



ECONOMIC COMMISSION FOR AFRICA

Regional Review Meeting
"WSIS+10 and Beyond: Outcomes and Perspectives for Africa"
14-16 April 2015
Addis Ababa, Ethiopia

INFORMATION FOR PARTICIPANTS

The Economic Commission for Africa (ECA) welcomes you to the Regional Consultation Meeting on "WSIS+10 and Beyond: Outcomes and Perspectives for Africa" which will take place on 14-16 April 2015 at the United Nations Conference Centre in Addis Ababa (room CR5). This meeting is organized by the Special Initiatives Division of ECA.

Please find below some general information on meeting arrangements, which you may find useful. If you have any questions or if there is any way we may be of assistance, do not hesitate to contact Mr. Mactar Seck (email: mseck@uneca.org; tel: +251 11 544 3424) and Ms. Hidat Mebratu (email: hmebratu@uneca.org, tel: +251 11 544 5257).

1. Immigration Requirements

All nationals coming to Ethiopia –exception for Kenyan nationals- to attend a meeting **are required to have an entry visa**. This also applies to holders of diplomatic and service passports, as well as United Nations Laissez-Passer.

As per an agreement between the Ethiopian Government and ECA, participants attending short-term meetings and workshop can obtain business visas on arrival at Addis Ababa Bole International Airport. Please keep **a printed copy** of the visa on arrival authorization travel list with you to show upon check-in at your departure point as well as upon arrival at immigration at Addis Ababa Bole International Airport

Please note that an Ethiopian visa costs USD 30.00 per person and payment must be made in US dollars at the time of issue. No other currency will be accepted. Holders of diplomatic and service passports, as well as United Nations Laissez-Passer, will receive visas free of charge.

2. Health Requirements

Participants must ensure that they have taken the necessary vaccinations and that they travel with their vaccination cards. Valid vaccination against yellow fever is obligatory for all travelers from yellow fever endemic countries/regions. Failure to produce a valid yellow fever vaccination certificate at an Ethiopian port of entry could lead to refusal of entry, or quarantine until the traveler's certificate becomes valid.

Vaccination against cholera is also required for any person who has visited or transited through a cholera-infected area within six days prior to arrival in the country.

As Addis Ababa is situated at an altitude of 2400 meters, it is advisable to take precautionary measures to avoid possible health problems that might occur due to high altitude.

3. Travel Arrangements

ECA will send sponsored participants their e-tickets as soon as bookings have been confirmed.

Sponsored participants are strongly advised not to purchase their own tickets for any reason without authorization by ECA. Please note that you will not be reimbursed should you proceed to purchase a self-ticket without prior express written authority from ECA.

Participants who are not sponsored by ECA are responsible for making all necessary travel arrangements.

4. Hotel

ECA is providing a Daily Subsistence Allowance at the United Nations rate for Addis Ababa, which is USD 207.00 to sponsored participants for the length of stay necessary to participate in the meeting.

Participants have been sent a list of hotels near the United Nations compound along with the special United Nations



ECONOMIC COMMISSION FOR AFRICA

discount rate. **Please make your bookings soonest.** Hotel accommodation, lunch and dinner are the responsibility of the participants. Participants are responsible for settling their hotel bill and all other personal expenses incurred using their DSA.

5. Transport

Almost all hotels in Addis Ababa provide shuttle service between the Addis Ababa Bole International Airport and the hotel either as a complementary service or at a very small fee. Participants are responsible for the cost of the shuttle. Please make sure to provide the hotel your flight details if you need shuttle services.

6. Identification Badges

Participants are required to obtain Identification Badges to enter the United Nations Compound. It is recommended that you arrive at the United Nations Compound Security Gate 2 an hour before the start of the meeting so you can receive your Identification Badges. Kindly bring along your passport for identification purposes on the first day of the meeting. For identification and security reasons, all participants should wear their badges at all times while in the United Nations Compound.

7. Communication Service

Ethio Telecom (www.ethiotelecom.et) offers SIM Cards with pre-charged airtime that can be recharged through scratch cards at anytime. The total package which costs ETB 30.00 includes ETB 15.00 worth of airtime. A copy of the national passport and two passport-size photos are required for processing and connection will be effected on the spot.

8. Currency and Banking

The Ethiopian currency is denominated in “Birr” and “centimes”. The exchange rate of exchange fluctuates regularly. The current exchange rate for the Ethiopian Birr to the US Dollar is approximately ETB 20.30 = USD 1.00. Major credit cards are accepted only accepted in hotels and in the country. Banking hours are generally 08h00-16h00 on weekdays and 08h00-12h00 on Saturdays.

If you are bringing US dollars to Ethiopia, please ensure that you only bring new currency notes. Banks in Ethiopia have been known not to accept foreign currency older than 2003.

Directives issued by the National Bank of Ethiopia for inward and outward movement of foreign currency notes and Ethiopian Birr require any traveller, who is a non-resident in Ethiopia, to declare any amount of cash exceeding USD 3000.00 or its equivalent in any other convertible foreign currency, and all foreign currency in their possession at the points of entry into Ethiopia by filling out the declaration form of the Ethiopian Customs and Revenue Authority. Bank receipts for money changed at the airport must be kept securely as they may be requested for on departure.

Non-resident travellers are not allowed to carry more than USD 3000.00 or its equivalent in any other convertible foreign currency in cash out of Ethiopia, unless he/she produces a bank advice certifying the purchase of foreign currency from within Ethiopia or a Customs Declaration paper issued at the time of entering the country provided the visa period has not expired.

All travellers entering or leaving the country may carry up to only ETB 200.00 in cash.

