



Africa Against Ebola Forum.

Protocol guidelines and Administrative arrangements.

Date: 2nd December 2019.

Time: 0930 Hours.

Venue: African Union Headquarters,
Addis Ababa, Ethiopia.



INTRODUCTION

The information contained in this document is for the benefit of the participants attending the above-mentioned Event.

MEETING DATES AND VENUE

The Africa Against Ebola Forum will be held on 2nd December 2019 at the Multipurpose Hall, New Conference Center, African Union HQ, Addis Ababa, Ethiopia, from 09:30 to 11:00am.

SEATING ARRANGEMENTS & ORDER OF ARRIVAL

Access to the multipurpose room is strictly restricted to the bearers of a personalized invitation card as seats are limited and pre-assigned. Invited guests (partners and private sector representatives) are requested to be seated between 09:00 am and 09:15 am, while Member States (i.e. Ministers of Health and Other Delegations) are expected to be seated by 09:30 am. Dedicated ushers will assist guests in finding their pre-assigned seats, and a 'seating chart' will also be distributed to all delegations in advance to facilitate the process.

RESPONSIBILITY FOR ARRANGEMENTS

The Forum is hosted by H.E. Mr. Moussa Faki Mahamat, the Chairperson of the African Union Commission. The AU Commission Protocol Services will be facilitating the accreditation process for **visas on arrival, overflight and landing permits** as required and access to the AU HQ Premises. The AU Commission is not, however, responsible for the arrangements for air tickets, hotel accommodation and local transport.

Contact person for all queries:

Contact person from Protocol Services

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PROGRAMME

To be provided by the AU Commission.

ACCOMMODATION

The AU Commission Protocol Services recommends the following hotels for accommodation. Delegates are advised to contact the hotel directly to make the necessary reservations. List of recommended hotels can be found at the end of this document.

Kindly be advised, that delegates will be responsible for confirming their booking with the hotel directly and for settling their accounts.

TRANSPORT

Airport pick up arrangements must be organized in advance by the participants and their respective hotels. Rental vehicles can be arranged through car hire companies. Please contact Protocol Services for recommendations. There are also taxi services available upon arrival from Bole International Airport.

PROTOCOL ARRANGEMENTS ON ARRIVAL AND DEPARTURE

The normal protocol formalities will be in place at Bole International Airport for arriving delegations. The delegation should enter through the normal immigration and custom channels.

PROTOCOL ARRANGEMENTS FOR VVIP

Arrangements have been made for VVIP delegates to be received on arrival through the VIP lounge at the Bole International Airport.

REGISTRATION

A comprehensive list of all participants will be provided at the AUC security reception desk to allow for easy entry into the AUC premises.

IMMIGRATION REQUIREMENTS

Visas are required for all participants travelling to Ethiopia, except for nationals of Djibouti and Kenya. All participants can obtain visas on arrival at Bole International Airport.

Please note that the Ethiopian Immigration Authority requires that participants carry with them and present to Immigration an official Letter of Invitation for the meeting.

Please also note that an Ethiopian visa costs US\$30 per person and payment must be made in US dollars at the time of issue. No other currency will be accepted. Holders of diplomatic and service passports, as well as United Nations Laissez-Passer, will receive visas free of charge.

HEALTH

Prior to entry, visitors to Ethiopia should 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 prior to arrival in the country. As Addis Ababa is situated at an altitude of 2400 meters, it is advisable to take precautionary measures to avoid possible health problems that might occur due to high altitude.

The African Union Health Care Center, situated in the back of the AU New Conference Centre, provides 24 hour medical services. In case of medical or dental emergency, please call the reception desk on telephone numbers +251115515328, **or** +251115514642, **or** 5328/4642 when calling from an extension phone within AUC premises.

GENERAL INFORMATION

Addis Ababa is a high altitude city, 2 400 meters above sea level (higher than Mexico City). Safety standards are relatively good, but similar precautions as in other metropolitan cities should be followed. The predominant language spoken in Addis Ababa is Amharic, but English is widely understood as well. Communication in French is quite limited, and minimum in Italian and Arabic. Right-hand traffic rules apply.

Mobile telephone coverage

Participants are encouraged to come to Addis Ababa with their dual band mobile handsets (900/1800 MHZ). Ethiopian Telecommunication Company offers SIM Cards with pre-charged airtime. The total package, which costs \$ 2.5, includes \$0.80 airtime. A copy of the national passport are required for processing and connection will be effected on the spot.

Banking Services and Currency

Banking hours are from 09:00 to 15:30 on weekdays and from 08:30 to 11:00 on Saturdays.

There is a branch of the Commercial Bank of Ethiopia in the AUC compound, located in both the Old Building and the New Conference Center. The Bank is open from Monday through Friday, from 8.00 a.m. to 5.00 p.m. There is also an authorized exchange centre (Forex) at the Sheraton, Hilton and Intercontinental hotels, as well as ATM machines for Visa/MasterCard users, which will provide you cash in Birr.

