



**africacarbonforum**

**18 – 20 April 2012, United Nations Conference Centre, Addis Ababa, Ethiopia**

# **INFORMATION FOR PARTICIPANTS**

Welcome to Addis-Ababa, Ethiopia and the upcoming Fourth Africa Carbon Forum which will take place from 18 – 20 April, 2012 at the United Nations Conference Centre (UNCC).

It is important to take note of the following information, which will further assist you in the planning and logistics for your travel to Addis Ababa, Ethiopia.

### **IMMIGRATION REQUIREMENTS**

All visitors and delegates travelling to Ethiopia (except for Kenyan and Djiboutian nationals) are required to obtain an entry visa. **It is generally preferable, and more convenient for you, to contact and obtain the visa from the Ethiopian diplomatic mission in your country prior to departing, unless there is no Ethiopian diplomatic mission in your country.**

The Government of Ethiopia also requires that visitors/conference delegates from countries with Ethiopian Diplomatic Missions secure their visas from those missions. **These travellers include holders of diplomatic and service/official passports as well as the United Nations Laissez-Passer (LP).**

Nationals of Argentina, Austria, Belgium, Brazil, Canada, China, Denmark, Finland, France, Germany, Greece, Ireland, Israel, Italy, Japan, Republic of Korea, Kuwait, Luxembourg, Mexico, Netherlands, New Zealand, Norway, Poland, Portugal, Russian Federation, South Africa, Spain, Sweden, Switzerland, Taiwan, United Kingdom and United States are now allowed to receive their tourist visas on arrival in Ethiopia at the regular charge.

Please note that an Ethiopian visa costs from **USD 20.00 per person** and payment must be made in **US Dollars** at the time of visa issue. Holders of Diplomatic and Service/Official passports as well as United Nations LPs will receive visas free of charge.

Bank receipts for money changed must be kept securely as they may be requested upon departure.

The airport tax on departure from Bole International Airport is **USD20.00** and is payable in cash **US dollars**.

### **HEALTH REQUIREMENTS**

Visitors to Ethiopia should be in possession of a **valid yellow fever health certificate**. 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.

Addis Ababa, lying between 2200-2500 metres above sea level, is the third highest capital in the world and new visitors may experience discomfort until they adjust to the altitude – symptoms can include headaches, shortness of breath, fatigue and insomnia.

Malaria: lower lying areas of Addis Ababa (around 2000 meters) are now said to be potentially malarial, but essentially the city is malaria free, although non-malarial mosquitoes can be nuisance in some areas at night.

24-hour medical service is provided at the United Nations Health Centre (UNHC) located on the ground floor of the United Nations Conference Centre (UNCC) on a cash basis (both consultations fees and

purchase of medication will be paid for). Those delegates who are covered under different insurance companies will be given receipts to enable them process and claim the cost of treatment where necessary. Note that most medications at UNHCC are not sold over the counter and so may require that a physician reviews the situation and make a prescription for them to be issued by the pharmacy.

In case of a medical emergency, please contact: Dr. Grace Fombad  
**OIC - United Nations Health Care Centre**  
**Telephone: + 251 - 115 - 51 58 28 or 51 72 00 ext. 88888 or 448888**  
**UNECA Ambulance Telephone: + 251 - 115 - 51 42 02 or 51 58 28.**

## AIRLINE RESERVATIONS

A number of International Airlines operate to and from Addis Ababa. It is required that participants secure their return/onward air passage prior to their arrival in Addis Ababa. There are two travel agencies - **Gashem Travel – Airlink Travel** on-site at UNECA to assist with the re-confirmation of tickets and to provide participants with travel and tour related information. The agencies at UNECA are reachable at the following telephone numbers:

**Gashem Travel** Tel: +251 115 44 30 51/44 30 52/46 84 85 or 251 0911 25 04 68 (mobile);

**Airlink Travel Tel:** +251 11 5 44 4333/ 444334/ 444336.

Apart from the travel agency, Ethiopian Airlines and Kenya Airways also have offices in the UNECA compound.

## HOTEL ACCOMMODATION

Participants are responsible for making their own accommodation arrangement and the following hotels listed below have been recommended due to their proximity to the venue. **For additional accommodation options and hotel reservation:**

<http://www.ethiopiahotelguide.com/>

### List of Selected Hotels

Please note that all prices shown are indicative only and subject to change.

