



**INFORMATION NOTE  
FOR NON-FUNDED PARTICIPANTS**

**Symposium  
on Governance for Implementing  
the Sustainable Development Commitments  
in Africa**

11-13 December 2017

The Economic Commission for Africa  
Addis Ababa, Ethiopia

## Location

This symposium will be held on 11-13 December 2017 in the premises of the Economic Commission for Africa located at:

Menelik II Ave.  
Addis-Abeba,  
Ethiopia  
Tél: 251-11-544-5000

## Visa

Participants are responsible for checking whether they need a visa to travel to Ethiopia and obtaining, if necessary, their own visas. It is important that you urgently contact the nearest Consulate/Embassy of the Federal Democratic Republic of Ethiopia in your country to check the entry visa requirements. You may wish to bring a copy of your official United Nations invitation letter to the consular officials which in most cases suffices as a supporting document to apply for the visa. It is necessary to obtain the visa prior to travelling. In case your country does not have official representation of the Federal Democratic Republic of Ethiopia, kindly notify us by sending an email together with a copy of your passport and itinerary to Ms. Benedicte Niviere at [niviere@un.org](mailto:niviere@un.org) as soon as possible, but no later than 30 November 2017.

Please note that in accordance with the UN rules and regulations for conferences, costs associated with visa procedures and fees, as well as airport taxes, are the responsibility of the participant and/or their institution and will not be covered by the UN.

## Accommodation and airport transfer arrangements

Participants are responsible for booking their own accommodation. A list of recommended hotels could be found on this link <https://www.uneca.org/csd-9-and-arfsd/pages/selected-list-hotels-addis-ababa>

Kindly be informed that transportation will not be provided. Participants should make their own transportation arrangements from Addis Ababa airport to their respective hotels as well as from their hotel to the meeting location and back.

## Registration and badges

Kindly note that the registration will take place at the Pass and ID Office at the entrance of the ECA building from 08:00 a.m. to 09:00 a.m. on Monday, 11 December 2017. Please, bring your passport as a badge will be given to you upon its presentation. To avoid unnecessary delays, participants are strongly requested to register in a timely manner.

## Relevant conference documents and materials

Documents including programme, concept note, presentations, will be updated on an on-going basis and can be accessed at the link [https://publicadministration.un.org/africa\\_symposium/](https://publicadministration.un.org/africa_symposium/)

## Meeting time / place on the first day

**Conference Room 2, ECA Conference Centre, 11 December 2017, 9:00 a.m.**

**All participants must bring their passports to enter the ECA Conference Centre.** The meeting takes place in Conference Room 2, which is on the 1st floor of the conference building. (please see attached maps).

**On the first day, 11 December 2017,** participants should collect their ground passes, which will be distributed at the Pass and ID Office at the entrance of the ECA building from 08:00 a.m. to 09:00 a.m. All participants need ground passes.

**On the second day, 12 December 2017,** participants will enter the ECA Conference Centre on their own, using their identification passes to go through security Gate.

**On the third day, 13 December 2017,** participants will similarly enter the ECA Conference Centre on their own.

Lunch on all three days can be purchased in the cafeteria or restaurants on the ECA premises

## Contact information from DPADM / DESA

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## UN Economic Commission for Africa contact information:

