



General Assembly

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Arabic, English and French only

African Regional Preparatory Meeting for the Fourteenth United Nations Congress on Crime Prevention and Criminal Justice

Addis Ababa, 9–11 April 2019

Information note for participants

1. Date and venue

1. The African Regional Preparatory Meeting for the Fourteenth United Nations Congress on Crime Prevention and Criminal Justice will be held at the Economic Commission for Africa (ECA) in Addis Ababa from 9 to 11 April 2019.
2. The contact information for ECA is:
Economic Commission for Africa
Menelik II Avenue
P.O. Box 3001, Addis Ababa, Ethiopia
Tel.: +251 115 51 72 00
Cable: ECA ADDIS ABABA
Fax: +251 115 51 44 16 (Addis Ababa)
3. The first meeting will start on Tuesday, 9 April 2019, at 10 a.m. Subsequent meetings will be held daily from 10 a.m. to 1 p.m. and from 3 to 6 p.m.

2. Servicing of the meeting

4. The United Nations Office on Drugs and Crime (UNODC) is responsible for the substantive servicing of the meeting (email: unodc-congress.prep.mtg@un.org).
5. The Administrative Services Division of ECA is responsible for the administrative and logistical arrangements.
6. During the meeting, simultaneous interpretation will be provided from and into Arabic, English and French.

3. Registration

7. As requested in the invitation letter, please send official notification to the secretariat that you are participating at unodc-congress.prep.mtg@un.org. In addition, please fill in the attached registration form (annex I) and return it to meskel@un.org and jasminka.delic@un.org as soon as possible, but no later than 25 March 2019.
8. When you first arrive at the venue, please go to the registration desk and present your passport. You will be issued with your identification badge. For security reasons, please wear your badge at all times during the meeting and at official social functions.



4. Documentation

9. Meeting documentation may be downloaded from the UNODC website (<http://www.unodc.org/congress/en/regionals/africa.html>). The number of paper copies available at the conference venue will be limited as part of the secretariat's effort to reduce expenditure and limit the environmental impact of the meeting. You are therefore kindly requested to bring your own electronic copies.

5. Information technology and telecommunications services

10. You can connect to the Internet using Wi-Fi from your own Wi-Fi-enabled laptop and other electronic devices. If you encounter a problem, please contact the service desk at extension 33123 or at 0911 22 30 34 (mobile). Please consult your service provider for the configuration of your device and related issues before your departure, as the service desk is unable to provide individual support.

6. Immigration and customs requirements

11. The immigration authorities require that participants residing in or travelling from countries in which Ethiopia has an embassy or consulate obtain their visas there. This also applies to holders of a diplomatic or service passport or a United Nations laissez-passer. A list of nationalities exempt from visa requirements and other visa information is available at www.mfa.gov.et.

12. You are advised to apply for your visa well in advance, as it generally takes at least one week to process visa applications locally and obtain the approval of the Ministry of Foreign Affairs and the immigration authorities.

13. An Ethiopian visa costs US\$30 per person. Payment must be made in United States dollars or the equivalent in euros at the time of issue. Holders of a diplomatic passport, service passport, or United Nations laissez-passer will receive their visas free of charge. Holders of diplomatic passports issued by African countries can obtain their visas upon arrival at Bole International Airport. All participants are required to carry their letter of invitation while they travel.

14. Customs regulations require participants to declare their laptops and other conference equipment when entering the country.

7. Airline reservations and airport departure tax

15. A number of international airlines operate to and from Addis Ababa. Participants must obtain their return or onward air passage prior to their arrival in Addis Ababa. There are two official travel agencies in the ECA compound: Gashem Travel and Airlink Travel. They can assist you with the reconfirmation of ticket and give you information about travel and tours.

They can be reached at the following numbers:

Gashem Travel	Airlink Travel
+251 115 44 30 51	+251 115 44 43 33
+251 115 44 30 52	+251 115 44 43 34
+251 115 46 84 85	+251 115 44 43 65
+251 911 25 04 68 (mobile)	+251 115 44 43 37

16. The departure tax is not included in the price of your ticket and must be paid when you leave the country.

8. Transport

17. Bole International Airport is located just five kilometres from the centre of Addis Ababa. UNODC provides no transportation to or from the airport, but some hotels offer a shuttle service. You may wish to take this into consideration when booking accommodations. Taxis may be booked through the National Tourism

Organization by calling: +251 115 51 1822 or +251 115 51 8400. The fares of other taxis generally are not fixed and are subject to negotiation.

