



**UN Workshop on Practical Issues in Protecting the Tax Base  
of Developing Countries  
Addis Ababa, Ethiopia  
7-10 November 2017**

**INFORMATION NOTE**

**General**

The UN Workshop on Practical Issues in Protecting the Tax Base of Developing Countries will be held in Addis Ababa, Ethiopia on 7-10 November 2017, between 10 am and 5.30 pm, with lunch break between 1 pm and 2.30 pm.

**On the first day of the event, please make sure you arrive at 9 am to go through registration.**

**Venue**

The Course will be held at the United Nations Economic Commission for Africa, Manelik II Avenue.

Due to the high security of the venue, **please make sure to carry your passport with you at all times, as you will need it to enter the UN complex.** Enter through the Pedestrian Gate 2 to collect your badge at the reception at the Delegates Registration Building, which is the first access point when you enter Gate 2.

**Travel**

Visa:

**Participants should obtain a visa through the Consulate of Ethiopia in their home country, if required.** Alternatively, and in coordination with the Permanent Mission of Ethiopia to the United Nations - New York, we were informed that participants should carry their invitation and present it at the airport in Addis Ababa where your visa will be issued upon arrival. We have provided them with the list of participants and their corresponding passport information.

Air ticket:

The electronic ticket will be issued by American Express Travel and a tentative itinerary will be sent to participants prior to the issuance of the ticket. Tickets will be issued by American Express once they have received the authorization from the United Nations.

Please remember to **KEEP ALL YOUR BOARDING PASSES.**

### Allowances:

Participants are entitled to receive Daily Subsistence Allowance (DSA), to cover hotel accommodation, meals and incidentals - estimated at US\$198.00 per night stay (approx. **US\$990.00**), and Terminal Expenses (TE) to cover airport-hotel-airport transfers at \$152. Please note that the DSA entitlement may change if participants arrive in Addis Ababa after 6 November, or depart before 11 November.

Participants will be issued 100% of their entitlement in Addis Ababa through a bank designated by the United Nations. To claim your allowances, ***please bring the following documents: passport, e-ticket and boarding passes showing proof of arrival.*** Please remember to keep your return boarding passes as you will need to send us a scanned copy after your trip is completed.

### **Organization and programme of the Event**

Please see the concept note and programme of the Event.

### **Language and Interpretation**

The working language of the meeting is English.

### **Accommodation**

#### Hotel:

Participants are required to make their own hotel bookings at a hotel of their choice. Please note that several hotels are located in the proximity of the Economic Commission for Africa, where the event will take place. The following hotels are offering special rates to participants as follows, however, please feel free to book at any hotel of your choice:

1. Hilton Addis Ababa – US\$130.00 per night - Online  
Reservation: <http://eventsathilton.com/show/59df142225ff7a318efd7e75>
2. Radisson Blue – US\$130.00 per night –email:  
[reservations.addisababa@radissonblu.com](mailto:reservations.addisababa@radissonblu.com) or [henok.nigatu@radissonblu.com](mailto:henok.nigatu@radissonblu.com)
3. Elilly Hotel -US \$115.00 per night – Online Reservation: <http://elillyhotel.com/un-workshop-on-practical-issues-in-protecting-the-tax-base-of-developing-countries/>

To avail of the special rates, a number of rooms are blocked until Friday, 27 October for workshop participants.

### **Contact Information**

#### **For substantive information**

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#### **For administrative/travel-related information**

**Ms Suzette C. Limchoc**

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