

GENERAL INFORMATION

Consultative and Experience Sharing Forum on Remittances Leverage for Development

7 - 8 July, 2011

**AU Conference Center
AUC, Addis Ababa
Ethiopia**

INTRODUCTION

The information contained in this document is for the benefit of participants attending the Consultative and Experience Sharing Forum on Remittances Leverage for Development, from 7- 8 July, 2011, Addis Ababa, Ethiopia

VENUE OF THE CONFERENCE

All open sessions will be held in the Plenary Hall 1 and the Breakout Sessions will be held in the Committee room 1 and 2 at AUC Conference Center.

ACCOMMODATION

A list of preferred hotels, are submitted for consideration. Delegates should contact hotels in the list directly to make their reservations (List of Hotels and approximate rates are attached).

Meals

Two coffee/tea breaks (during the morning and afternoon sessions) will be served on July 7 and 8 2011 at the Conference Venue

Lunch will be available at the nearby cafeteria inside the AUC Compound at individual cost (average equivalent of 3-5 USD) which will be covered by the delegate him/herself.

TRANSPORTATION

The AU Commission has arranged transportation for all the delegates on arrival, from the Bole International airport to their respective hotels and from hotels to the Conference Venue, as well as from their hotels to the Airport for departure, at the end of the Conference. But in order to make this arrangement, delegates need to inform the AU Commission by email: sewnetm@africa-union.org, the name of the hotel where they made room reservation advance.

IMMIGRATION AND HEALTH REQUIREMENTS

Passports and Visas:

All visitors to Ethiopia must hold valid passports. Delegates from countries that have an Ethiopian Embassy should obtain their visas before coming to the country. Delegates from countries that do NOT have an Ethiopian Embassy can get a visa on arrival, if they provide AU Commission by email: sewnetm@africa-union.org with the following information in advance:

1. Name as appears in Passport
2. Passport number
3. Date of Issue
4. Date of Expiry
5. Passport Type (ordinary/diplomatic)
6. Date of Arrival and Departure

VISAS WILL BE ISSUED AT THE BOLE INTERNATIONAL AIRPORT ON ARRIVAL FOR THOSE COUNTRIES WITHOUT MISSIONS AT US\$ 20.00 PER PASSPORT.

Health Requirements

International travel requirements, including vaccination certificates should be taken into account. Valid Yellow fever vaccinations are compulsory. It is advisable to drink bottled water or pre-boiled water. Fruit and vegetables should be washed thoroughly before consumption.

REGISTRATION

Registration will be carried out at the AUC Conference Center on July 07, 2011.

GENERAL INFORMATION

Geography of Ethiopia - Addis lies between 2,300 and 3,200 meters above sea level. South of Addis is mainly lowland and north is mainly highland. Addis Ababa is the capital city of the Federal Democratic Republic of Ethiopia. About one third of the urban population of the country live in Addis Ababa. It covers 540 square kms. of land area which lies between 2200 and 2500 meters above sea level located in the Central Ethiopia Plateau.

Currency - Ethiopian Birr (Birr) = 100 cents. Notes are in denominations of Birr100, 50, 10, 5 and 1. Coins are in denominations of 50, 25, 10, 5 and 1 cents. Exchange rates are subject to fluctuation. At the time of preparing this document (June 02, 2011), the rate of exchange was approximately US\$1 = 16.8487 Birr.

Banking Services and Currency - A Commercial Bank of Ethiopia is situated in the AUC Compound, and banking hours are from 08:00 hrs to 17:30hrs every day.

Credit Cards

Major credit cards (VISA, AMERICAN EXPRESS, MASTERCARD) are accepted in some restaurants and hotels (Sheraton, Hilton, Ghion, Axum...)

Airport - Bole International Airport, Addis Ababa, its airport code: ADD. Bole International Airport is located 8km south-east of Addis Ababa, Ethiopia. Bole Airport is the larger of the two international airports located in Addis Ababa, the second being the Lideta Airport, which is located in the south-west of the capital.

Climate -There are two seasons: - The dry season (Bega) from October through May and the wet season ("Kiremt") from June to September. The highest temperature is 25 °c and lowest 9.7 °c. The annual average rainfall is 164.6 mm. Addis Ababa is a moderately mild and temperate city with an altitude of about 2400m or 8000ft above sea level. The period ranging from October to December is a sunny season, with relatively cold mornings and evenings but hot during the day.

Clothing - While clothing will depend on the time of the year, it is best to remember that Ethiopians are fairly conservative in their dress, suits and ties being standard in offices. For tourists light cotton clothing with sunglasses and a hat will be required in the warm lowlands, while in the highlands light or medium-weight clothing is appropriate. During the rainy season a light raincoat and umbrella are essential, and a sweater is best for chilly evenings. The sun can be very strong in high altitudes, so a strong sunscreen is important.