Climate

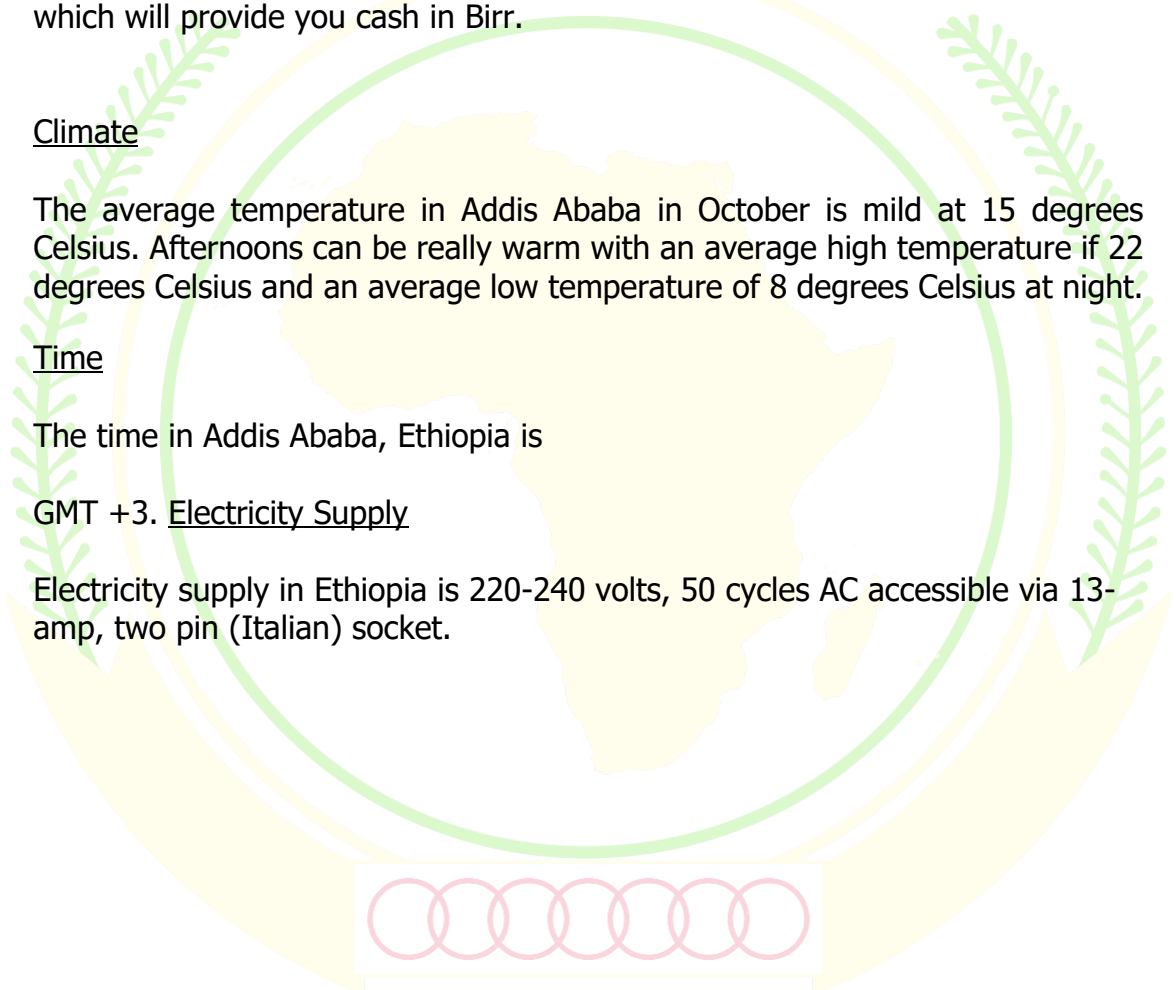
The average temperature in Addis Ababa in October is mild at 15 degrees Celsius. Afternoons can be really warm with an average high temperature of 22 degrees Celsius and an average low temperature of 8 degrees Celsius at night.

Time

The time in Addis Ababa, Ethiopia is

GMT +3. Electricity Supply

Electricity supply in Ethiopia is 220-240 volts, 50 cycles AC accessible via 13-amp, two pin (Italian) socket.



List of Recommended Hotels:

Kindly note that the rates may change during the Summit time

No.	Hotel	Type of Rooms	AU Rate	No. of Rooms
1	RADISSON BLU HOTEL Tel: (251-11) 5-15 76 00 Fax: (251-11) 5-15 76 01	Single Standard room	US\$ 180.00	
2	HYATT REGENCY HOTEL Tel: (251-11)5 17 12 34	Standard Rooms	US\$ 284.63	
3	ADOT-TINA HOTEL Tel: (251-11)4 67 39 39 Fax: (251-11)4 67 41 11 Mobile: (251-911) 07 29 37	Standard Rooms Double Occupancy	US\$ 70.00 US\$ 80.00	40
4	CENTRAL SHOA HOTEL Tel: (251-11)6 61 14 54 Tel: (251-11)6 61 50 01 Fax: (251-11)6 61 00 63	Single Rooms Double Rooms	US\$ 40.00 US\$ 50.00	49
5	GHION HOTEL Tel: (251-11)5 51 32 22 Tel: (251-11)5 51 00 99	Standard Rooms	US\$ 79.00	210
	Fax: (251-11)5 50 51 50 / 5 51 02 78	Double Rooms	US\$ 93.00	

