



UNITED NATIONS
Office for Outer Space Affairs

**UN-SPIDER Regional Workshop
'Building Upon Regional Space-based solutions for Disaster
Management and Emergency Response for Africa'**

Organized by the
United Nations Office for Outer Space Affairs

Together with the
United Nations Economic Commission for Africa

with financial support of
The Government of Austria

And in cooperation with
Secure World Foundation

**Addis Ababa, Ethiopia
6-9 July 2010**



INFORMATION FOR PARTICIPANTS

1. Opening date and place of the session

The UN-SPIDER Workshop on “Building Upon Regional Space-based Solutions for Disaster Management and Emergency Response for Africa” will be held at the UN ECA Conference Centre, Menelik II Avenue, Addis Ababa. The Workshop will open on Tuesday, 6th July, at 10.00 in Conference Room 5. The meeting will run from 10.00 – 17.00 on Tuesday and from 9.00 – 17.00 on Wednesday, Thursday and Friday.

2. Registration and Identification Badges

For security reasons, conference/grounds passes are necessary for admittance to the Conference Centre.

Participants are required to register and obtain Identification Badges prior to the opening of the session. Kindly bring along your invitation letter and personal identification (passport, photo ID) for registration purposes. For identification and security reasons, all participants should wear their badges at all times during the workshop.

Workshop participants should arrive at the Conference Centre one hour before the start of the meeting on the first day in order to allow sufficient time for registration and issuance of grounds passes.

3. Documents

Participants will receive the agenda and working documents ahead of the session. Other documents will be provided at the time of registration.

4. Accommodation

Participants are requested to arrange their own hotel bookings. A list of suitable hotels in Addis Ababa with tentative rates is attached as annex.

5. Facilities available within the ECA Compound

Food and beverages

Dining rooms and bars are located on the 2nd floor of the UNCC.

The Cafeteria is open from 12.15 to 14.30, the Delegates Dining Room is open from 12.30 to 14.30, the Press Bar is open from 7.00 to 17.30.

Only Ethiopian currency (Birr) is accepted at these facilities.

Further catering facilities (a Cafeteria self-service restaurant and buffet corner, and a Coffee Bar) are available near the Nigeria Lounge, adjacent to the ECA Library and Security and Safety Main Office.

Public telephones

Public telephone booths are located on the first and second floor of UNCC

Postal Service

The post office is located on the first floor of the Rotunda.

Opening hours: Monday to Friday 8:30 to 12:30 and 14:30 to 16:00. Extension: 34305.

UNCC Business Centre

A fully-equipped Business Centre on the first floor provides access to international telephone and fax service, simple straight photocopying (1 to 4 pages - maximum of 50 copies), computer workstations and Internet use at set charges to users.

ECA has fully equipment reproduction facilities to reproduce major presentations. Please request the designated Conference coordinator for these services.

The Rotunda, located in the Africa Hall building, also has several facilities such as Banks, a Duty Free Shop, a Coffee Bar, a Telecommunications Centre, Airline Offices, Postal Services, DHL, Travel Agencies, a Newspaper Stand, Photoshop, Super Market, Gift Shop, Souvenir Shop, Flower Shop.

6. Travel services

A number of international airlines operate to and from Addis Ababa. Participants should secure their return/onward air passage prior to their arrival in Addis Ababa. Gashem Travel Agency at ECA will assist with re-confirmation of tickets and provide participants with travel and tour related information. Ethiopian Airlines and Kenya Airways also have offices at the ECA compound.

Gashem Travel Agency at ECA is reachable at the following telephone numbers:

Tel: +251- 11- 5443051/ +251- 11- 5443052

Please have your ticket ready when visiting the Airlines/ Gashem Travel Agency for flight-related assistance.

7. Transport

The Bole International Airport is located just 5 kilometers from the centre of Addis Ababa. Several hotels offer a shuttle service to and from the airport.

The National Tourism Organization (NTO) can provide taxi service and can be reached by calling + 251-1-15 18 22 or + 251-1-51 84 00. A one-hour city tour by NTO taxi will cost Birr 74.00, and Birr 44.00 from the Hilton/Sheraton Hotels to the Airport.

The yellow or blue taxis parked outside your hotel are relatively cheaper. These taxis will take you to most places in Addis for about Birr 20.00 -30.00, and can be hired at a negotiated rate for longer and special destinations, by the hour. It is also standard practice in Addis Ababa to wave down any free blue or yellow taxi and offer the driver a "contract" for a single journey. "Contract" taxis can be found at the entrance to ECA and most hotels.

