Police emergency number (24 hours): 991.

City police: +251 011 557 2100 / 557 2121.

Ethiopian Federal Police 816/ +251 – 011 552 4077 / 552 6302 / 552 6303.

## **X. Day trip destinations**

There are several destinations that are suitable for day trips from Addis Ababa. Here are a few of the must-see places in Addis and the surrounding area:

**Unity Park.** Inaugurated in October 2019, the park is located on the premises of the Grand Palace and boasts various historical, natural and cultural sites. The Grand Palace was established in 1887 and has been the official residence and workplace of seven Ethiopian leaders, in addition to the current prime minister, Abiy Ahmed. The 40 ha Palace grounds contain a myriad of historical buildings and plants that date back to the time of Emperor Menelik II. More information is available at [www.unitypark.et](http://www.unitypark.et).

**Entoto Park.** The capital's recreational paradise, Entoto Park, was inaugurated in October 2020. The 50 ha park is located in woodland on Mount Entoto, close to Addis Ababa. Sitting between 2,600 and 3,200 m above sea level, the park offers picturesque views of Addis Ababa and includes 10 km of roads for cycling and 13 km of hiking trails. The multipurpose park contains indoor and outdoor facilities built mostly with local materials. It includes a centre for physical activities, a spa, tented lodging, a horse stable, restaurants and coffee shops, fountains, walkways and bicycle and scooter lanes.

**Friendship Square in Sheger Park.** Sheger Park was built as part of the Addis Ababa Riverside Green Development Project, also called Beautifying Sheger. The aim of the project



is to clean rivers and create public facilities in the capital city, Addis Ababa. Its implementation is expected to result in the renovation of the city through the creation of clean waterways, flower belts, amphitheatres, dancing water fountains, open spaces, cycle paths and riverside footpaths, transforming Addis Ababa into a greener, more resilient and happier city. As part of the project, Sheger Park was inaugurated in September 2020. Located in front of the Office of the Prime Minister, the peaceful and immaculate park is the ideal location to read a book, have a picnic or take photographs of the various captivating spectacles and greenery.

**Ethiopia Museum of Art and Science.** The new museum of art and science, inaugurated on 24 October 2022, is built on a 7-hectare space that hosts two major complexes – a ring-shaped building and a domed structure. Several interactive exhibits display local technology solutions, including in the areas of health care, finance, cybersecurity, geographic information systems, service industries, data analytics, manufacturing and robotics. Specially designed areas in the museum showcase ancient and modern technology in various fields through permanent and temporary exhibits. The facility is equipped with solar panels that generate the electricity that the museum needs. In addition to the museum, the facility includes a children’s playground, a wedding garden and other recreational spaces.

**Holy Trinity Cathedral** (known in Amharic as Kidist Selassie). The huge ornate cathedral is the second most important place of worship in Ethiopia (ranking behind the Old Church of St. Mary of Zion, in Aksum). It is also the celebrated final resting place of Emperor Haile Selassie and his Empress consort Menen Asfaw. Large murals inside the cathedral include the depiction of the Holy Trinity by Afewerk Tekle, with Matthew (man), Mark (lion), Luke (cow) and John (dove) peering through the clouds. The entrance fee for the cathedral includes admission to a small but impressive museum of ecclesiastical artefacts on the grounds behind the church. It is a fascinating site that is well worth a visit.

**National Museum.** The museum showcases artistic treasures found in Ethiopia. It contains many precious local archaeological finds, such as the fossilized remains of early hominids, the most famous of which is "Lucy", the partial skeleton of a specimen of *Australopithecus afarensis*. The current National Museum grew from the establishment of the Institute of Archaeology, which was founded in 1958. Initially, the museum exhibited objects from excavation missions. Today, it is organized into different sections that showcase archaeological and paleoanthropological artefacts; objects from the ancient and medieval periods, including the regalia and memorabilia of former rulers; historic and contemporary art; and secular arts and crafts, including traditional weapons, jewellery, utensils, clothing and musical instruments. There is also an ethnographic display offering an overview of the cultural richness and variety of the peoples of Ethiopia.