### **Ms. Yemesratch Tewelde**

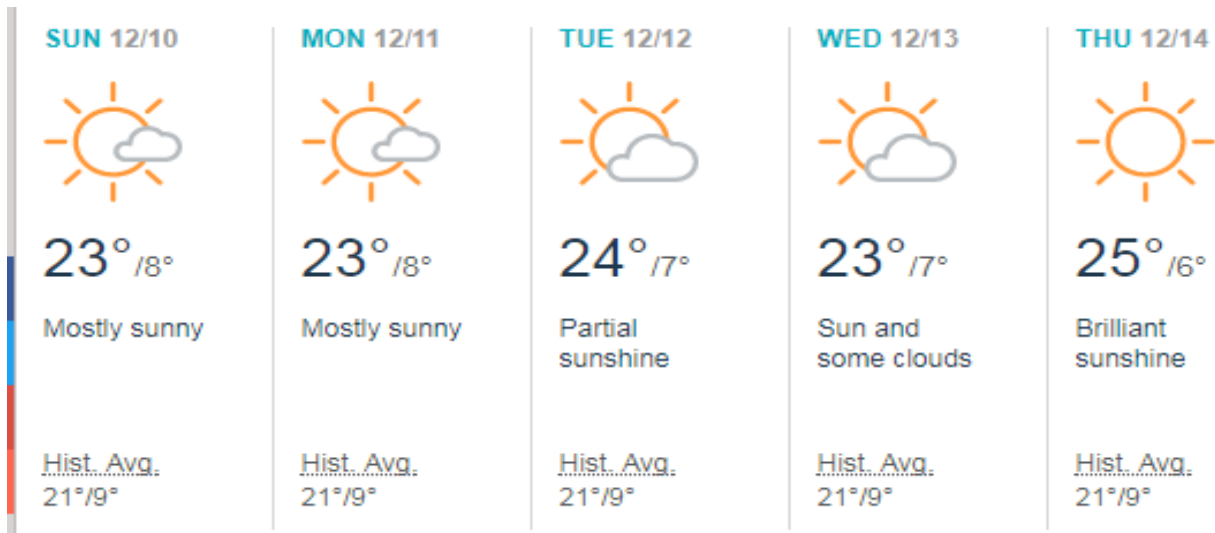
Team Leader  
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Conference Management Section (CMS)  
Tel: +251 115 443545  
E-mail: [tewelde.uneca@un.org](mailto:tewelde.uneca@un.org)

## General information about Addis Ababa

### Currency

The currency used in Addis Ababa is the Ethiopian Birr.

**Climate** (Temperature are given in Celsius during the day / during the night)



Mid-November to January is a season for occasional rain

### Altitude

Addis Ababa is at an altitude of 2350 meters above sea level which means that you may feel tired, sleepless and breathless. In case of any discomfort, we recommend you to report it to the organizing committee.

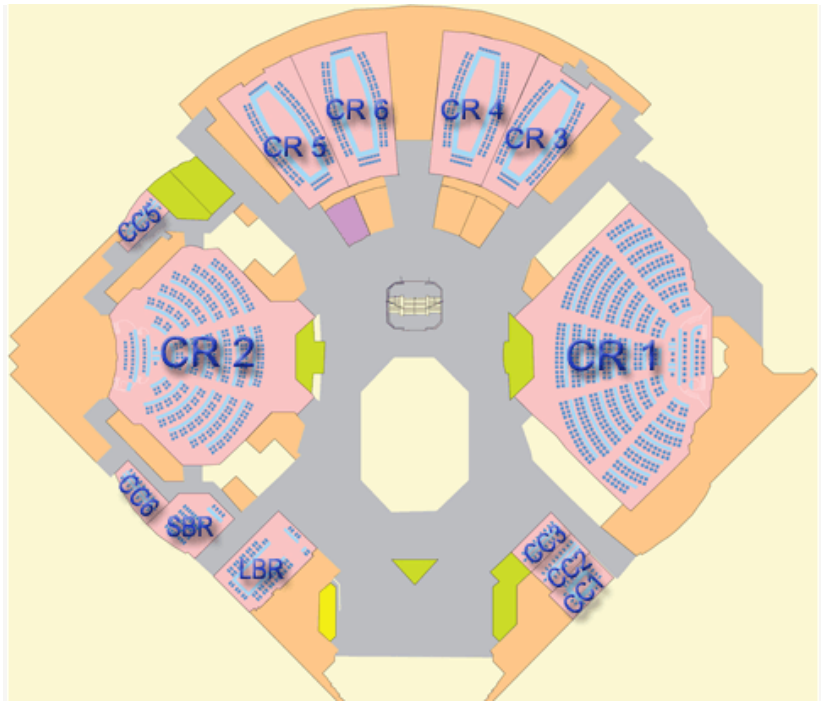
### Electricity supply and voltage

In Ethiopia the power sockets are of the following types. The standard voltage is 220 V and the standard frequency is 50 Hz.



Map of the premises (<https://www.uneca.org/ecacc/pages/floor-plan>)

**First Floor (Main Conference Rooms)**



**Second floor (Catering area, Caucus rooms)**