8. Internet

The United Nations Conference Centre is equipped with WAN. Kindly contact the conference services information desk should you have problems accessing the Internet.

Please be advised that Blackberry Services are not available in Ethiopia.

9. Mobile Phone Services

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.

Participants coming from the United States of America should kindly note that they can only use tri-band mobile handsets i.e. (900/1800/1900 MHZ).

10. Electric Supply

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

11. Visa Application

Visas are required for all visitors/delegates traveling to Ethiopia, except for nationals of Djibouti and Kenya. Visitors from countries that have Ethiopian diplomatic missions are required by the Ethiopian immigration authorities to secure their visas from those missions before departure. These include holders of diplomatic and service passports as well as United Nations Laissez Passer. You will be required to present the letter of invitation for securing your visa.

In case there is no Ethiopian diplomatic representation in your country, please contact Mr. Andre Nonguierma (anonguierma@uneca.org, Tel.: (251) - 1 15 44 47 18) at your earliest possible convenience for assistance.

Please note that an Ethiopian visa costs between (US\$20 to 60) per person depending on your nationality. Holders of diplomatic and service passports as well as United Nations Laissez Passer will receive visas free of charge. Also note that obtaining a visa is the sole responsibility of the participant.

12. Customs

To comply with the import customs regulations the Government of Ethiopia conference participants should declare conference equipment they may carry with them when entering the country. The items will be registered for temporary import by the customs office and they should be taken out of the country after the conference.

12. Currency and Banking

Ethiopian currency is denominated in “Birr” and “centimes”. The exchange rate fluctuates. The UN official exchange rate as of March 2010 was \$ US1.00 = Birr 13.50

There is a branch of the Commercial Bank of Ethiopia in the ECA compound – located in the Rotunda. This Bank is open Monday – Friday, from 8:00 am to 12:45 pm and from 2:00 pm to 4:30 pm. 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 which will give you money in Birr.

Directives issued by the National Bank of Ethiopia for inward and outward movement of foreign currency notes and Ethiopian Birr require any traveler, who is non-resident of Ethiopia, to declare any amount of cash exceeding US\$3000 or its equivalent in any other convertible foreign currency, all foreign currency cash notes in their possession at the points of entry into Ethiopia by filling out the declaration form of the Ethiopian Customs and Revenue Authority.

A non-resident traveller is not allowed to carry more than US\$3000 or its equivalent in any other convertible foreign currency in cash upon departure from 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 and the visa period has not expired.

Any traveller entering or exiting the country may carry the Ethiopian Birr in cash only up to ETB200.

Bank receipts for money changed at the airport must be kept securely as they may be requested for on departure.

13. Health

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.

For prevention you should drink extra water (increased breathing leads to water loss), avoid additional salt and heavy meals. Alcohol could worsen sleep disturbances.

The United Nations Health Care Center (UNHCC), situated on the ground floor of the UN Conference Center provides 24 hours medical services at a reasonable cost (payment in cash). In case of medical or dental emergency, please call the reception desk on telephone numbers (0115) 51 10 53 or 44 55 02/44 35 48/44 31 35, or 35502/ 33548/33135, when calling from an extension phone within ECA premises.

Other Hospitals:

Swedish Clinic - Tel. +251(0)11 371 0768 (Emergency 0911 206291)

St.Gabriel Hospital - Tel +251(0)11 613622

Hayat Hospital – Tel +251(0)11 6614250

14. General Information about Ethiopia, Addis Ababa and Climate

Ethiopia is as large as France and Spain combined and has an area of 1,112,000 square meters. 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 90% 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 77 million, and over 50% of the population is under 20 years of age. The average number of inhabitants per square kilometer is 69. Ethiopia is a multiethnic state with a great variety of spoken languages. There are eighty three languages with 200 dialects, and the three main languages are Amharic, Tigrigna and Oromigna. English, French, Italian and Arabic are also spoken, mainly in Addis Ababa.

Additional information on Ethiopia and ECA:

<http://www.uneca.org>,

<http://www.telecom.net.et>,

<http://www.ethio.com>

<http://tour.ethiopianonline.net>

Addis Ababa, capital city of Ethiopia, is located at the geographic center of the nation in the mountainous Shawa Province, at an altitude of 2,400 meters and has a population of 3,384,569 people. It is often referred to as "the capital of Africa", due to its historical, diplomatic and political significance.; it is the headquarters of the United Nations Economic Commission for Africa and the African Union.

