

## Practical Information



### 8<sup>th</sup> Stop TB Coordinating Board Meeting & Satellite Meetings, Addis Ababa, Ethiopia

2 May 2005 - Steering Committee of the Global Plan to Stop TB

3-4 May 2005 - Coordinating Board Meeting

5 May 2005 - Bilateral and Site Visits

#### MEETING VENUE

The Government of Ethiopia has made arrangements for the meeting to be hosted at:

#### **Hilton Addis Ababa - 2/3 May 2005**

Corner Of Menelik II Avenue

Addis Ababa, AD

Ethiopia

Tel: 00 251 1 51 84 00

Fax: 00 251 1 51 00 64

Website: www.hilton.com

**And**

#### **Africa Hall - 4 May 2005**

UNECA Compound

Addis Ababa

#### HOTEL ACCOMMODATION

Under a blocked booking, reservations have been made with a special rate at the Hilton Addis Ababa.

- Standard Room (King Size): US \$ 97.00 (including breakfast) + 10% tax , 15% VAT

*Please contact Adugna Tadesse in the WHO Country Office Ethiopia using the contact address given below with dates and additional details of your required reservation. Please copy your request to Ms. Winnie DeGuzman (deguzmanw@who.int).*

#### VISA REQUIREMENTS

All delegates are requested to contact the Ethiopian Embassy in their respective countries to arrange for a valid visa prior to arrival. Enclosed are a letter of invitation and the concurrence of the Government of Ethiopia to host the Coordinating Meeting in Addis Ababa.

- If there is no Ethiopian Embassy in your country, please send your passport details (Full Name, Date of Birth, Passport No, Date of Issue, Date of Expiry, Nationality, & ETA) by 15 April 2005 at the latest to Ms. Adugna Tadesse, WHO Ethiopia Office so that the visa can be available upon arrival at the airport. If necessary, a letter can be issued confirming your visa should be available on arrival. Please copy this information to Ms. Winnie DeGuzman at WHO, HQ.

#### SECURITY

All UN staff arriving from outside of Ethiopia must ensure that UN Security Clearance is submitted to the Ethiopia Security Coordination Office by email at [syscoord.eth@uneca.org](mailto:syscoord.eth@uneca.org) **as soon as possible**.

#### ELECTRONIC EQUIPMENT

Travellers bringing electronic equipment (including lap tops) should inform customs officials on arrival at Addis Ababa Bole International Airport. The customs officer will register the equipment so that you do not face any difficulty in leaving with your belongings.

#### AIRPORT TRANSFER

A shuttle service will be provided by the Hilton to transport you to the hotel from the airport.

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### AIRPORT TAXES

Ethiopia charges US\$ 20 (USD) departure tax. This is payable by all departing passengers in US\$ cash only.

### FLIGHT CONFIRMATION

Please send details of your journey (arrival and departure details - flight/date & time) to Winnie Deguzman as soon as these are confirmed. Give your airline ticket to the secretariat as soon as possible on arrival in Ethiopia for re-confirmation of your return flights.

### MEDICAL ADVICE

If necessary, medical assistance will be provided through the UN Health Clinic **TEL 00 251 1 51 10 53**.

**Please note that yellow fever vaccine certificate is required for entering Ethiopia.** Malaria prophylaxis are not needed in Addis Ababa

### FOREIGN EXCHANGE

Foreign currency may be exchanged at the bank in the Hilton Hotel. In Ethiopia it is not legal to change money at unapproved locations. The current exchange rate is approximately 8.65 ETB to one USD (\$)

### CLIMATE

Ethiopia is pretty pleasant all year round, with temperatures in May in Addis Ababa averaging around 20°C (68°F). It is recommended to wear business attire inside the hotel and during meetings. You may wish to bring a light sweater for the evenings. Cultural dress is welcomed.

### CRIME

Ethiopia is generally very safe. However, occasional pick-pocketing and petty crime do occur. Please do not leave valuables unattended.

### GENERAL INFORMATION

General information about Ethiopia may be obtained at the following website: <http://www.mfa.gov.et/>

### MEETING ORGANIZERS & SECRETARIAT

There will be a secretariat established in the hotel to assist you during your stay. So for any assistance with the meeting arrangements, please do not hesitate to contact the meeting organizers/secretariat:

*Dr. Jan van den Hombergh,* +251-1-150407 (off), 251-9-230609, e-mail: [whotbl@telecom.net.et](mailto:whotbl@telecom.net.et)

*Ms. Adugna Tadesse:* +251-1-443505 (off), 251-9-400075, e-mail: [adugnat@et.afro.who.int](mailto:adugnat@et.afro.who.int)

*Louise Baker* +41 22 791 2879 (off), email: [bakerl@who.int](mailto:bakerl@who.int)

*Winnie Deguzman* +41 22 791 4937 (off), email: [deguzmanw@who.int](mailto:deguzmanw@who.int)

*Ebenezer Johnson* +41 22 791 3399 (off), email: [johnsoneb@who.int](mailto:johnsoneb@who.int)

*Valerie Diaz* +41 22 791 1527(off), email: [diazv@who.int](mailto:diazv@who.int)

**We wish you a productive & happy stay in Ethiopia!**