

**EURO-AFRICA** FEBRUARY 4, 2010  
ADDIS ABABA, ETHIOPIA  
COOPERATION FORUM ON ICT RESEARCH



**2010 EURO-AFRICA COOPERATION FORUM ON ICT RESEARCH**  
February 4, 2010  
Addis Ababa, Ethiopia (UNCC - United Nations Conference Centre)



**Learning and Reflecting on ICT Collaborative Research and Development  
- Projecting the Future of ICT Research in Africa -**

## INFORMATION PACK FOR PARTICIPANTS



### **United Nations Conference Centre (UNCC)**

P.O. Box 3001 (easiest entrance to the UNCC: behind the ECA building, next to the main parking area)  
Addis Ababa, Ethiopia  
Tel: +251-11 551 4945  
E-mail: [uncc@uneca.org](mailto:uncc@uneca.org)

When we were looking for a convenient venue to hold our event, we chose the United Nations Conference Centre in Addis Ababa (UNCC-AA), the Africa's political capital. UNCC-AA is a fully integrated and secured complex with state-of-the-art facilities for all kinds of meetings; big or small. With its large meeting rooms, advanced audio-visual equipment, video editing suites, radio broadcasting studio, a very well-equipped business centre, and excellent catering services, UNCC-AA was the right choice for holding the "2<sup>nd</sup> Euro-Africa Cooperation Forum on ICT Research".

In addition to this, Addis Ababa (which sits in the centre of an international communication networks with air links to about 100 cities worldwide) benefits from a healthy mountain climate and warm sunshine.

Just 10 minutes drive from the international airport, UNCC-AA is located next to the historic African Hall and the offices of the United Nations Economic Commission for Africa (UN-ECA) and other UN Agencies. It is also situated close to government ministries, city's best hotels, restaurants and shopping centres. We really hope that you will appreciate our choice.

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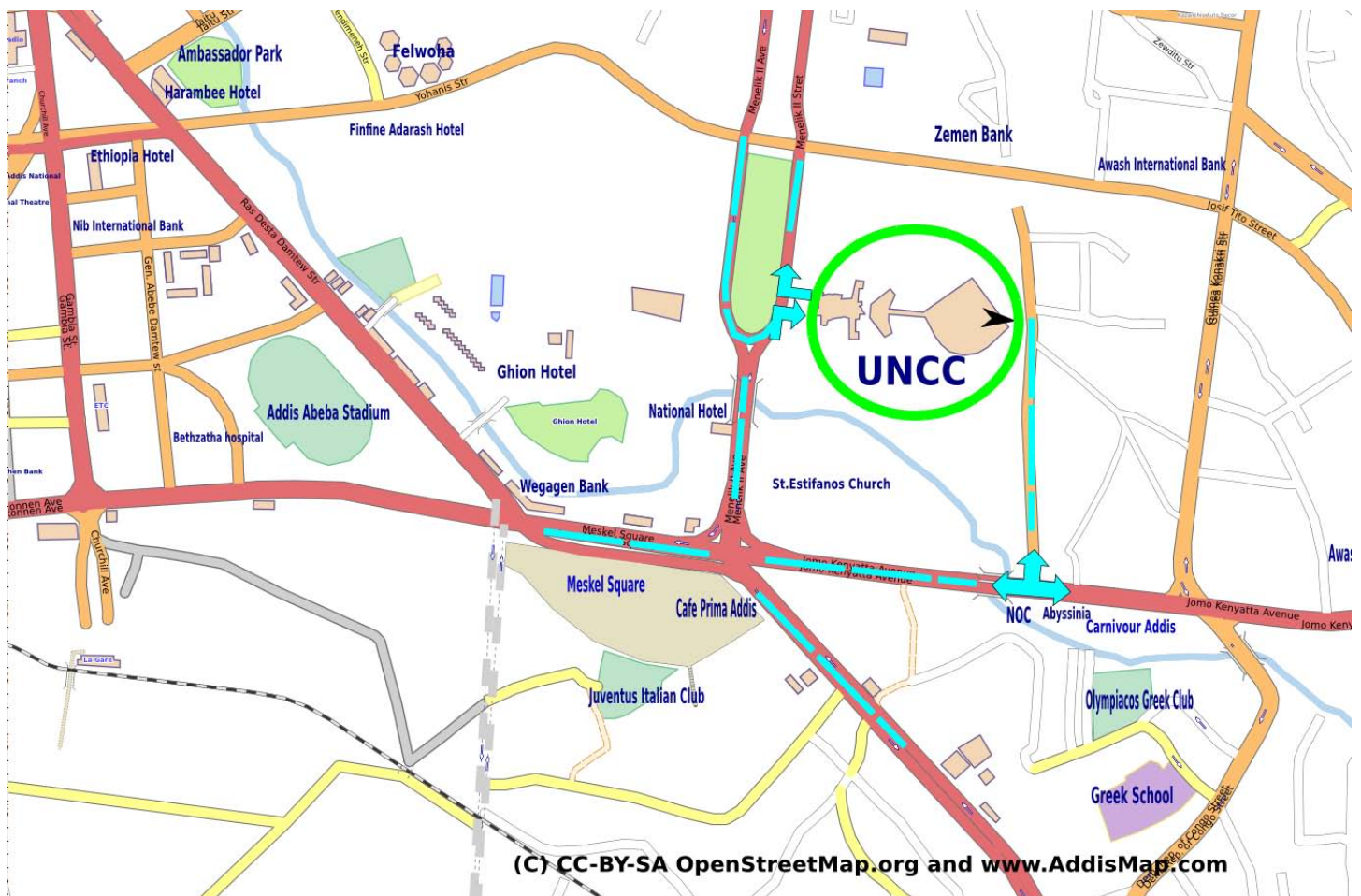


