



**2014 CONFERENCE ON
LAND POLICY IN AFRICA**

INFORMATION NOTE FOR PARTICIPANTS

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Thank you for your interest in participating in the inaugural Conference on Land Policy in Africa scheduled to take place at the African Union Conference Center, in Addis Ababa, Ethiopia, from 11 to 14 November 2014. This Information Note is intended to assist you in the planning and logistics of your travel to Addis Ababa.

CONFERENCE VENUE

The venue of the meeting will be the African Union Conference Center.

The African Union Headquarters address:

Roosevelt Street (Old Airport Area)

W-21 K-19

P.O. Box 3243

Addis Ababa, Ethiopia

Tel: (251) 11 551 77 00

Fax:(251) 11 551 78 44

IMMIGRATION REQUIREMENTS

Meeting participants need to obtain their visas from the Ethiopian Embassy or consulate from the country they reside or travel from. For participants coming from countries that do not have an Ethiopian Embassy or consulate, the event organizers could get in touch with Ethiopian authorities to process visas on arrival (please bring with you two passport-size photographs). Please note that an Ethiopian visa costs US\$ 20.00 or EURO 17.00 per person. The payment must be made either in US dollars or in Euros at the time of issue. Holders of diplomatic and service passports as well as United Nations Laissez-Passer will receive visas gratis. Bank receipts for money changed at the airport must be kept securely as they may be asked for on departure.

HEALTH REQUIREMENTS

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 prior to arrival in the country. As Addis Ababa is situated at an altitude of 2,400 meters, it is advisable to take precautionary measures for avoiding some health problems that might occur because of high altitude.

Ebola screening of incoming travelers through Bole International Airport is being done using two Thermo screen Cameras. For new developments and additional information, please check regularly the conference website: <http://www.uneca.org/clpa>.

GUIDELINES ON PERSONAL SECURITY AND SAFETY OF PARTICIPANTS

The African Union Commission Security and Safety Services are always ready to serve all its clients. In this regard, the cooperation of all participants at the Conference would be a great help in ensuring personal security and safety of valuables.

Please do the following while you are in AUC premises:

- Display your Conference Badge on demand of an authorized person and wear it visibly at all times
- Do not leave bags and parcels unattended, as they can be confiscated or destroyed
- 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 AUC Security and Safety Service or the nearest Security Officer.

If you are off the AUC 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 in your room safe or at the reception desk and obtain a receipt
- Should you observe anything suspicious or out of the ordinary please contact Security Service

USEFUL TELEPHONE NUMBERS

Emergency Numbers:

For any security issue inside the AUC compound, please be advised to raise it to the attention of the Security Officers nearby.

AU security control room	+251 115 182 027
Police Emergency Numbers (24 hrs)	911
City Police	+251-115 572100 / 572121
Federal Police	+251-115-524077 / 526302 / 526303

AIRLINE RESERVATIONS

For sponsored participants, air tickets have been/will be sent to you by the UNECA office in Addis Ababa Ethiopia. Kindly contact the organizers, at YGetahun@uneca.org or Ariama@uneca.org, if you have not received your ticket.

HOTEL ACCOMMODATION

Sponsored participants will be staying in one of the hotels booked by UNECA. Accommodation will be paid by participants directly to the hotel on bed and breakfast basis using the DSA which will be given by organizers. All other costs incurred at the hotel including dinner, use of hotel telephones, bar expenses will be met by the participants.

TEMPORARY IMPORTATION OF LAPTOPS AND OTHER CONFERENCE EQUIPMENT

To comply with the import customs regulations of the Government of Ethiopia conference participants should declare laptops and conference equipment they may carry with them when entering the country. A detailed specification of the items to be brought in, together with the arrival/departure details of the participant. The items will be registered for temporary import by the customs office and they should be taken out of the country after the conference. Journalists coming with professional cameras need to bring two passport-size photos and to pay fee of US\$ 50 (ETB 1,000.00) at their arrival.

