



Food and Agriculture Organization
of the United Nations



Information Note

The First FAO/WHO/AU International Conference on Food Safety

“The Future of Food Safety: Transforming knowledge into action for people, economies and the environment”

12-13 February 2019, Ethiopia, Addis Ababa

Venue



Mandela Hall, African Union Commission
African Union Headquarters
Roosevelt Street (Old Airport Area)
W21K19, Addis Ababa, Ethiopia

ENTRY VISA



For those opting for **Visa-on-arrival**, arrangements have been made at Addis Ababa Bole International Airport. Please ensure that you have the required fee to cover the cost of the visa.

Visa fee is usually 30 USD per person.

Should you need assistance, please communicate the AU contact:

Ms. Mahlet Sileshi

Email: Sileshim@africa-union.org / Tel: +251 11 551 7700

Shuttle/transportation services from the hotel to the venue



Transport:

- Upon arrival at the airport, please contact the **Hotel booth or the person holding your hotel signage in the arrival area** (after you passed immigration and picked up your luggage) to take you to your hotel.
- **Shuttle services have been arranged to transport the participants from the respective hotels to AUC** and return to the hotels after the conference sessions.
- On 12th & 13th February morning, the **departure time for shuttle services for the transfer to the conference venue is set at 07:30 AM**. Please be at the hotel reception ready for departure at 07:30 AM.
- In case there is a need, taxis can be taken but we recommend that they be arranged with the hotel beforehand. The cost is about Birr 150 one way.
- You are advised not to take public transportation to get to the Conference venue.
- *Self-funded (non-sponsored delegates by organizers)* are responsible for booking and paying for their own accommodation and all related costs during their stay in Addis Ababa.

Accommodation



Accommodation of sponsored participants and hotel contact persons:

Please find below the name of Contact Person for each Hotel, where booking has been made by organizers for sponsored participants:

1. Harmony Hotel

Mr. Behailu Mohammed (Front Office Manager)
Tel: +251-11-618-31-00 Ext 120, Mob. +251937991100
E-mail - reservation@harmonyhotelethiopia.com

2. Elilly International Hotel

Ms. Elsabet Shume, Reservation Agent
Tel: +251 115 587777/70 Mob: +251-913-67-51-96|+251 924312178
E-mail - reservation@elillyhotel.com

3. Addissinia Hotel

Mr. Abraham Zerihun, Sales and Marketing Manager
Mobile +251911511569
E-mail addissiniashotel@gmail.com

4. Yebo Hotel and SPA






Mr. Natnael Matiwos, Marketing Manager
Tel. +251969141296
E-mail- yebonati01@gmail.com



5. Friendship International Hotel

Ms. Desbele Mengesha, General Manager

	<p>Email: gm@friendshiphotel.com.et Tele: +251116670202 Mob: +251-966-23-66-66/0911712652</p> <p>Note: <i>FAO has assigned one Focal Person for each hotel, where participants will be staying to coordinate the shuttle time with the hotel and venue and other logistics issues. See section below (Contact person, and contact details).</i></p>
<p>Daily Subsistence Allowance (DSA)</p>	<p><u>Daily Subsistence Allowance [DSA]</u></p> <ul style="list-style-type: none"> • DSA will be paid for FAO/WHO sponsored participants, at the conference venue, on the 12th and 13th February 2019 during the coffee breaks & lunch periods. Please provide a copy of your passport and of your ticket to the Hotel at check-in to facilitate the collection of necessary documents in advance and support the payment process. Kindly also bring your original passport and ticket at the venue for payment-related verification. • Please ensure to have some pocket money (USD/EURO) to cover your personal expenses before DSA is paid. See section below (Currencies: Exchange rate, and Forex)
<p>FAO Contact persons, and contact details</p> 	<p>For all other reasonable inquiries concerning the arrangements of the Conference, please contact your <u>FAO Designated Focal Persons</u> at your hotel, upon check-in.</p> <p><u>Harmony Hotel - Ms. Yemesrach Kebede</u> FAO Sub regional Office for Eastern Africa (SFE) Addis Ababa , Ethiopia Office: 251 11 647 8888 Mobile: 251 911 458917 Email: Yemesrach.Kebede@fao.org</p> <p><u>Ms. Misrak Alemayehu - Elilly International Hotel</u> FAO Sub regional Office for Eastern Africa (SFE) Addis Ababa , Ethiopia Office: 251 11 647 8888 Mobile: 251 911 40 30 43 Email: Misrak.Alemayehu@fao.org</p> <p><u>Ms. Meron Wondwossen - Addissinia Hotel</u> FAO Sub regional Office for Eastern Africa (SFE) Addis Ababa , Ethiopia Office: 251 11 647 8888 Mobile: 251 0913 676028 Email: Meron.Wondwossen@fao.org</p> <p><u>Ms. Mahder Asrat - Yebo Hotel and SPA</u> FAO Sub regional Office for Eastern Africa (SFE) Addis Ababa , Ethiopia Office: 251 11 647 8888 Mobile: 251 911 484717 Email: Mahder.Asrat@fao.org</p>