### Introduction

The 2nd “Euro-Africa Cooperation Forum on ICT Research” - considered as a side-event to the “African Union 2010 Summit” and the “AU-ECA 2010 Exhibition on ICT” - is organised by the FP7 EuroAfrica-ICT EU-funded project and is supported by the African Union Commission (AUC) and the European Commission (EC) under the Information Communication Technology (ICT) theme of the Seventh Framework Programme (FP7).

The “2010 Euro-Africa Cooperation Forum on ICT Research” - which aim at promoting and supporting the development of Euro-Africa cooperation on ICT research between sub-Saharan Africa, the Caribbean and Europe - will take place on February 4, 2010, at the United Nations Conference Centre (UNCC) in Addis Ababa (Ethiopia) as a follow-up event of the highly successful first Forum held in Brussels, Belgium in March 2009 (see [www.euroafrica-ict.org](http://www.euroafrica-ict.org)).

150 to 200 delegates are expected to attend the 2nd “EuroAfrica-ICT Cooperation Forum on ICT Research”, among them: ICT experts, policy and decision makers, heads of stakeholder institutions and international organisations, academia from sub-Saharan Africa, the Caribbean and Europe, together with high-level representatives from the African Union and the European Commissions.



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For any related questions please kindly contact:  
Ms Genet Shewangizaw  
Mobile phone: +251 911405568  
gshunde@gmail.com

### Immigration Requirements

Visas are required for all participants travelling to Ethiopia, except for nationals of Djibouti and Kenya. Participants from countries that have Ethiopian diplomatic missions are required by the Ethiopian immigration authorities to secure their visas from those missions.

Participants from such countries must obtain a visa through the Ethiopian Diplomatic Mission before departure. These include holders of diplomatic and service passports as well as United Nations "Laissez-Passer".

If the country does not have an Ethiopian Diplomatic Mission, the EuroAfrica-ICT team will assist participants in obtaining a visa upon arrival at the Addis Ababa airport -- this is subject to prior submission of full passport details, flight information, and hotel details to Ms Genet Shewangizaw (gshunde@gmail.com - Tel: +251 11 5514 733).

Please note that request for assistance to obtain an entry visa upon arrival to Addis Ababa Bole International Airport should be requested well in advance; since it will take at least two weeks to process visa applications and obtain approval from the Ethiopian Ministry of Foreign Affairs and the Immigration Authorities.

Please present your letter of invitation (issued by the EuroAfrica-ICT Team) upon arrival as it is needed to facilitate entry visas at Bole International Airport, Addis Ababa.

Please note that an Ethiopian visa costs USD 20-50 per person depending on the nationality, and payment must be made at the time of issue. Holders of diplomatic and service passports as well as United Nations "Laissez-Passer" will receive visas free of charge.

Expenses incurred in connection with visa requirements may have to be paid in local currency, which can be obtained from the Commercial Bank of Ethiopia in the passport checking terminals at Bole International Airport. Bank receipts for money changed at the airport must be kept securely as they may be asked for upon departure.

### Health Care Requirements

Prior to entry, visitors to Ethiopia should be in possession of a valid inoculation 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 of arriving in the country.

The UNCC (United Nations Conference Centre) Health Care Centre - situated in the UNCC Compound - provides medical services during office working hours. In some cases, payment of medical services must be made in cash at the visitor's cost. In case of medical or dental emergency during your stay in the hotel, please call the hotel services.

### Currency & Banks

All foreign currency in your possession should be declared on the blue currency declaration form upon arrival at Bole International Airport. There is no limit to how much you can bring into the country. Ethiopian currency is denominated in "Birr" and "centimes". Obviously the bank rate of exchange varies from one office to another.