**Blue Nile Gorges.** Approximately 200 km north of the city, the Blue Nile Gorges region is interspersed with quaint, photogenic villages and the celebrated thirteenth-century Debre Libanos monastery, which is dramatically nestled in a high canyon. The area also boasts the Portuguese Bridge in Debre Libanos and several rugged walking trails that offer adventurous treks through the wilderness. Several species of indigenous birds and mammals can be seen along the course of the Blue Nile. A drive further through the hills leads to striking scenery at the tip of the gorge.

**Suba Menagesha Forest.** The forest concession is located in Oromia regional State, some 40 km south-west of Addis Ababa on the south-western slope of Mount Wechecha. The natural forest covers an area of 2,378.71 ha, or 67.96 per cent of the total forest area, and includes a variety of species. The forest has a decades-long history of tourism. Visitors travel to Suba Menagesha to experience its flora, fauna and scenery. Activities include forest walks,

hikes, birdwatching and game-viewing. The authorities responsible for the forest engage in various activities to preserve and develop the infrastructure used to reach the forest. Production and conservation play an important role in preserving and transforming the park within the community and attracting tourists.

**Melka Kunture.** Situated 50 km south of Addis Ababa, the site has an interesting prehistoric legacy that manifests itself in the form of several stone tools and other rudimentary relics dating back millions of years.

## Annex

### List of hotels Addis Ababa

Note: Hotels highlighted in yellow are located within walking distance (1 km) of the ECA compound.

No.	HOTEL	Contact Information
1.	CAPITAL HOTEL AND SPA	Tel: +251 11 667 2100 +251 11 619 2000 Fax: +251 11 667 2012 Email: <a href="mailto:reservation@capitalhotelandspa.com">reservation@capitalhotelandspa.com</a> Website: <a href="http://www.capitalhotelandspa.com">www.capitalhotelandspa.com</a>
2.	CHURCHILL HOTEL	Tel: +251 11 111 1212 Fax: +251 11 111 8800 Email: <a href="mailto:churchillhotel@ethionet.et">churchillhotel@ethionet.et</a> <a href="mailto:haymitesfaye143@gmail.com">haymitesfaye143@gmail.com</a>
3.	ELILLY HOTEL	Tel: +251 11 558 7777/73/70 Fax: +251 11 558 5200 Email: <a href="mailto:info@elillyhotel.com">info@elillyhotel.com</a> ; <a href="mailto:reservation@elillyhotel.com">reservation@elillyhotel.com</a> Website: <a href="http://www.elillyhotel.com">www.elillyhotel.com</a>
4.	FRIENDSHIP HOTEL	Tel: +251 11 667 0202 Email : <a href="mailto:marketing@friendshiphotel.com.et">marketing@friendshiphotel.com.et</a> Website: <a href="http://www.friendshiphotel.com.et">www.friendshiphotel.com.et</a>
5.	GETFAM HOTEL	Tel: +251 11 667 3175 Email: <a href="mailto:reservations@getfamhotel.com">reservations@getfamhotel.com</a> Website: <a href="http://www.getfamhotel.com">www.getfamhotel.com</a>
6.	HARMONY HOTEL	Tel: +251 11 618 3100 Fax: +251 11 618 2910 Mobile: +251 91 386 7778 Email: <a href="mailto:reservation@harmonyhotelethiopia.com">reservation@harmonyhotelethiopia.com</a> Website: <a href="http://www.harmonyhotelethiopia.com">www.harmonyhotelethiopia.com</a>
7.	HILTON HOTEL	Tel: +251 11 551 8400 / 517 0000 /551 0064 Fax: +251 11 551 1718 Email: <a href="mailto:reservations.addisababa@hilton.com">reservations.addisababa@hilton.com</a>
8.	HYATT REGENCY HOTEL	Tel: +251 11 517 1234 Email: <a href="mailto:addisababa.regency@hyatt.com">addisababa.regency@hyatt.com</a> Website: <a href="http://www.hyatt.com/en-US/hotel/ethiopia/hyatt-regency-addis-ababa/addra">www.hyatt.com/en-US/hotel/ethiopia/hyatt-regency-addis-ababa/addra</a>