	<p>Mr. Billion Kefelegn - Friendship International Hotel Mobile: 251 912 042963 Billion.Kefelegn@fao.org OR Ms. Sophia Aberra - Friendship International Hotel Mobile: 251 967 290737 Sophia.Aberra@fao.org FAO Sub regional Office for Eastern Africa (SFE) Addis Ababa , Ethiopia Office: 251 11 647 8888</p> <p>Office Address: FAO Sub regional Office for Eastern Africa (SFE) CMC Road, Bole Sub-city, Kebele 12/13 P.O.Box 5536 Addis Ababa , Ethiopia Tel: +251 11 647 8888 Ext-149 Fax: +251 11 647 8800 Email: FAO-SFE@fao.org</p>
<p>Time and working languages of the event</p> <div data-bbox="204 757 470 869" data-label="Image"> </div> <p>Registration</p> <div data-bbox="225 976 446 1052" data-label="Image"> </div>	<ul style="list-style-type: none"> • Local time is GMT plus 3 hours; and Amharic is the official language of Ethiopia. • Simultaneous interpretation in seven languages: English, French, Arabic, Spanish, Chinese, Russian and Portuguese will be provided during the conference. • Registration and distribution of conference materials will be conducted on 12th February 2019 at 08:30 AM at the Conference venue. • Participants sponsored by organizers are requested to have with them on 12th February the two badges that will be received at the hotel (one for the access at the AU compound and the other one for the event). • Self-funded participants will be receiving their badges at the AUC gate.
<p>Health Requirements</p> <div data-bbox="124 1402 351 1585" data-label="Image"> </div>	<p>To enter Ethiopia, visitors should be in possession of a valid health certificate for yellow fever and they may be required to present it upon arrival in Addis Ababa.</p> <p>In case of medical emergencies at the AUC venue, please contact:</p> <p>African Union Commission Medical Center Contact Persons: Sr. Maria Msibi - msibim@africa-union.org Sr. Mulumabet Eshete – mulumabete@africa-union.org Tel: 0115182090 / 0115182063 / 0115182089 / 0115517700 ext 4384</p>

Weather 	<p>Addis Ababa is situated at 2,324 m or 7,625 feet above sea level. It has a humid sub-tropical mild summer climate. During daylight hours in February temperature the expected maximum temperature is 23°C and at night the minimum is 10°C. It will stay partly sunny. Thus, participants are therefore urged to carry appropriate clothing. Source: www.accuweather.com</p>
Security 	<ul style="list-style-type: none"> ▪ Be on alert for handbag, laptop and cellular phone snatchers and pickpockets or suspicious looking persons. Remember crime awareness beats crime. ▪ Deposit valuable property with hotel management or in hotel safes when going out of the hotel room. ▪ Do not travel with expensive valuables or too much cash. ▪ Avoid travelling alone. ▪ Participants are required to visibly wear conference badges at the venue at all times
Currencies: Exchange rate, and Forex  	<ul style="list-style-type: none"> ▪ The local currency is Ethiopian Birr (ETB) and is used for transactions across the country. The US Dollar (US\$), Euro and British Pound are the most easily convertible foreign currencies in Ethiopia. 1 USD = 28.38 ETB (rates may vary). ▪ Money can be changed from US Dollar, Euro and British pound to ETB at the airport, in banks, as well as in hotels that have foreign exchange bureaux. ▪ Many Hotels in Addis Ababa will accept ETB, Visa, MasterCard, and U.S dollar cash payments. ▪ You are required to declare cash of USD 3,000 or more upon arrival at the Addis Ababa Airport. ▪ Please note that before leaving Ethiopia you should convert all your Ethiopian Birr, since it cannot be used anywhere else. Changing money from Ethiopian Birr to foreign currency is only possible upon the presentation of a passport and an airplane ticket. <p>Note: Please refer the UNDSS Security details: http://et.one.un.org/content/unct/ethiopia/en/home/resources/un-agencies-profiles/united-nations-department-of-safety-and-security--undss.html</p>
Electricity and Voltage 	<p>The electrical power supply is 220-240 volts. Plugs are of the two round-pronged types or with an adaptor. Please bring a travel adaptor if you use any other plug. For details refer to the following link: http://www.worldstandards.eu/electricity/plugs-and-sockets/</p>

<p>Communication (Internet access, cell phones, laptop, tablets)</p> 	<p>All conference facilities and meeting rooms have WiFi. Participants are encouraged to bring their own laptops.</p>
<p>Emergency contacts</p>  <p>EMERGENCY CONTACT INFORMATION</p>	<ul style="list-style-type: none">▪ Addis Ababa Federal Police: Tel. No. 991 or 011 111 0111; 916 or 011 552 6302▪ Fire brigade and Ambulances: Tel. No. 939 or 011 556 7004

Wishing you a safe trip and looking forward to seeing you at the conference!