Time Zone

GMT/UTC + 3 hours.

Electricity

Cities in Ethiopia including Addis use 220 volts 50 cycles Ac. Addis gets 55% of the country's total output, which sums up to about 185-mega watt.

Business and Shopping Hours

Offices and business are generally open from 8:00 hours to 17:00 hours, Monday to Friday. Shopping hours vary but most shops are open up to about 10:00 hours. Shops are also open on Saturdays and a few shops open on Sunday as well.

Value-Added Tax

Value-added tax (VAT) is charged on most goods and services. The current rate is 15%.

For further information, please contact:

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LIST OF HOTELS AND RATES

SHERATON HOTEL

No.	Type of Room	Corporate Rate in USD		Rack Rate in USD		Telephone No.	Fax No.	E-mail and Website
		Single	Double	Single	Double			
						(+251-11) 5517 36 10 0115 171717 0911 227416	(+251-11) 553 1596	reservations.addisethiopia@luxurycollection.com
1.	Club Room	210	210	450	505			
2.	Executive Room	315	330	510	565			
3.	Classic Suite	665	665	955	955			
4.	Junior Suite	715	715	1,075	1,075			
5.	Executive Suite	6,460	6,460	6,460	6,460			

Please Note that rates are:

- ❖ Quoted per room and night, in USD and are subject to 10% service charge and 15% VAT
- ❖ Inclusive buffet breakfast in the Summerfield's restaurant, **except for the Club room type**
- ❖ Applicable for individual bookings only. Group rates are quoted separately on a case-to-case basis, based on the size and the business season.

Additional Note

- ❖ Regular check-in time is 15:00hrs. Regular checkout time is 13:00hrs. Early check-in and late check-out are subject to additional charges
- ❖ Guests deciding to check-out earlier than their scheduled departure date, without notifying the hotel at least 24 hours in advance, will be charged a one night room charge inclusive of service charge and VAT
- ❖ All room reservations are kept until 16:00hrs on the scheduled arrival day. Guaranteed reservations are kept until the following day of the reservation. If the guest is "No-show" or the reservation is not cancelled before 16:00hrs on the day of arrival, your company will be charged for the first night charge inclusive of service charge and VAT.
- ❖ If your establishment is eligible for VAT exemption, you may be requested to present an official letter proving this matter, and your payment to our hotel must be in check only.

Complimentary Service	<ul style="list-style-type: none"> ❖ Shuttle service to/from Addis Ababa Bole International Airport ❖ Refreshment upon check-in ❖ Telephone calls and fax transmission within Addis Ababa (this excludes calls to mobile phones) ❖ Two bottles of water daily in the room ❖ Fruit basket upon request ❖ 2 garments pressed on the day of arrival ❖ Early morning coffee/tea served upon request, by the Butler ❖ Delivery of daily local newspaper ❖ Direct telephone and fax numbers to be provided upon request, to bypass the switchboard ❖ Availability of internet lease line, to make communication faster ❖ Save box service, upon request
Additional Benefits	<ul style="list-style-type: none"> ❖ To cater to all tastes, the hotel offers five specialty restaurants as well as five elegant bars and lounges ❖ The hotel is centrally located and is within 10 minutes drive of Bole International Airport ❖ The hotel disposes of 11 function rooms (with capacity from 12-1400 delegates) as well as state-of-the-art audio-visual equipment, giving it the aptitude of hosting any event elegantly and professionally ❖ Starwood Hotels & Resorts has two exciting loyalty programs which are focused on the individual booker (Star Choice) or meeting planner (Starwood Preferred Planner). In order to start accumulating points for future rewards, please ask your contact for additional information on these programs.

HILTON HOTEL

Main Building and Garden Wing Rooms

No.	Type of Room	Corporate Rate in USD		Regular Rate in USD		Telephone No.	Fax No.	E-mail and Website
		Single	Double	Single	Double			
						(+251-11) 551 8400 0115 170000	(+251-11) 552 9581 0115 510064	SALES_ADDIS-ABABA@HILTON.COM Reservations: Hilton.com Rm_addis-ababa@hilton.com
1.	Guest Rooms	130	160					
2.	Guest Room Plus	145	175					
3.	Executive Room	180	210					
4.	Executive Room	195	225					