9. Health care

18. Visitors to Ethiopia must 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 through a cholera-infected area within six days of arrival in the country.

19. Addis Ababa lies at an altitude of about 2,400 m. It is advisable to take precautions against health problems that this high altitude might cause. If you have a chronic condition, you should consult your doctor to see if you are fit to attend.

20. If you take special medication, you should bring a supply to cover your stay and beyond, as some may not be available locally.

21. The United Nations health-care centre is situated on the ground floor of the conference building. It provides emergency medical services during working hours on a cash-payment basis to participants attending the meeting. In a medical or dental emergency, please contact:

Dr. Grace Fombad, Chief
United Nations Health Care Centre
Telephone: +251 115 51 58 28 or 51 72 00, ext. 88888 or 448888
ECA ambulance telephone: +251 115 15 4204 or 51 5828

10. Currency and banks

22. When you arrive at Bole International Airport, you should declare all foreign currency in your possession on the blue currency declaration form. There is no limit on the amounts you can bring into the country.

23. The Ethiopian currency unit is the birr. One birr is 100 cents. The exchange rate fluctuates.

24. A branch of the Commercial Bank of Ethiopia is located in the rotunda of the ECA compound. It is open from Monday to Friday from 8 a.m. to 5.30 p.m. There are also authorized exchange centres at the Sheraton and Hilton hotels. There are cash machines for Visa and MasterCard users at the Conference Centre and at the Sheraton, Hilton, Radisson Blu, Intercontinental, Ethiopia and Wabe Shebelle hotels, which issue birr. Keep your exchange receipts in a secure place, as the authorities may ask to see them on departure.

25. Credit cards are accepted at a few hotels and restaurants only. It is therefore advisable to carry means of exchange such as traveller's cheques and adequate amounts of local cash.

11. Hotels

26. Please arrange your own accommodations by email or through the websites indicated in annex II, and request the discounted United Nations rate. The rates indicated in annex II are subject to change.

12. Security and safety

27. Your security is your personal responsibility. Using common sense and staying alert can reduce risks. The United Nations Security and Safety Service is always ready to serve all its clients and requests your cooperation in ensuring your personal safety and the safety of your valuables. On the premises of ECA:

- Always visibly wear the conference badge and show it to authorized staff on demand;
- Do not leave bags and parcels unattended, they risk being confiscated or destroyed by United Nations Security and Safety Service personnel;

- Do not bring children or other unauthorized persons into the building;
- Take care of your valuables;
- Do not leave documents or other items unattended in the conference rooms or anywhere else in the building;
- If you lose valuable items within the premises, inform the Security and Safety Service or the nearest security officer.

28. At your hotel:

- Make it a habit to lock the door to your room when entering and leaving;
- Do not leave items of value such as money, jewellery, cameras or electronic equipment in your room when you leave;
- Deposit valuable items at the reception desk of the hotel and obtain a receipt;
- Do not open unknown or unexpected mail or packages;
- If you observe anything suspicious or out of the ordinary, contact the hotel reception desk or hotel security service.

13. Catering

29. There are cafeterias and a restaurant in the ECA compound.

14. General information about Addis Ababa and Ethiopia

30. At 2,400 metres above sea level, Addis Ababa lies at a higher altitude than Mexico City. The city is relatively safe, but you should take similar precautions as you would in any other large city. The predominant language is Amharic, but English is widely understood as well. Communication in French is limited and minimal in Italian and Arabic.

31. Ethiopia has right-hand traffic. In some areas and at certain times, photography and/or access may be restricted.

15. Climate

32. Addis Ababa generally has a very pleasant, cool climate. The city sits on a plateau, so it benefits from relatively cool temperatures all year. The temperature stays fairly constant throughout the year because of its proximity to the equator. The rainy season begins in April, and it is advisable to bring a raincoat. The conference rooms are air-conditioned.

