

## **Regional workshop on "Participation, Representation and Protection of Women In Electoral Processes' in the Great Lakes region"**

*Small CH 3, AUC HQ*  
Addis Ababa, Ethiopia

12- 13 November 2019

### **Logistics Note**

#### **Meeting Location:**

The Regional workshop on "Participation, Representation and Protection of Women in Electoral Processes' in the Great Lakes region will take place at the African Union Commission Headquarters in Addis Ababa Ethiopia. The AUC is located 6.3 km away from Bole International airport.

#### **Meeting Times:**

- 12 November 2019, Regional workshop - Day 1 9:00AM – 16:30PM  
*Room Small CH 3*
- 13 November 2019, Regional workshop - Day 2 9:00AM – 17:00PM  
*Room Small CH 3*

#### **Conference Languages:**

Simultaneous interpretation will be provided during the meeting in the following languages; English, Arabic, French and Portuguese.

**UN sponsored participants:** Accommodation Rooms have been blocked off at Elilly International hotel <https://www.elillyhotel.com/> located at Kazanchis, Kirkos Subcity 17/18. Due to the large number of participants and the currency restrictions in the host country, the UN will cater for your accommodation and all meals. In addition, we will provide you with 20% of daily subsistence allowance (DSA) for your incidentals, plus terminals and visa fee reimbursement where applicable. Breakfast and dinner will be served at the hotel. During the meeting, a full lunch will be provided in addition to tea and coffee breaks. Complementary airport transfers will be provided by the hotel on arrival and at departure. Check-in time at the Elilly International hotel is 1200 hours; check-out is at 1200 hours.

**For self-sponsored participants:** Special nightly rates on bed and breakfast have been arranged for delegates wishing to be accommodated as below:

#### **1. Elilly International Hotel: USD 80 per night**

Please contact Mahbuba Samuna the Meeting and Event Reservation Manager directly to book your accommodation on [mahabuba.samuna@elillyhotel.com](mailto:mahabuba.samuna@elillyhotel.com) with copy to [info@elillyhotel.com](mailto:info@elillyhotel.com) or at Tel: [+251 115 587777/70](tel:+251115587777/70) Mob: [+251 913221784](tel:+251913221784)

#### **2. Magnolia Hotel and Conference centre – USD 80 per night**

Please contact Wegene Taddese the Sales Reservation Manager directly to book your accommodation on [smmanager@magnoliaaddis.com](mailto:smmanager@magnoliaaddis.com) or at Tel: [+251911625595](tel:+251911625595)

#### **3. Radisson Blu Addis Ababa – USD 152 +10% Service charge+ 15% VAT per night**

Please contact Mekliet Mahry the Meeting and Event Reservation Manager directly to book your accommodation on [reservations.addisababa@radissonblu.com](mailto:reservations.addisababa@radissonblu.com) or at Tel: [+2519120446357](tel:+2519120446357)

## Travel:

It is the responsibility of participants to ensure that they are in possession of all necessary visas and transit visas for their travel to and from Ethiopia. Participants who are nationals of or have permanent residence permit in one of the eligible countries can apply for e-Visa. Please check the following official visa website to see the eligibility and requirements and apply online via; <https://www.evisa.gov.et/#/home>.



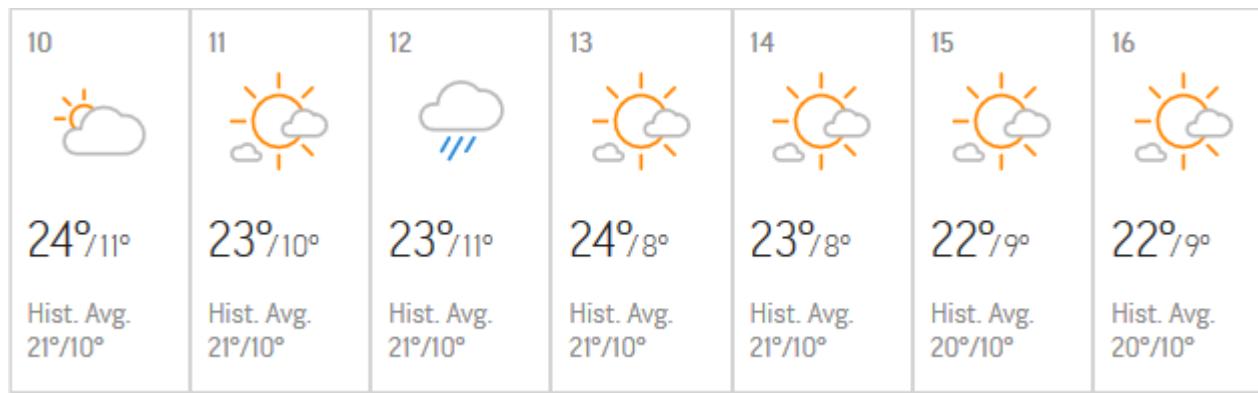
**Those who do not require visas:** Visas will be gratis for those in possession of diplomatic IDs upon presentation of your letter of invitation to the meetings.

**Yellow fever vaccination:** Visitors coming into Ethiopia must possess valid yellow fever vaccination certificates. In the country, itself, precautions are needed against malaria fever, which is common in some places.

## Medical Services:

The African Union clinic will provide emergency medical services to the participants attending the meeting.

**Weather:** November is relatively cold with temperatures averaging max 23 °C (73 °F) and min average t°: +7 °C (44 °F). Delegates are advised to plan their wardrobes accordingly.



**Language:** English is the official business language for Ethiopia while the most commonly used local language is Amharic. Arabic, Italian and French are widely spoken by many foreigners residing in Ethiopia.

**Time Zone:** Standard Time in Ethiopia is three hours ahead of Greenwich Mean Time (GMT +3) hours  
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throughout the year.

**Currency:** The local currency is the Ethiopian Birr (ETB). The current average exchange rates are (approximately) ETB 29.7 = US\$ 1. Bureau de change facilities are widely available. Credit cards are not widely used in Ethiopia. There is restriction on the amount of foreign currency capped at USD 3000.

**Voltage:** In Ethiopia, the standard voltage is 220 V and the frequency is 50 Hz. Wall sockets are rectangular three pronged. Delegates are advised to bring adapters.

**Banking hours:** Are from 0800hrs to 1600hrs on weekdays and from 0800hrs to 1200hrs on Saturdays.

**Communications:** The government owned operator, the Ethiopian Telecommunication Corporation (ETC), provides PSTN, mobile telephone, Internet and data communication services. Cell phone sim cards are widely available. However, every sim card user in Ethiopia is expected by law to be registered for activation. The sim card can be registered at the point of purchase; passport is required for sim card activation.

**Further program questions:**

If you have any further questions on the program, please contact;

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**Further logistical questions:**

If you have any further questions on logistics, please contact:

1. Mme. Dinah Karimi, Administrative Assistant, UN Office of the Special Envoy of the Secretary General for the Great Lakes Region, Nairobi, Kenya [karimid@un.org](mailto:karimid@un.org)  
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2. Mr. Joash Nyaundi, Gender Administrative Assistant, UN Office of the Special Envoy of the Secretary General for the Great Lakes Region, Nairobi, Kenya [nyaundi@un.org](mailto:nyaundi@un.org) Office: +254 20 76 26928 Intermission: 124 26928 Cell: +251911512765 or +254 723405359