There is a branch of the Commercial Bank of Ethiopia in the UNCC compound. This Bank is open Monday-Friday, from 8:30 a.m. to 12:45 p.m. and from 14:00 p.m. to 16:30 p.m. There are also authorized exchange centres at the Hilton and Sheraton Hotels. You

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can also withdraw up to USD 500 equivalent in local currency using your Visa or Master Card from the Dashen Bank at the Sheraton Hotel.

It is to be noted that acceptance of credit cards is limited to a few hotels and restaurants. It is therefore advisable to carry other means of exchange (eg traveller's cheques) and adequate cash in local currency.

### 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 to Addis Ababa. There are travel agencies on site at UN-ECA (United Nations Economic Commission for Africa) to assist with re-confirmation of tickets and to provide participants with travel and tour-related information if requested. Gashem Travel can be reached at the following telephone numbers: +251-11-515-8932 / +251-911-125-0468 / +251 911 1201239

Ethiopian Airlines and Kenya Airways have offices at the UNCC Compound. Please have your ticket available when visiting the travel agencies/desks to re-confirm flights.

### Hotel Accommodation

Booking at the hotel can be made at several hotels around Addis Ababa. List of some hotels with their contact numbers and room class/rates are displayed below.

Participants will be responsible for hotel accommodation costs and all incidental costs, i.e. breakfast (when not included), telephone, Internet/fax, room service, mini-bar, laundry, additional meals such as lunch and dinner - these must be paid by participants directly to the hotel at checkout.

Since Addis Ababa is a city of busy conferences round the year, it is advised to book early enough ahead of arrival.

Rates are inclusive of breakfast, service charge and VAT unless where indicated. Rates are quoted on Single Rooms and Double Rooms basis when the information is available (please check as rates may have changed since press time).

To get the indicated preferential rates ("Corporate Rates") please contact Ms. Genet Shewangizaw (Tel: 00251-91-1405568 / gshunde@gmail.com)

#### Sheraton Hotel

(Tel: +251-11-5173610 - Fax: 00251-11-5531413/14)

(E-mail: reservationsaddisethiopia@luxurycollection.com)

Please note that the below rates are subject to 10% Service charge and 15% VAT

Class	Room Type	Rack Rate (US\$)	Corporate Rate (US\$)
Club Room	Single	375	220
	Double	420	220
Executive Room	Single	425	325
	Double	470	350
Classic Suite	Single	795	700
	Double	795	700
Junior Suite	Single	895	755
	Double	895	755

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### Hilton Hotel

(Tel: +251-11-5518400 - Fax: 00251-11-5510064)

(E-mail: hiltonaddis@telecom.net.et)

Please note that the above rates are subject to 10% Service charge and 15% VAT

Class	Room Type	Corporate Rates (US\$)
Superior	Single	160
	Double	190
Executive Floor	Single	210
	Double	250
Duplex Suite	Single	215
	Double	255
Deluxe Suite	Single	265
	Double	295
State Suite	Single	415
	Double	445

### Intercontinental Hotel

(Tel: +251-11-5540086/5505066 - Fax: 251-11-5540090)

Kirkos Subcity, Kebele 17, Addis Ababa, Ethiopia

Please note that all rates include breakfast and are subjected to 10% service charge and 15% VAT

Class	Rates (US\$)
Deluxe Rooms	110
Junior Rooms	140
VIP Suite	250
Presidential Suite	400

### Desalegn Hotel

(Tel: +251-11-6624524 - Fax: 00251-11-6623884)

(e-mail: desalegn@telecom.net.et)

Room Type	Rates (US\$ / including taxes & breakfast)
Standard	66
Twin	80
Large Suite	80
Family Suite	132

### Queen of Sheba Hotel

(Tel: +251-11-6180000 - Fax: +251-11-6613174)

(e-mail: queenshebahotel@telecom.net.et)

Room Type	Rates (US\$ / including taxes & breakfast)
Single	89
Double	109

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### Axum Hotel

(Tel: +251-11-6613916 - Fax: 00251-11-6614265)

(E-mail: axum.d@telecom.net.et)

Room Type	Rates (US\$ / including taxes & breakfast)
Single	52 to 68
Double	63
Large Double	94
Semi-Suite	94
Large Suite	106

### Hotel de Leopold International

(Tel : +251-9-11 677873 or 251-11-5507777 - Fax : 00251-11-5531466)

(E-mail: hoteldeleopol@telecom.net.et)

Type	Rates (US\$ / including taxes & breakfast)
Studio	56
Standard Single bed	75
Standard Twin bed	85
Deluxe Room	95
Suite Room	110

### Kings Hotel

(Tel: +251-11-371 13 00)

(E-mail: kingshotel@ethionet.et)

Room Type	Corporate Rates (US\$ / including breakfast)
Standard	50
Suite	62

### Hotel de France

(Tel : +251-11-554 73 89/90 - Fax: 00251-11-554 73 91)

(E-mail: hotelfrance@ethionet.et)

