

INFORMATION FOR CONFERENCE PARTICIPANTS

1. VENUE

The First State Safety Programme (SSP)/Safety Management Systems (SMS) Seminar will be held at the Sheraton Addis Hotel, located on Taitu Street, Addis Ababa, on 23 September 2008 starting at 09:00hrs. The SSP Workshop will be held at the Ethiopian Management Institute (<http://www.emi.edu.et/>) from 24 to 26 September starting at 08:30hrs. The SMS Training Course will be held at the Ethiopian Management Institute from 29 September to 3 October starting at 08:30hrs.

2. REGISTRATION

Registration will start on Monday, 22 September from 13:00hrs to 17:00hrs at the Sheraton Addis Hotel, and on 23 September at 07:00hrs. Registration at the Ethiopian Management Institute on the first day of the SSP Workshop and SMS Training Course will start at 07:00hrs respectively. Participants to all events will be able to register at the Sheraton Addis Hotel on 22 and 23 September.

3. IMMIGRATION REQUIREMENTS

3.1 Visas are required for all visitors/conference delegates travelling to Ethiopia, except for nationals of Djibouti and Kenya. The Government of Ethiopia 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).

3.2 The Ethiopian Immigration Authority requires that an official letter of invitation be presented at the Airport Immigration Desk, for securing a business visa on arrival.

3.3 Please note that an Ethiopian visa costs \$US 20.00 per person and payment must be made in US Dollars at the time of visa issue on arrival at the Airport Immigration Desk. Holders of Diplomatic and Service/Official passports as well as United Nations LPs will receive visas free of charge.

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

3.5 The airport tax on departure from Bole International Airport is \$US 20.00 and is payable in cash US dollars.

4. HEALTH REQUIREMENTS

4.1 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.

5. SHIPPING/CUSTOMS CLEARANCE

5.1 Conference participants and/or journalists coming to Addis Ababa with special equipment such as professional cameras, computers, exhibition equipment and materials should ensure that a list of these equipment, including model and serial numbers where applicable, are sent to the conference organizers. Equipment that is not cleared by the Ethiopian Customs Authority prior to their arrival may not be allowed into the country.

6. **TEMPORARY IMPORT OF LAPTOPS AND OTHER CONFERENCE EQUIPMENT**

To comply with the import customs regulations of the Government of Ethiopia conference participants should declare laptops and 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.

7. **HOTEL ACCOMMODATION**

- Rates are inclusive of breakfast, service charge and VAT unless where indicated
- Rates are quoted on single-room and double-room basis.

(please refer to the attached hotel list)

8. **MOBILE PHONE SERVICES**

8.1 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. The total package, which costs \$US 50.00 includes \$US 12.00 airtime.

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

9. **GENERAL INFORMATION ABOUT ETHIOPIA**

9.1 Ethiopia is as large as France and Spain combined and has an area of 1,112,000 square metres. 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, pulses, flowers, vegetables, sugar and animal feed. About 90% of the population earn its living from the land. There is also a thriving livestock sector and exports include cattle and hides and skins.

Additional information on Ethiopia:

- <http://www.ethionet.et>
- <http://www.ethio.com>
- <http://tour.ethiopianonline.net>

10. ***Climate***

10.1 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.

11. ***Electric supply***

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

12. *Transport*

12.1 Visitors and conference participants arrive at Bole International Airport, which is located just 5 kilometres from the centre of Addis Ababa.

12.2 If transportation in Addis Ababa is needed, 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.

12.3 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.

13. *Currency Regulations*

There is no limit to the amount of foreign currency imported into Ethiopia, but it must be declared on arrival, using a currency declaration form. Foreign currency may be changed only at authorized banks and hotels. The currency declaration form will be required by Customs on departure. Visitors may change back any excess birr into foreign currency at the air port before departure; but you must, in addition to the currency declaration form, bring with you all receipts for exchange transactions.

Ethiopian currency is denominated in "Birr" and "centimes". The bank rate of exchange varies. The official exchange rate as of March 2005 was \$US1.00 = Birr 9.75920.

14. **GUIDELINES ON PERSONAL SECURITY AND SAFETY**

Addis Ababa, unlike other developing State capitals, has a low record of common crimes. The city is considered to be one of the safest capitals in Africa. However, for your safety, please maintain a high state of vigilance at all times.

14.1 Petty theft, pickpockets and purse snatching are common crimes when opportune. They can occur at any time of the day and night; be alert and follow these simple rules:

14.2 Keep to the main parts of Addis Ababa and do not be tempted to go to places that you are not sure of;

14.3 Keep to the main roads and avoid short cuts down back alleys, etc;

14.4 Do not display high value jewellery, especially on the street. It may lead to unnecessary attacks; and

14.5 Never walk alone at night in the centre of Addis Ababa, even for a short distance. Always take a taxi. Yellow taxis with green stripes are advisable in this case.

Should you observe anything suspicious or out of the ordinary, please contact :

The Addis Ababa City Police

- Police Emergency telephone Numbers:
 - (24 Hrs.)
 - Addis Ababa City Police: 911
 - 57 21 00/57 21 21/57 21 57
 - Federal Police: 52 40 77/52 63 02/52 63 03