



United Nations
Department of Economic and Social Affairs



DEVELOPMENT COOPERATION FORUM Ethiopia High-Level Symposium

“A renewed global partnership for development for a post-2015 era”

LOGISTICS NOTE

UNECA Headquarters, Addis Ababa, Ethiopia
6-7 June 2013

Venue of the meeting

The Ethiopia High-Level Symposium will be hosted by the Government of Ethiopia in cooperation with the United Nations Department of Economic and Social Affairs.

The meeting will take place at the United Nations Conference Centre (UNCC) located at the Headquarters of the United Nations Economic Commission for Africa in Addis Ababa, Ethiopia.

The High-Level Symposium will be held in **Conference Room 2, which is located on the first floor of the United Nations Conference Centre (UNCC)**, on Thursday, 6 June and Friday, 7 June 2013.

UNCC Contact Information:

United Nations Conference Centre
Addis Ababa, Ethiopia
Menelik II Ave,
Tel: (251)111511047
Fax: (251) 222510105

Contact Person: Etienne Kabou, Chief, Publication and Conference Management Section

For more details and the latest information on the event, please visit

<http://www.un.org/en/ecosoc/newfunct/dcfethiopia.shtml> or send an email to dcfethiopia@un.org.

Visa and Entry Requirements

Most overseas visitors require a valid visa to Ethiopia. To ensure a smooth entry into the country, kindly inquire with the nearest Ethiopian Embassy located in your country about specific visa requirements and processing time.

In case there is no Ethiopian embassy or consulate located in your country, a visa upon arrival will be arranged for you through the Ministry of Foreign Affairs prior to your travel. Please ensure to indicate this in the registration form attached below and please notify the Symposium coordinator in Addis Ababa, Mr Dawit Ayele (dawitaye85@yahoo.com), at least one week prior to your travel.

Information on Ethiopian visas is available on the following sites:

- <http://www.ethiopia.gov.et/English/MOFA/Pages/Home.aspx>
- <http://www.ethiopianembassy.org/ConsularServices/ConsularService.php?Page=VisaService01.htm&left=2>

The visa application form can be downloaded here:

- <http://www.ethiopianembassy.org/ConsularForms/VisaApplicationForm.pdf>

Please also check whether you need a **visa for countries in which you may have to transfer** during your trip to/from Addis Ababa.

Immunization for yellow fever is also recommended prior to travel. Please bring a valid certificate of vaccination when you travel to Ethiopia.

Arrival in Addis Ababa

All participants should plan to arrive in Addis Ababa on the day prior to the event.

Addis Ababa Bole International Airport is located in the Bole district of Addis Ababa, five kilometers from the city centre.

Public transport and Taxi: Participants may take one of the cream-coloured National Tour Operator taxis or the yellow airport taxi to their hotel. Arrangements for a paid shuttle service may also be made through the hotel.

From the airport, it takes approximately 30 minutes to reach the recommended hotels around the Convention Centre area. Normal fares can range up to 300 Ethiopia Birr or 20 US Dollar maximum. In general, the price of taxi fare is not fixed and is subject to negotiations.

Banking and Currency Exchange: A bank and bureau de change desk is available at Addis Ababa Bole International Airport.

The official currency of Ethiopia is the Ethiopian Birr. The exchange rate is approximately:
 1 US Dollar (USD) = 18.33 Ethiopian Birr (ETB)
 1 Euro (EUR) = 23.99 Ethiopian Birr (ETB)
 (Please note that Ethiopian currency is not convertible to other currencies outside of the country.)

Communication: Public telephones are available in the airport's terminal buildings as well as mobile phone SIM cards for purchase. An on-site post-office is also available.

Registration of participants and identification badges

Please **complete the registration form** sent to you along with the letter of invitation **by no later than 20 April 2013** as accurately as possible, ensuring that the name is identical to the spelling of the name in your passport. The completed registration form can either be emailed to dcfethiopia@un.org or faxed to +1 212 963 1712 indicating "Registration Ethiopia HLS" in the subject heading. Flight details and hotel information can be provided at a later stage.