Room Type	Corporate Rates (US\$ / including breakfast)
Small Suite	56
Suite	67

### Wassamar Hotel

(Tel: +251-11-661-0055 - Fax: +251-11-661-0065)

(E-mail: Info@wassamarhotel.com)

Each room features complementary high speed Internet, WiFi at the lobby bar and restaurant, fitness center, sauna, and Airport Shuttle Service

Room Type	Occupancy	Corporate Rate (US\$ / including taxes & breakfast)
King	Single	125
	Double	135

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Twin	Double	135
Suite	Double	180

### Other Hotel Accommodation

For further hotels, please have a look at the Ethiopian Hotels Guide ([www.ethiopianhotelsguide.com](http://www.ethiopianhotelsguide.com))

Ghion Hotel	+251-11 5513222
Imperial Hotel	+251-11 6293329
Mariot Hotel	+251-11 6630500/6615889
Atlas Hotel	+251-11 6622115/6184862
Central Shewa Hotel	+251-11 6611454
Global Hotel	+251-11 4664766
Emmad Apartments	+251-11 6612261/6612171
Bole Int'l Hotel	+251-116633000/
Bole Ambassador Hotel	+251-116188281/6188284
Plaza Hotel	+251-116612200
Holiday Hotel	+251-116612081
M.N. Int'l Hotel	+251-11203245/0911603637
Panorama Hotel	+251-116616070/71
Ras Amba Hotel	+251-111228080
Addis View Hotel	+251-111249766/67
Ayma Int'l Hotel	+251-116604265/0911452630
Damu Hotel	+251-115509828/29/35

### Registrations and Identification Badges

Participants are required to register and obtain identification badges prior to the opening of the Conference. Kindly also carry your invitation letter and personal identification for onsite accreditation. For security reasons, all participants should wear identification badges at all times.

### ICT Services

The UNCC provide wireless connectivity to personal laptops in a few selected areas; participants are free to take advantage of this service.

The UNCC-AA Business Centre also offer services such as international calls (USD 4 per 3 minutes), international fax (USD 3 per page), Internet access (USD 1 per 10 minutes), photocopies (Birr 1 per page), printing (Birr 1 per page), scanning (Birr 1 per page), computer use (USD 1 per 10 minutes), etc.

### Mobile Phone Services

Participants are encouraged to come to Addis Ababa with their dual band mobile handsets (900/1800 MHZ). However, the Ethiopian Telecommunication Company offers SIM Cards with pre-charged airtime.

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

### Guidelines for Personal Security and Safety of Participants

Personal security is an individual responsibility. Using common sense and being alert can reduce risks. The aim of this security bulletin is to provide conference participants, with the necessary personal security advice, making them aware of the existing security rules and regulations that apply within the UN premises and in Addis Ababa.

The best way to be safe is to avoid trouble at all cost, rather than having to extricate yourself later. The UNCC security and safety service is always ready to serve all its clients. In this regard, the cooperation of all participants at this Conference would help us a great deal in ensuring the safety of valuables and personal security.

The following advises should be observed during existence in the UNCC premises:

- Display your Seminar Badges, on demand to an authorized person and wear it visibly
- Do not leave bags and parcels unattended -- this will be confiscated or destroyed
- Display the vehicle passes issued
- Do not bring unauthorized persons and children into the conference center
- Safeguard your valuable property
- Check your documents and items before you leave conference halls and meeting rooms
- If you lose any valuable items within the premises, inform UNCC security and safety service or inform the nearest Security Officer

If you are out of the UNCC Premises and in the Hotel:

- Upon entering or leaving your room, make it a habit to lock the door
- Before leaving, inspect your room to make sure no money, jewellery, cameras, etc. have been left exposed
- Deposit valuables or portable items at the reception desk and obtain a receipt
- Do not open packages delivered to you unless you are expecting them
- Should you observe anything suspicious or out of the ordinary, please contact the security service

### General Information about Addis Ababa and Ethiopia

Addis Ababa is a city at high altitude: 2400 meters above sea level.

Safety standards are good, but similar precautions as in other metropolitan cities should be taken.

The predominant language spoken in Addis Ababa is Amharic, but English is widely understood as well. Communication in French is quite limited and minimal in Italian and Arabic.

Right hand traffic rule applies.

Regulations restrict certain areas from photography and movement in their vicinity after nightfall.

Ethiopia has two main seasons; 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.

Additional information on Ethiopia can be found on the following websites: [www.uneca.org](http://www.uneca.org) / [www.telecom.net.et](http://www.telecom.net.et) / [www.ethio.com/tour.ethiopianonline.net](http://www.ethio.com/tour.ethiopianonline.net)

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

*We really hope that you will enjoy your stay in Addis Ababa and wish you an excellent Conference  
The EuroAfrica-ICT Team*