9. Electricity

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

10. Weather

Located at an average altitude of 2400, Addis Ababa has a complex mix of highland climate zones, with temperature differences of up to 10C, depending on elevation and prevailing wind patterns. April marks the middle of the small rains season and is generally characterized by sunny weather, with sudden stormy rain. Temperature in April fluctuates between an average daytime high of 25C and an average nighttime low of 12C.



ECONOMIC COMMISSION FOR AFRICA

List of UNDSS approved hotels near United Nations Compound Hotels Addis Ababa, Ethiopia

Hotel	Type of Rooms	UN Rate	No. of Rooms
APHRODITE HOTEL (Across the street from the UN compound Security Gate 2) Tel: + 251 11 557 22 20/00/ 32/ 28 Fax: + 251 11 557 2204 Email: info@aphroditeaddis.com ; reservation@aphroditeaddis.com Website: http://www.aphroditeaddis.com/	Single Standard Room	US\$ 90.00	52
De LEOPOL HOTEL (10 mn walking distance the from UN compound Security Gate 2) Tel: 251 115 50 77 77 Mobile: +251 911 21 40 54 / 251 911 67 78 73 Fax: 251-11 553 14 66 / 251 115 15 50 80 Email : hoteldeleopol@ethionet.et ; ndamena@gmail.com	Standard Room Double Occupancy	US\$ 75.00 US\$ 85.00	74
ELILLY HOTEL (Across the street from the UN compound Security Gate 2) Tel: + 251 11 558 77 77 / 251 111-558-640 Email: info@elillyhotel.com Website: http://elillyhotel.com/	Standard Room	US\$ 150.00	154
GHION HOTEL (15 mn walking distance from the UN compound Security Gate 2) Tel: (251-11) 5 51 32 22 Tel: (251-11) 5 51 00 99 Fax: (251-11) 5 50 51 50 / 5 51 02 78 Email: ghion@ethionet.et Website: http://www.ghionhotel.com.et/	Standard Room Double Room	US\$ 69.00 US\$ 81.00	210
GRAND YORDANOS HOTEL (5 mn walking distance from the UN compound Security Gate 2) Tel: +251-115-57 21 81/73 / . +251-118-96 52 76 Fax: +251-115-57 21 45 Email: info@grandyordanoshotel.com.et ; reservation@grandyordanoshotel.com.et Website: http://www.grandyordanoshotel.com.et/	Standard Single Rooms Twin Rooms	US\$ 90.00 US\$ 100.00	94
HILTON HOTEL (10 mn walking distance from the UN compound Security Gate 2) Tel: (251-11) 5 51 84 00 Tel: (251-11) 5 51 00 64 Fax: (251-11) 5 51 17 18 Email: reservations.addisababa@hilton.com ; salesaddis@hilton.com	Single Double Executive Room Corner Suite	US\$ 195.00 US\$ 210.00 US\$ 260.00 US\$ 290.00 Plus 26.5% tax	372



ECONOMIC COMMISSION FOR AFRICA

<p>Website: http://www3.hilton.com/en/hotels/ethiopia/hilton-addis-ababa-ADDHITW/index.html</p>			
<p>INTERCONTINENTAL HOTEL (5 mn walking distance from the UN compound Security Gate 2) Tel: (251-11) 5 50 50 66/18 04 44 Fax: (251-11) 5 54 00 90/96 Mob.: (251-911) 45 94 94 Email: Email: reservation@intercontinentaladdis.com Website: http://www.intercontinentaladdis.com/</p>	<p>King Deluxe Room (Standard) Double occupancy Twin Deluxe Room</p>	<p>US\$ 125.00 US\$ 163.00 US\$ 163.00</p>	152
<p>JUPITER INTERNATIONAL HOTEL – KASANCHES (5 mn walking distance from the UN compound Security Gate 2) Tel: (251-11) 5 52 73 33 (251-11) 5 51 63 70 65 18 10 (Ayelech) Fax: (251-11) 5 52 64 18 Email: info@jupiterinternationalhotel.com Website: http://www.jupiterinternationalhotel.com/</p>	<p>Standard Single Room Deluxe Room Twin Room Junior Suite Room Executive Room</p>	<p>US\$ 100.00 US\$ 120.00 US\$ 140.00 US\$ 155.00 US\$ 200.00</p>	102
<p>NATIONAL HOTEL (15 mn walking distance from the UN compound Security Gate 2) Tel: (251-11) 5 51 51 66 Fax: (251-11) 5 51 34 17 Email: info@nationalhotelethiopia.com Website: http://www.nationalhotelethiopia.com/</p>	<p>Single Room Double Room</p>	<p>US\$ 50.00 US\$ 65.00</p>	52
<p>NIGIST TOWERS GUEST HOUSE (Across the street from the UN compound Security Gate 2) Tel: (251-11) 5 50 97 70 / +251 924 86 86 71 Fax: +251 115 50 98 23 Email: info@nigisttowers.com / nigisttowers@gmail.com Website: http://nigisttowers.com/</p>	<p>Studio One Bed Room Two Bed Room</p>	<p>US\$ 72.45 US\$ 84.50 US\$ 114.70</p>	32
<p>RADISSON BLU HOTEL(5 mn walking distance from the UN compound Security Gate 2) Tel: (251-11) 5-15 76 00 Fax: (251-11) 5-15 76 01 Email: info.addisababa@radissonblu.com; reservations.addisababa@radissonblu.com Website: http://www.radissonblu.com/hotel-addisababa</p>	<p>Single Standard Room</p>	<p>US\$ 152.00 Plus 26.5% tax</p>	204