For security reasons, valid **conference/grounds passes** are necessary for admittance to the United Nations Conference Centre (UNCC). A ground pass/ID will be provided for all participants upon their arrival to the UNCC.

Hotel Accommodation

A block reservation has been made for participants at the below hotels which are centrally located or within a short distance from the Convention Centre. Participants are requested to **BOOK ACCOMMODATION DIRECTLY WITH THE HOTEL**. Please quote “UN DCF Symposium” to be granted a preferential room rate. **Irrespective of funding arrangements, all participants are obliged to pay for their hotel room**. Please send a copy of your reservation to the Symposium coordinator in Addis Ababa, Mr Dawit Ayele (dawitaye85@yahoo.com).

The hotels recommended below are all within walking distance of the Convention Centre. Other means of transport are available, including taxi service which may be arranged through the hotel.

Name of Hotel	Distance from Convention Centre (ECA Gate 2)	Room Type	Room rates	Contact Details
Jupiter International Hotel	5-minute walk	Any room type	USD 130	E-mail: reservations@jupiterinternationalhotel.com Tel: + 251 11 552 7333 Fax: + 251 552 6418 www.jupiterinternationalhotel.com
Intercontinental International Hotel	5-minute walk	Twin Room	USD 142	E-mail: radiye2009@yahoo.com , redat.bekele@intercontinentaladdis.com Tel: + 251 115 180444 Mobile: + 251 911543219 / +251 922727251 Fax: + 251 115 540096 www.intercontinentaladdis.com/
		Junior Corner Suite	USD 166	
		VIP Suite	USD 296	
Grand Yordanos Hotel	10-minute walk	Standard King / Twin	USD 100 / USD 150	E-mail: info@grandyordanoshotel.com.et grandyordanoshotel@yahoo.com Tel: +251 11 8 96 52 76 Fax: +251 11 5 57 21 45 www.grandyordanoshotel.com.et
		Standard Deluxe Twin	USD 180	
		Junior Deluxe / Deluxe King	USD 200 / USD 250	
Hilton Hotel	600m	Single	USD 220	E-mail: sales_addis-ababa@hilton.com Tel: + 251 11 5170000 Fax: + 251 11 5529581 / 5510064 www.hilton.com/Addis-Ababa
		Double	USD 250	
Sheraton Addis Hotel	2.5km	Club Room	USD 275	E-mail: reservations.addisethiopia@luxurycollection.com Tel: + 251 11 5171717 Fax: + 251 11 517 2727 www.sheratonaddis.com
		Executive Room	USD 335	
Radisson Blu	5-minute walk	Standard Room	USD 290	Email: info.addisababa@radissonblu.com Tel: + 251 1 15 15 76 00, Fax: + 251 1 15 15 76 01 www.radissonblu.com
		Business	USD 356	

Other logistical information

The following services are available at the United Nations Convention Centre (UNCC):

- **Internet access:** The reception areas and lounges of the Convention Centre are equipped with Wi-Fi internet connection.
- **Business Centre:** A fully equipped business centre provides access to international telephone and fax services, photocopying, computer workstations and internet use at set charges to users.
- **Catering services:** A selection of cafeterias, dining lounges, restaurants and coffee bars located within the convention centre is available to delegates. Catering services are located on the second floor of the UNCC, and in the Rotunda of the Africa Hall.
- **Travel services:** Various travel agencies are conveniently situated at the Rotunda of the Africa Hall. Delegates can reconfirm their bookings through major carrier Ethiopian airlines as well as through various travel agencies.
- **Postal services:** Telecommunication and postal services are available in the Rotunda of the ECA
- **Banks:** A branch of the Commercial Bank of Ethiopia providing foreign exchange service is located at the Rotunda of the Africa Hall. The operating hours are Monday to Friday, 8:00am to 5:00pm. Automated Teller Machines (ATMs) services are available at the Commercial Bank of Ethiopia, and at the United Nations Conference Centre (UNCC).
- **Medical services:** The United Nations Health Centre, situated on the ground floor of the UNCC, provides emergency medical services to participants/delegates attending meetings during working hours on a pay per cash basis. In case of a medical or dental emergency, please contact the following:
 United Nations Health Care Centre
 Telephone: + 251 115 51 58 28 or 51 72 00 ext. 88888
 ECA Ambulance Telephone: + 251 115 51 42 02 or 51 58 28