No.	Hotel	Type of Rooms	Approx. Rate
1	CENTRAL SHOA HOTEL Tel: (251-11)6 61 14 54 Tel: (251-11)6 61 50 01 <a href="http://www.ethiopiahotelguide.com/Central_Shoa_Hotel_">http://www.ethiopiahotelguide.com/Central_Shoa_Hotel_</a>	Single Rooms Double Rooms	US\$ 35.00 US\$ 45.00
2	GHION HOTEL Tel: (251-11)5 51 32 22 <a href="http://www.ghionhotel.com.et/">http://www.ghionhotel.com.et/</a>	Standard Rooms Double Rooms	US\$ 75.00 US\$ 81.00

3	<p>HILTON HOTEL</p> <p>Tel: (251-11) 5 51 84 00</p> <p>Email: <a href="mailto:sales.addis@hilton.com">sales.addis@hilton.com</a></p> <p><a href="http://www1.hilton.com/en_US/hi/hotel/ADDHITW-Hilton-Addis-Ababa-hotel/index.do">http://www1.hilton.com/en_US/hi/hotel/ADDHITW-Hilton-Addis-Ababa-hotel/index.do</a></p>	<p>Single</p> <p>Double</p> <p>Executive Rooms</p> <p>Single</p> <p>Double</p>	<p>US\$ 238.00</p> <p>US\$ 268.00</p> <p>US\$ 361.00</p> <p>US\$ 391.00</p>
4	<p>HOTEL De LEOPOL Tel: (251-11) 5 50 77 77</p> <p>Mobile: (251-911) 67 78 73</p> <p><a href="http://www.hoteldeleopolint.com">www.hoteldeleopolint.com</a></p>	<p>Standard Rooms</p> <p>Double Occupancy</p>	<p>US\$ 60.00</p> <p>US\$ 80.00</p>
5	<p>PLAZA HOTEL</p> <p>Tel: (251-11) 6 61 22 00</p> <p>Tel: (251-11) 6 61 29 39</p> <p><a href="http://www.southtravels.com/africa/ethiopia/plazahotel/index.html">http://www.southtravels.com/africa/ethiopia/plazahotel/index.html</a></p>	<p>Single Rooms</p> <p>Double Rooms</p>	<p>US\$ 40.00</p> <p>US\$ 50.00</p>
6	<p>SHERATON HOTEL</p> <p>Tel: (251-11) 5 17 17 17</p> <p><a href="http://www.sheratonaddis.com/">http://www.sheratonaddis.com/</a></p>	<p>Club Room (single)</p> <p>Double</p> <p>Executive Rooms</p> <p>Executive Double</p>	<p>US\$ 260.00</p> <p>US\$ 260.00</p> <p>US\$ 395.00</p> <p>US\$ 420.00</p> <p>Plus 25% TAX</p>
7	<p>JUPITER INTERNATIONAL HOTEL - CAZANCHIS</p> <p>Tel: (251-11) 5 52 73 33</p> <p><a href="http://www.ethiopiahotelguide.com/Jupiter_Hotel_(Cazanchis)">http://www.ethiopiahotelguide.com/Jupiter_Hotel_(Cazanchis)</a></p>	<p>Standard Single Rooms</p> <p>Double Occupancy</p>	<p>US\$ 90.00</p> <p>US\$ 130.00</p>
8	<p>INTERCONTINENTAL HOTEL</p> <p>Tel: (251-11) 5 50 50 66</p> <p>Mob.: (251-911) 459494</p> <p><a href="http://www.intercontinentaladdis.com.et/">http://www.intercontinentaladdis.com.et/</a></p>	<p>King Deluxe Room (Standard)</p> <p>Twin Deluxe Rooms</p>	<p>US\$ 90.00</p> <p>US\$ 120.00</p>
9	<p>NATIONAL HOTEL</p> <p>Tel: (251-11) 5 51 51 66</p>	<p>Single Rooms</p> <p>Double Rooms</p>	<p>US\$ 40.00</p> <p>US\$ 55.00</p>
10	<p>Nigist Tower</p> <p>Tel: (251-11) 5 50 97 70</p> <p><a href="http://nigisttowers.com/">http://nigisttowers.com/</a></p>	<p>Rooms from</p>	<p>US\$ 69.00</p>

## **PARTICIPATION**

### **TRANSPORT**

Participants will arrive at Bole International Airport, which is located just 5 kilometres from the centre of Addis Ababa and 10 minutes drive from the UNCC. Most hotels provide airport shuttle services from and to the airport and may be arranged by participants themselves on booking their accommodation with their preferred hotels.