REGISTRATION AND IDENTIFICATION BADGES

Participants will be required to register and obtain Identification Badges prior to the opening of the meeting. The venue of registration will be at the African Union Commission (AUC). Registration will be open from 8:30 to 10:00, on 10 and 11 November 2014, at the AUC gate.

For identification and security reasons, Conference Badges should be worn by all participants at all times during the Conference and at official social functions.

TRANSPORT

You will arrive at Bole International Airport, which is located just five kilometers from the center of Addis Ababa. Hotels are expected to provide shuttle service for participants, from the airport to the hotel and from hotel to the airport - please communicate with your respective hotels.

UNECA shuttle buses will also be available to ferry participants back and forth from hotels to the Conference venue in the mornings (7:30) and at the end of the daily sessions (18:00 and 19:00). Unfortunately transport will not be provided during lunch breaks. All lunch breaks will take place within the AUC compound.

If you would like transportation in Addis Ababa outside of Conference time or to take you to the airport at the end of the Conference, you can book a taxi from the National Tourism Organization (NTO) by calling +251- 115 – 51 18 22 or +251-115 - 51 84 00, or take the yellow or blue taxis parked outside your hotel, or the AUC Conference Center.

ICT SERVICES

The AUC Conference Centre is equipped with WIFI. Technical support is available through the Conference Secretariat Desk. Technical support for presentations must be arranged in advance, please contact the Conference Secretariat.

MOBILE PHONES

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\$ 3 includes US\$ 0.75 airtime. It might take approximately one day to have the Ethiopian Telecommunication Mobile Phone connected.

GENERAL INFORMATION ABOUT ETHIOPIA

Ethiopia is as large as France and Spain combined and has an area of 1,112,000 square kilometers. Agriculture is the backbone of the national economy, and the principal exports from this sector include coffee, oil seeds, pulses, flowers, vegetables, sugar and animal feed. About 80 per cent of the population earns its living from the land. There is also a thriving livestock sector, and exports include cattle, hides and skins.

The population of Ethiopia is estimated at 94 million, and over 50 per cent of the population is under 20 years of age. The average number of inhabitants per square kilometer is 69. Ethiopia is a multi-ethnic state with a great variety of spoken languages. There are eighty-three languages with 200 dialects, and the official language of the nation is Amharic. English, French, Italian and Arabic are also spoken, mainly in Addis Ababa. Additional information on Ethiopia and ECA can be found on the <http://www.uneca.org>, <http://www.telecom.net.et>, <http://www.ethio.com> and <http://tour.ethiopianonline.net>.

CLIMATE

Ethiopia has two main seasons. The dry season lasts from October through May, and the rainy season starts in late June and ends in September. Temperatures depend on season and altitude. The November average temperature is between 7 and 23°C. Addis Ababa's weather is envisaged to be cold at night in November, so kindly carry a warm jacket/sweater.

ELECTRIC SUPPLY

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

CURRENCY

Ethiopian currency is denominated in “Birr” and “cents”. The exchange rate fluctuates. The mid Oct 2014 average exchange rate of a US dollar is 19.8 Birr.

There is a branch of the Commercial Bank of Ethiopia in the AUC compound. This Bank is open Monday – Friday, from 8:00 to 12:45, and from 14:00 to 16:30. There is also an authorized exchange centre (Forex) at the Sheraton Hotel and ATM machines for Visa/ MasterCard users at both the Sheraton, Hilton, Radisson Blue and other hotels which will give you money in Birr.

CONFERENCE ORGANIZERS - CONTACT DETAILS

- For queries relating to programme, presentations and sessions:
Ms Sue Mbaya, @ suembaya@sm-associates.org and +251 934 839 532
- For media relations matters:
Ms Dana Palade, @ DPalade@uneca.org and +251 929 175 744
- For all logistical issues:
Ms Ariam Abraham, @ Ariama@uneca.org and +251 929 175 745
Ms Yitagesu Getahun, @ YGetahun@uneca.org and +251 929 175 746