	Plus						
5.	Executive Duplex	215	245				
6.	Corner Suite	215	245				
Remarks		<ol style="list-style-type: none"> 1. The rates will be applicable from 16th March to . All rates quoted are in US dollar and subject to 10% service charge and 15% VAT 2. Superior Rooms: No Breakfast 3. Executive Floor Rooms: Breakfast included, separate check in/out, desk on 12th floor + free snacks at Executive Lounge. 4. Executive Floor: guests have access to the Executive Floor Club Lounge, which is located on the 12th floor with the best view of the city, offering complimentary breakfast, evening cocktails, local morning newspaper and fruit basket on arrival. 5. Please note that the above corporate rates are subject to change. 6. Estimate distance from the AUC: 4 km 					
WABI SHEBELLE HOTEL							
N°	Type of Room	Rate in USD	Telephone N°	Fax N°	E-mail and Website		
1.	Single	52	+(251-11) 551 7187	+(251-11) 551 8477/552-2024	washo.et@ethionet.et wabeshebellehotels.com.et		
2.	Double	57					
3.	Suite	70					
Remarks		<ul style="list-style-type: none"> ❖ All room rates are inclusive of buffet breakfast, 15% VAT and 10% service charge ❖ Lunch/Dinner : USD 4.40 ❖ Soft drinks/Mineral water : USD 0.70 ❖ Internet : Using by Wabe Shebelle e-mail address : USD 0.06 ❖ Internet : E-mail check/browse : USD 0.15 per minute ❖ Secretariat Service : USD 0.85 per page ❖ Telephone (local) : Free of charge (for hotel resident) 					

Kings Hotel

Type of Room	Rate in USD	Telephone N°	Fax N°	E-mail and Website	E-mail and Website
Standard room	50	+ (251-11) 371 1300/ 371 0744	+ (251-11)	Contact person :Ms. Semegn 0911 565150 Ato Taye Bezabeh Negatu	kingshotel@ethionet .et /
Suite room	62				
Twin Room	62				

❖ Rates listed above are inclusive of Service Charge, VAT and Breakfast

Dream Liner Hotel

Type of Room	Rate in USD	Telephone N°	Fax N°	E-mail and Website	E-mail and Website
Deluxe Room	70	+ (251-11) 467 4000	+ (251-11) 467 4001	Contact person : Ms. Aida Getahun (Cell: +251 911 24 0751)	dreamlinerhotel@ethio net.et www.dreamlinerhotel.c om
Twin room	90				

Rates listed above are Inclusive of All Taxes, Breakfast, Two way airport transport, Free Internet Access, Gym, Sauna and Steam

ETHIOPIA HOTEL

N°	Type of Room	Rate in USD	Telephone N°	Fax N°	E-mail and Website
1.	Single Room	55	+ (251-11)5517 400 + (251-11)5151 823	+ (251-11)5510 871	ethhotel@yahoo.com
2.	Double Room	75	“	“	“
3.	Junior Suite	82	“	“	“
4.	Large Suite	90	“	“	“

Remarks		❖ Rates listed above are inclusive of Service Charge, VAT and Breakfast ❖ Distance from the AU, around 3 kms				
GLOBAL HOTEL						
N°	Type of Room	Rate in USD	Telephone N°	Fax N°	E-mail and Website	
1	Single (Queen Size Bed)	50.-	+(251-11) 466 4766 +(251-11) 466 39060	+(251-11) 467 3422	globalhotel@telecom.et www.globalhotel.com.et	
2	Double/Twin	58.-	"	"	"	
3	Studio	60.-	"	"	"	
4	Suite	84.-	"	"	"	
Remarks		❖ Prices include 15% VAT, 10% Service Charge and breakfast				
HOTEL DE FRANCE						
N°	Type of Room	Rate in USD	Telephone N°	Fax N°	E-mail and Website	
1	Small Luxurious Suite	45	+(251-11) 554 7389 +(251-11) 554 7390	+(251-11) 554 7391	hotelfrance@ethionet.et / hotelfranceaa@gmail.com Contact person Dr. Tsehay Dersolegn 0911 408831	
2	Medium Luxurious Suite	55	"	"	"	
3	Deluxe Luxurious Suite	65	"	"	"	
Remarks		❖ Prices include 15% VAT, 10% Service Charge and breakfast				
Intercontinental Hotel						
No	Type of Room	Corporate Rate in USD	Regular Rate in USD	Telephone No.	Fax No.	E-mail and Website

		Single	Double	Single	Double	(+251-11) 554 0086 (+251-11) 550 5066 (Room Reservation)	(+251-11) 554 0090	reservation@intercontinentalladdis.com or feven.astatike@intercontinentalladdis.com
1.	Presidential Suite	400	430	500	530			
2.	VIP Suite	230	260	400	430			
3.	Junior/Corner Suite	140	170	180	210			
4.	Twin Room	110	140	150	170			
5.	King Deluxe Room	110	140	150	170			
Remarks								
		<ul style="list-style-type: none"> Please note that the rates are inclusive of breakfast & health club facility is subject to 10% Service Charge and 15% VAT. 						