### **SAFETY & SECURITY**

Ethiopia is generally a safe country, and Addis Ababa a safe capital city, but one should still take the normal precautions, avoiding unfamiliar areas at night and not carrying large sums of money in accessible pockets. It is advisable to beware of pickpockets operating in certain areas, skilled at identifying new arrivals, other than that violent robbery and muggings are rare and generally visitors can tour the city day and night in safety.

The best way to remain safe is to avoid trouble at all costs, rather than having to extricate yourself later. The United Nations Security and Safety service is always ready to serve all its clients. In this regard, the cooperation of all participants at this meeting would help us a great deal in ensuring your personal safety and the safety of your valuables.

**In order to help UNECA-UNCC Security and Safety service undertake their duties efficiently, the following rules should be observed while you are in the UNECA premises:**

- Display your Conference Badge, on demand to an authorized person and wear it visibly.
- Do not leave bags and parcels unattended; they will be confiscated or destroyed.
- Display the vehicle passes issued.
- Do not bring unauthorized persons and children into the Conference centre.
- 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 the UN Security and Safety

Service or inform the nearest Security Officer.

### **EMERGENCY NUMBERS**

UN Control Room - Addis Ababa (24 hrs) +251 - 115- 445135 / 516537 / 512945

Security Chief +251- 0911 201802

Deputy Chief +251-0911 508578

Emergencies outside of Addis

UN Operations Centre (24 hrs) + 251-115-511726

Sat Phone +87162546835

Police Emergency Numbers (24 hrs) 911

City Police +251-115 572100 / 57212

Federal Police: +251-115-524077 / 526302 / 526303

### **ICT SERVICES**

The United Nations Conference Centre is equipped with wireless Internet services. Kindly contact the Conference services information desk should you have problems in accessing the Internet at any time. Please be advised that Blackberry Services are not available in Ethiopia.

## **MOBILE PHONES**

Participants are encouraged to come to Addis Ababa with their dual band mobile handsets (900/1800 MHZ). Ethiopian Telecommunication Company (ETC) offers SIM Cards with pre- charged airtime. The total package, which costs US\$ 41, includes US\$ 3 airtime. Note that Ethiopian Telecommunication Mobile Phone is instantaneously connected.

## **GENERAL INFORMATION ABOUT ETHIOPIA**

Ethiopia is as large as France and Spain combined and has an area of 1,112,000 square metres with an estimated population of 77 million. Addis Ababa is situated at an altitude of 2,400 metres. Agriculture is the backbone of the national economy and the principal exports from this sector include coffee, oil seeds, flowers, vegetables, sugar and animal feed. About 90% of the population earns their living from agriculture. There is also a thriving livestock sector and exports from this sector include cattle, hides and skins.

Ethiopia is a multi- ethnic state with a variety of spoken languages. Amharic is the official language of Ethiopia, although English, Italian, French and Arabic are also widely spoken. Outside the larger cities and towns, indigenous languages are likely to be spoken - of which there are over eighty, along with some 200 dialects.

## **CLIMATE**

Ethiopia has two main seasons, the dry season and the rainy season. 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.

## **ELECTRIC SUPPLY**

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

## **CURRENCY: Birr**

The local currency is the Ethiopian Birr, which is made up of 100 cents. Notes are issued in five denominations - 1, 5, 10, 50 and 100 birr and there are five different coins of 1, 5, 10, 25 and 50 cents. One US Dollar is about 9 Ethiopian Birr.

There is a branch of the Commercial Bank of Ethiopia in the UNECA compound – located in the Rotunda. This Bank is open Monday – Friday, from 8:00-12:45 and from 14:00-16:30. There is also an authorized exchange centre (Forex) at the Sheraton Hotel and ATM machines for Visa/Mastercard users at both the Sheraton and Hilton Hotels, which will provide money in Birr. Bank receipts for money changed must be kept securely as they may be asked for on departure.