16. Electricity supply

33. The electricity grid in Ethiopia operates at 220–240 volts, 50 hertz alternating current, 13 amperes. The plugs are of the same type as in Italy and have two pins.

Annex I

REGISTRATION FORM
FORMULAIRE D'ACCREDITATION

UNITED NATIONS OFFICE ON DRUGS AND CRIME

AFRICAN REGIONAL PREPARATORY MEETING

for the Fourteenth United Nations Congress

on Crime Prevention and Criminal Justice

Addis Ababa, 9–11 April 2019

First Name/*Prénom*: _____Last Name/*Nom de famille*: _____

Head of Delegation

Chef de Délégation: or/ou

Member

Membre:

Country/Organization

Pays/Organisation: _____

Ministry/Department

Ministère/Département: _____

Rank or title

Rang ou titre: _____Address/*Adresse*: _____

Tel.: _____ Fax: _____

Email: _____

Hotel: _____

If possible, please attach your business card. Thank you.***Si possible, veuillez fournir votre carte de visite. Merci.*****Please send this form to/*Veillez envoyer ce formulaire à:*****Jasminka Delic (email: jasminka.delic@un.org)****and/*et*****Frehiwot B. Meskel (email: meskel@un.org)**

Annex II

**List of selected hotels in Addis Ababa
(Rates are subject to change)**

<i>Hotel</i>	<i>Type of Room</i>	<i>United Nations rate</i>	<i>Total No. of rooms</i>
1. CAPITAL HOTEL AND SPA Tel.: +251 11 6 672100 +251 11 6 192000 Fax: +251 11 6 672012 Email: mafework@capitalhotelandspa.com reservation@capitalhotelandspa.com Website: www.capitalhotelandspa.com	Single standard room	US\$120.00 Breakfast and all taxes included	
2. CHURCHILL HOTEL Tel.: +251 11 1 11 12 12 Fax: +251 11 1 11 88 00 Mr. Yibeltal +251 913 13 91 25 Email: churchillhotel@ethionet.et yibeas2001@yahoo.com	Single rooms	US\$55.00 Breakfast and all taxes included	50
3. DREAMLINER HOTEL Tel.: +251 11 4 67 40 00 Fax: +251 11 4 67 40 01 Ms. Helen Wehega Email: reservation@dreamlinerhotel.com helendisasa@yahoo.com Website: www.dreamlinerhotel.com	Standard single Standard king deluxe	US\$80.00 US\$100.00 Breakfast and all taxes included	
4. ELILLY HOTEL Tel.: +251 115 58 77 77 +251 115 58 77 73 +251 115 58 77 70 Fax: +251 115 58 52 00 Contact: Ms. Elisabeth Shume or Mr. Tesfaye Amenu Email: info@elillyhotel.com reservation@elillyhotel.com Website: www.elillyhotel.com	Standard Rooms	US\$110.00 Breakfast and all taxes included	
5. GETFAM HOTEL Tel.: +251 11 6 67 31 75 Email: reservations@getfamhotel.com Website: www.getfamhotel.com	Standard rooms Twin rooms Junior suite Suite Presidential	US\$100.00 US\$100.00 US\$172.00 US\$250.00 US\$450.00 Breakfast and all taxes included	
6. GLOBAL HOTEL Tel.: +251 11 4 66 47 66 Fax: +251 11 4 67 34 22 Email: globalhoteladdisababa@gmail.com Website: www.globalhoteladdis.com	Single rooms	US\$60.00 Breakfast and all taxes included	40
7. HARMONY HOTEL Tel.: +251 11 6 18 31 00 Fax: +251 11 6 18 29 10 Mobile: +251 913 86 77 78 Email: reservation@harmonyhotelethiopia.com Website: www.harmonyhotelethiopia.com	Sheba queen Standard twin	US\$118.00 US\$118.00 Breakfast and all taxes included	