6	HOTEL De LEOPOL Tel: (251-11) 5 50 77 77 Mobile: (251-911) 67 78 73 Fax: (251-11) 5 53 14 66 Fax: (251-11) 5 15 50 80	Standard Rooms Double Occupancy	US\$ 75.00 US\$ 85.00	74
7	PLAZA HOTEL Tel: (251-11) 6 61 22 00 Tel: (251-11) 6 61 29 39 Fax: (251-11) 6 61 30 44	Single Rooms Double Rooms	US\$ 45.00 US\$ 50.00	39
8	SHERATON HOTEL Tel: (251-11) 5 17 17 17 Fax: (251-11) 5 17 27 27	Club Room (single) Double Executive Rooms Executive Double Suite	US\$ 256.00 US\$ 256.00 US\$ 355.00 US\$ 385.00 US\$ 735.00 Plus 26.5% TAX	295
9	JUPITER INTERNATIONAL HOTEL - KASANCHES Tel: (251-11) 5 52 73 33 Fax: (251-11) 5 52 64 18	Standard Rooms Double Occupancy Super Deluxe	Single US\$ 90.00 US\$ 110.00 US\$ 130.00	102
10	JUPITER INTERNATIONAL HOTEL – BOLE Tel: (251-11) 6 61 69 69/70 Fax: (251-11) 6 61 69 99	Standard Rooms Double Occupancy Super Deluxe	Single US\$ 90.00 US\$ 110.00 US\$ 130.00	40
11	HARMONY HOTEL Tel: (251-11) 6 18 31 00 Fax: (251-11) 6 18 29 10 Mob.: (251-913) 86 77 78	Standard Single Twin Rooms	US\$ 100.00 US\$ 112.00	67
12	PANORAMA HOTEL Tel: (251-11) 6 61 60 70 Fax: (251-11) 6 61 60 72	Single Rooms	US\$ 70.00	45
13	TDS HOTEL Tel: (251-11) 6 63 58 13/16/17/19/25 Fax: (251-11) 6 63 58 90 / 011 6 62 17 38 / 011 6 63 58 17	Single Room Double Room Twin Room	US\$ 60.00 US\$ 65.00 US\$ 75.00	25

14	DREAMLINER HOTEL Tel: (251-11) 4 67 40 00 Fax: (251-11) 4 67 40 01 Mob. : (251-911) 24 07 51	Standard Single, Standard King, Deluxe King, Deluxe Twin, Premium Deluxe (Any available rooms) Double Occupancy	US\$ 80.00 US\$ 100.00	96
15	INTERCONTINENTAL HOTEL Tel: (251-11) 5 50 50 66 Fax: (251-11) 5 54 00 90/96 Mob.: (251-911) 459494	King Deluxe Room (Standard) Double occupancy Twin Deluxe Rooms	US\$ 128.00 US\$ 143.00 US\$ 143.00	152
16	NATIONAL HOTEL Tel: (251-11) 5 51 51 66 Fax: (251-11) 5 51 34 17	Single Rooms Double occupancy Suite room Double Occupancy	US\$ 50.00 US\$ 65.00 US\$ 65.00 US\$ 70.00	52
17	MN INTERNATIONAL HOTEL Tel: (251-11) 6 62 08 31/33/34/35 Fax: (251-11) 6 62 08 32	Single Rooms Double Rooms	US\$ 60.00 US\$ 80.00	91
18	KZ HOTEL Tel: (251-11) 6 62 16 77 / 61 48 36 Fax: (251-11) 6 18 51 38	Single Rooms Double Rooms	US\$ 65.00 US\$ 75.00	32
19	WASSAMAR HOTEL Tel: (251-11) 6-61-00-55 Fax:(251-11) 6-61-00-65	Single Rooms Double Rooms	US\$ 95.00 US\$ 110.00	
20	BOLE AMBASSADOR HOTEL Tel: (251-11) 6 18 82 81/84 (251-11) 6 18 76 30/31 Fax: (251-11) 6 18 70 96	Single Rooms Twin Rooms	US\$ 80.00 US\$ 95.00	48

CHURCHLL HOTEL				
Tel: (251-11) 1 111212 /1568648				
21	Mob: (251-911) 48 54 09	Single Rooms	US\$ 95.00	53
Fax: (251-11) 1 11 88 00				
22 GLOBAL HOTEL				
Tel: (251-11) 4 66 47 66		Single Rooms	US\$ 63.00	50
(251-11) 4 66 47 23		Studio	US\$ 74.00	
Fax: (251-11) 4 67 34 22		Suit	US\$ 100.00	
23 NIGIST TOWERS GUEST HOUSE				
Tel: (251-11) 5 50 97 70		Studio	US\$ 72.00	
		One Bed Room	US\$ 84.00	
		Two Bed Room	US\$ 114.00	
25 KALEB HOTEL				
Tel: (251-11) 6-62-22-00		Single Standard Room	US\$ 85.00	
Fax: (251-11) 6-62-80-98				