9.	<b>INTER LUXURY HOTEL</b>	<b>Tel:</b> +251 11 550 5066 / 518 0444 <b>Fax:</b> +251 11 554 0090/96 <b>Email:</b> <a href="mailto:reservation@interluxuryhotel.com">reservation@interluxuryhotel.com</a> <b>Website:</b> <a href="http://www.interluxuryhotel.com">www.interluxuryhotel.com</a>
10.	<b>JUPITER INTERNATIONAL HOTEL – KASANCHES</b>	<b>Tel:</b> +251 11 552 7333/6370 <b>Fax:</b> +251 11 552 6418 <b>Email:</b> <a href="mailto:info@jupiterinternationalhotel.com">info@jupiterinternationalhotel.com</a> <b>Website:</b> <a href="http://www.jupiterinternationalhotel.com">www.jupiterinternationalhotel.com</a>
11.	<b>KALEB HOTEL</b>	<b>Tel:</b> +251 11 662 2200 <b>Fax:</b> +251 11 662 8098 <b>Email:</b> <a href="mailto:reservation@kalebhotel.com">reservation@kalebhotel.com</a> <b>Website:</b> <a href="http://www.kalebhotel.com">www.kalebhotel.com</a>
12.	<b>MAGNOLIA HOTEL</b>	<b>Tel:</b> +251 11 639 3777 <b>Email:</b> <a href="mailto:reservation@magnoliaaddis.com">reservation@magnoliaaddis.com</a> <b>Website:</b> <a href="http://www.magnoliaaddis.com">www.magnoliaaddis.com</a>
13.	<b>MARRIOTT EXECUTIVE APARTMENTS</b>	<b>Tel:</b> +251 11 518 4600 <b>Email:</b> <a href="mailto:reservation.adder@marriott.com">reservation.adder@marriott.com</a> <b>Website:</b> <a href="http://www.marriott.com/adder">www.marriott.com/adder</a>
14.	<b>NIGIST TOWERS GUEST HOUSE</b>	<b>Tel:</b> +251 11 550 9770 <b>Email:</b> <a href="mailto:info@nigisttowers.com">info@nigisttowers.com</a> <b>Website:</b> <a href="http://www.nigisttowers.com">www.nigisttowers.com</a>
15.	<b>PANORAMA HOTEL</b>	<b>Tel:</b> +251 11 661 6070 <b>Email:</b> <a href="mailto:info@panoramaaddis.com">info@panoramaaddis.com</a> <b>Website:</b> <a href="http://www.panoramaaddis.com">www.panoramaaddis.com</a>
16.	<b>RADISSON BLU HOTEL</b>	<b>Tel:</b> +251 11 515 7600/ 517 0400 <b>Fax:</b> +251 11 515 7601 <b>Email:</b> <a href="mailto:reservations.addisababa@radissonblu.com">reservations.addisababa@radissonblu.com</a> <b>Website:</b> <a href="http://www.radissonblu.com">www.radissonblu.com</a>
17.	<b>RAMADA HOTEL</b>	<b>Tel:</b> +251 11 639 39 39 <b>Email:</b> <a href="mailto:info@ramadaaddis.com">info@ramadaaddis.com</a> <b>Website:</b> <a href="http://www.ramadaaddis.com">www.ramadaaddis.com</a>
18.	<b>SAROMARIA HOTEL</b>	<b>Tel:</b> +251 11 667 2167/68 <b>Fax:</b> +251 11 667 2121 <b>Email:</b> <a href="mailto:info@saromariahhotel.com">info@saromariahhotel.com</a> <a href="mailto:reservation@saromariahhotel.com">reservation@saromariahhotel.com</a> <b>Website:</b> <a href="http://www.saromariahhotel.com">www.saromariahhotel.com</a>

<b>19.</b>	<b>SHERATON HOTEL</b>	<b>Tel:</b> +251 11 517 17 17 <b>Fax:</b> +251 11 517 27 27 <b>Email:</b> <a href="mailto:reservations.addisethiopia@luxurycollection.com">reservations.addisethiopia@luxurycollection.com</a> <b>Website:</b> <a href="http://www.luxurycollection.com/addis">www.luxurycollection.com/addis</a>
<b>20.</b>	<b>SKYLIGHT HOTEL</b>	<b>Tel:</b> +251 11 667 1090 <b>Email:</b> <a href="mailto:reservations@ethiopianskylighthotel.com">reservations@ethiopianskylighthotel.com</a> <b>Website:</b> <a href="http://www.ethiopianskylighthotel.com">www.ethiopianskylighthotel.com</a>

---