About Addis Ababa

Addis Ababa is the capital city of Ethiopia. It is the largest city in Ethiopia, with a population of over 4 million. Addis Ababa has the status of both a city and a state. It is where the African Union and its predecessor the OAU are based. It also hosts the headquarters of the United Nations Economic Commission for Africa (UNECA) and numerous other continental and international organizations. Addis Ababa is therefore often referred to as "the political capital of Africa", due to its historical, diplomatic and political significance for the continent. The city is populated by people from different regions of Ethiopia – the country has as many as 80 nationalities speaking 80 languages and belonging to a wide variety of religious communities. It is home to Addis Ababa University. The Federation of African Societies of Chemistry (FASC) and Horn of Africa Press Institute (HAPI) are also headquartered in Addis Ababa.

The average temperature in June is about 20°C during the day with cooler temperatures at night. June is also the beginning of the rainy season.

Addis Ababa is a high altitude city, 2400 meters above sea level. Acclimatization to this elevation is normally not a problem, but sometimes it might take a few days. Symptoms of altitude sickness include headache, increased breathing (hyperventilation), fatigue, nausea, dizziness and sleep disturbance. For prevention, drinking extra amounts of water (increased breathing leads to water loss) and avoiding salty food and heavy meals are recommended. Alcohol could worsen sleep disturbance.

Safety standards are relatively good, but similar precautions as in other metropolitan cities should be followed. The predominant language spoken in Addis Ababa is Amharic, but English is widely understood. Right hand traffic rules apply. The voltage is 220-240 V, using two-pin (Italian) sockets.

For more information on the city, please visit <http://www.addisababacity.gov.et>

Documents and Other Contact Information

For more details and the latest information on the event, please visit <http://www.un.org/en/ecosoc/newfunct/DCFethiopia.shtml> or send an email to dcfethiopia@un.org.

If you have any other questions pertaining to the meeting, please contact:

Ms. Doris Schmitz-Meiners (schmitz-meiners@un.org, Tel.: 1-212-963-4946) and

Mr. Thomas Boehler (boehler@un.org, Tel.: 1-917-367-9452,)

Development Cooperation Policy Branch

Office for ECOSOC Support and Coordination

United Nations Department of Economic and Social Affairs, UN Secretariat Building, 25th floor,
New York, NY 10017

Mr. Dawit Ayele (dawitaye85@yahoo.com, Tel: + 251-911564289)

Mr. Shawelo Girma (gshawel@gmail.com, Tel: + 251-913043212)

Expert, UN agencies and Regional Economic Cooperation Directorate,
Ministry of Finance and Economic Development,
King George IV Avenue, Addis Ababa, Ethiopia



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Department of Economic and Social Affairs



REGISTRATION FORM

Ethiopia High-Level Symposium

“A renewed global partnership for development for a post-2015 era”
6-7 June 2013, UNECA Headquarters, Addis Ababa, Ethiopia

Submitting this form confirms my participation.

Please return a registration form for *each* member of the delegation to the Development Cooperation Team **no later than 20 April 2013** by email or fax:

Email: dcfethiopia@un.org

Fax: + 1 212 963 1712

Mr./Mrs./Ms.	
First Name (as it appears in the passport)	
Last Name (as it appears in the passport)	
Passport number, date of issuance and expiry	
Nationality	
Date of Birth	
Position/Job Title	
Organization	
Street Home Address	
Postcode and Country	
E-mail Address	
Phone Number	
Fax Number	
City of Departure	
Phone or cell or other contact information while in Addis Ababa	
Hotel (if available)	
Flight details (if available)	
Do you need a visa on arrival?*	

(*Only eligible to travellers coming from countries where there is **no Ethiopian** consulate or embassy present)