The predominant language spoken in Addis Ababa is Amharic, but English is widely understood as well. Communication in French is quite limited and minimum in Italian and Arabic. Safety standards are relatively good, but similar precautions as in other metropolitan cities should be followed.

Due to altitude Addis Ababa enjoys mild temperatures, but with a wide day to night range. The average temperature in May (last month of the dry season) is around 18°C (average min 11°C, average max 24°C).

Annex – Hotels in Addis Ababa

LIST OF RECOMMENDED HOTELS

ADDIS ABABA

No.	Hotel	Type of Rooms	UN Rate
1	ADOT - TINA HOTEL Tel: (251-11) 4 67 39 39 Fax: (251-11) 4 67 41 11 Mobile: (251-11) 9 07 29 37 adottinah@ethionet.et website www.adot-tina.com Ato Worku 0911-072937 (Hotel Manager)	Standard rooms Double Occupancy	US\$ 70.00 US\$ 80.00
2	CENTRAL SHOA HOTEL Tel: (251-11) 6-61 14 54 Tel: (251-11) 6-61 50 01 Fax: (251-11) 6-61 00 63	Single rooms Double rooms	US\$ 40.00 US\$ 50.00
3	GHION HOTEL Tel: (251-11) 5-51 32 22 Tel: (251-11) 5-51 00 99 Fax: (251-11) 5-50 51 50	Standard rooms Double rooms	US\$ 75 .00 US\$ 81.00
4	HILTON HOTEL Tel: (251-11) 5-51 84 00 Tel: (251-11) 5-51 00 64 Fax:5-52 95 81 email: sales addis@hilton.com	Single Double Executive Rooms Single Double	US\$ 175.00 US\$ 205.00 US\$ 225.00 US\$ 255.00 Plus 25% TAX
5	HOTEL de LEOPOL Tel: (251-11) 5-50 77 77 Mobile (251-11) 9 67 78 73 Fax: (251-11) 5-53 14 66 Fax: (251-11) 5 15 50- 80	Studio rooms Standard rooms Double Occupancy	US\$ 50.00 US\$ 60.00 US\$ 70.00
6	PLAZA HOTEL		

	Tel: (251-11) 6-61 22 00 Fax: (251-11) 6-61 30 44	Single rooms Double rooms	US\$ 40.00 US\$ 45.00
7	SHERATON HOTEL Tel: (251-11) 5-17 17 17 Fax: (251-11)5-17 27 27	Club room (Single) Double Executive rooms Executive Double	US\$ 235.00 US\$ 235.00 US\$ 325.00 US\$ 350.00 Plus 25% TAX
8	JUPITER INTERNATIONAL HOTEL Tel: (251-11) 5-52 73 33 Fax: (251-11) 5-52 64 18 Fax: (251-11) 6-61 69 99(Bole)	Standard Single rooms Double Occupancy	US\$80.00 US\$100.00
9	HARMONY HOTEL Tel: (251-11) 6-18 31 00 Fax: (251-11) 6- 18 29 10 Mob. 0913 867778 Ms. Yordanos Marketing Off	Standard Single Twin rooms	US\$ 80.00 US\$ 110.00
10	PANORAMA HOTEL Tel: (251-11) 6-61 60 70 Fax: (251-11) 6-61 60 72	Single rooms Double rooms Superior rooms Executive rooms	US\$ 65.00 US\$ 79.00 US\$ 89.00 US\$119.00
11	TDS HOTEL Tel: (251-11) 6-63 58 13 /16/17/19/25 Fax: (251-11) 6- 63 58 90 / 011 - 6 - 62 17 38 / 011-6- 63 58 17	Single room Double room Twin rooms	US\$ 60.00 US\$ 65.00 US\$ 75.00
12	DREAMLINER HOTEL Tel: (251-11) 4-67 40 00 Fax: (251-11) 4-67 40 01 Mob. 0911 24 07 51 Ms. Aida	Standard Single, Standard King, Deluxe King, Deluxe Twin, Premium Deluxe (any avelebel rooms) Double Occupancy	US\$ 70.00 US\$ 80.00
13	INTERCONTINENTAL HOTEL Tel: (251-11) 5-50 50 66 Fax: (251-11) 5-54 00 90/96	King Deluxe room (Standard) Twin Deluxe rooms	US\$ 90.00 US\$ 120.00