<i>Hotel</i>	<i>Type of Room</i>	<i>United Nations rate</i>	<i>Total No. of rooms</i>
8. HILTON HOTEL Tel.: +251 11 5 51 84 00 +251 11 5 17 00 00 Tel.: +251 11 5 51 00 64 Fax: +251 11 5 51 17 18 Contact: Mr. Daniel Gelaw Email: reservations.addisababa@hilton.com	Single Double	US\$120.00 US\$135.00 Tax of 26.5 per cent not included Breakfast included	
9. INTERCONTINENTAL HOTEL Tel.: +251 11 5 50 50 66 +251 11 5 18 04 44 Fax: +251 11 5 54 00 90 +251 11 5 54 00 96 Contact: Ms. Alem or Ms. Liya Habtemariam Email: reservation@intercontinentaladdis.com Website: www.intercontinentaladdis.com	King deluxe (standard) Group of more than 15 Double occupancy Twin deluxe rooms	US\$110.00 US\$95.00 US\$158.00 US\$158.00 Breakfast and all taxes included	
10. JUPITER INTERNATIONAL HOTEL – KASANCHES Tel.: +251 11 5 52 73 33 +251 11 5 52 63 70 +251 911 65 18 10 (Ayelech) Fax: +251 11 5 52 64 18 Email: info@jupiterinternationalhotel.com Website: www.jupiterinternationalhotel.com	Standard single rooms Deluxe rooms Twin rooms	US\$90.00 US\$120.00 US\$140.00 Breakfast and all taxes included	30
11. KALEB HOTEL Tel.: +251 11 6 62 22 00 Fax: +251 11 6 62 80 98 Email: reservation@kalebhotel.com Website: www.kalebhotel.com	Single standard rooms	US\$65.00 Breakfast and all taxes included	
12. NIGIST TOWERS GUEST HOUSE Tel.: +251 11 5 50 97 70 Yirgat: +251 911 19 55 35 Email: info@nigisttowers.com Website: www.nigisttowers.com	Studio One bedroom Two bedroom	US\$72.45 US\$84.53 US\$114.70 All taxes included. Breakfast not included	
13. MARRIOTT EXECUTIVE APARTMENTS Tel.: +251 11 5 18 46 00 Contact: Mr. Biruk Hailu or Ms. Tigist Juneydin Email: reservation.adder@marriott.com Website: www.marriott.com/adder	Single rooms Double rooms	US\$160.00 US\$175.00 Tax of 26.5 per cent not included	
14. MONARCH Tel.: +251 11 6 67 24 80 +251 11 6 67 24 81 +251 11 6 67 24 82 Email: info@monarchaddis.com Website: www.monarchaddis.com	Standard Single Deluxe Studio	US\$70.00 US\$90.00 Breakfast and all taxes included	
15. RADISSON BLU HOTEL Tel.: +251 11 5 15 76 00 +251 11 5 17 04 00 Fax: +251 11 5 15 76 01 Contact: Ms. Feven Yirga Email: feven.yirga@radissonblu.com reservations.addisababa@radissonblu.com Website: www.radissonblu.com	Single Standard Room	US\$125.00 Tax of 26.5 per cent not included Breakfast included	

<i>Hotel</i>	<i>Type of Room</i>	<i>United Nations rate</i>	<i>Total No. of rooms</i>
16. RAMADA HOTEL Tel.: +251 11 6 39 39 39 Email: info@ramadaaddis.com Website: www.ramadaaddis.com	Superior rooms	US\$115.00 Tax of 26.5 per cent not included Breakfast included	
17. SARO MARIA HOTEL Tel.: +251 11 6 67 21 67 +251 11 6 67 21 68 Fax: 0116 67 21 21 Email: info@saromariahotel.com reservation@saromariahotel.com Website: www.saromariahotel.com	Single Standard room	US\$90.00 Breakfast and all taxes included	
18. SHERATON HOTEL Tel.: +251 11 5 17 17 17 Fax: +251 11 5 17 27 27 Contact: Mr. Getachew Melese or Mr. Begashaw Kassaye Email: reservations.addisethiopia@luxurycollection.com Website: www.luxurycollection.com/addis	Club room (single) Double Executive rooms Executive double	US\$255.00 US\$255.00 US\$366.00 US\$410.00 Tax of 26.5 not included	
19. WASHINGTON HOTEL Tel.: +251 11 6 39 22 39 Fax: +251 11 6 39 21 83 Email: reservations@washingtonaddis.com Website: www.washingtonaddis.com	Single rooms Double rooms	US\$60.00 US\$75.00 Breakfast and all taxes included	

Please contact your preferred hotels directly and make your own reservation.