



UNWTO Regional Workshop for Africa: ‘Keys To Success In Quality Product Development in Tourism Destinations ’
Addis Ababa, Ethiopia
15-17 September 2016

Madrid, September 2016
Original: English

GENERAL INFORMATION NOTE

1. The World Tourism Organization (UNWTO) and the Ministry of Culture and Tourism of Ethiopia are organizing jointly the **UNWTO Regional Workshop for Africa: “Keys To Success In Quality Product Development in Tourism Destinations”**, in **Addis Ababa, Ethiopia, from 15-17 September 2016**, at the kind invitation of the Government of Ethiopia.

I. INTRODUCTION

2. Ethiopia is a country endowed with unique and diversified cultural, historical and natural resources which are the foundation for its tourism attractions and destinations. It is often referred to as the origin of humankind, symbol of ancient of civilization, and a country of immense cultural diversity. Ethiopia is also known for its remarkable natural beauty and wild life resources. At present Ethiopia has registered nine tangible and two intangible world heritage sites under the UNESCO.

Addis Ababa “ New Flower” , the vibrant capital city of the Federal Government , which is also referred to as “ The Political Capital city of Africa ” is the seat of the African Union (AU), and the headquarters of the United Nations Economic Commission for Africa (UNECA). Addis and its surroundings provide a variety of tourist attractions and the city has great potential for MICE tourism market.

As the host of this Regional Workshop, the Ministry of Culture and Tourism (MOCT) and the stakeholders of the sector welcomes all participants of this workshop and look forward to meeting you in Addis Ababa.

II. VENUE OF THE WORKSHOP

3. The workshop will be held at: Elilly International Hotel
Address: Kazanchis, Kirkos Sub-city 17/18, P.O.Box 29228
Addis Ababa, Ethiopia
Tel.: (+251) 115 587777
Mob. (+251) 922 728318
Fax: (+251) 115 585200
E-mail: info@elillyhotel.com
tesfaye.amenu@elillyhotel.com

III. PARTICIPATION

4. The workshop is open to the participation of the Member States; affiliate members invited delegates, as well as to representatives and stakeholders of the tourism sector.

IV. REGISTRATION

Participants are kindly requested to fill in the online registration form at the following link (<http://africa.unwto.org/webform/online-registration-unwto-regional-workshop-africa-keys-success-quality-product-development->) **no later than 30th August 2016**. For further information, please contact:

Ms. Elcia Grandcourt Programme Director Regional Programme Africa World Tourism Organization Capitán Haya 42, 28020, Madrid Spain Tel.: (+34 91) 5678152 Fax: (+34 91) 571 37 33 E-mail: caf@unwto.org	Mr. Sisay Teklu Behailu Director, Stakeholders Relations Directorate Ministry of Culture and Tourism PO Box 1907 Addis Ababa, Ethiopia Mobile: +251911 884833 Email: sisayteklu23@gmail.com
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V. STATUS OF PARTICIPANTS

6. The Government of Ethiopia will take the necessary steps to facilitate the arrival and departure of participants invited by the Organization, as well as their stay in Ethiopia. Throughout their stay, participants will enjoy the privileges and immunities provided for in the Convention on the Privileges and Immunities of the United Nations of 13 February 1946.

VI. ENTRY FORMALITIES

7. A valid passport is required for visitors to Ethiopia. Entry visas may be obtained at Ethiopia's diplomatic and consular representations abroad. Visas are issued at a fee of USD 50.00.

8. Participants travelling from countries in which Ethiopia does not have a diplomatic mission can obtain a visa upon arrival at the airport in Addis Ababa provided that they forward the relevant information to the Ministry of Culture and Tourism of Ethiopia. Prior information on such participants- their Passport Numbers, Bio Data and dates of arrival/departure- should be forwarded to the Ministry of Culture and Tourism of Ethiopia, for processing and clearance of Ethiopia Immigration Service.

VII. TRANSPORT

9. The Ministry of Culture and Tourism of Ethiopia will arrange free transport for all participants upon arrival, and departure from Addis Ababa Bole International Airport. All participants are therefore, requested to register on-line at the link (<http://africa.unwto.org/webform/online-registration-unwto-regional-workshop-africa-keys-success-quality-product-development->) and provide the organizers with

the details of their arrival and departure. Free shuttles will also be arranged from the hotels to the workshop venue and return.

VIII. AIRPORT TAXES

10. Non applicable.

IX. RECEPTION AT THE AIRPORT

11. A reception and information desk will be open for delegates participating in the Regional Workshop at the airport of Addis Ababa Bole International Airport.

X. ACCOMMODATION

12. The delegates are kindly requested to make their own arrangements by contacting their chosen hotel through the phone and fax numbers and the email addresses, and to make their reservations according to the hotels listed below. They should specify that they will be attending the **UNWTO Regional Workshop for Africa: "Keys To Success In Quality Product Development in Tourism Destinations"**, in Addis Ababa, Ethiopia, from 15-17 September 2016.

13. List of Hotels proposed by the Ministry of Culture and Tourism of Ethiopia:

Hotels	Star	Room Rates in USD (Breakfast and VAT included)			Information Tel / Fax / Mail	Distance to the venue of the workshop
		Single Rooms	Double Rooms	Suites		
<i>Sheraton Addis</i>	5	374	418	-	Tel +251 115 171717 Mob +251 911 200034 Fax +251 115 172227 Getachew.Melese@luxurycollection.com	3 Km
<i>Radisson Blu</i>	5	175	215	-	Tel +251 115 157600 Mob +251 911 648671 Fax +251 115 76 01 Events.addisababa@radissonblu.com	1 km
<i>Capital Hotel and Spa</i>	5	120 - 150	160 – 170	-	Tel +251 116 672100 Mob +251 912 029348 Fax +251 11667 2012 rteka@capitalhotelandspa	6 Km
<i>Marriott Executive Apartment</i>	5	160 – 200	330 – 450	1500	Tel +251 115 184600 Mob +251 929 383488 Tigist.juneydin@marriotthotels.com	4 km

<i>Elilly International Hotel</i>	5	80 – 90	110 - 120	-	Tel +251 115 587777 Mob +251 922 728318 Fax +251 115 585200	Venue of the Work shop
<i>Golden Tulip Hotel</i>	5	105	125	-	Tel +251 116 183333 Mob +251 941 626351 Fax +251 116 188880 sales@goldentulipaddisababa.com	8 Km
<i>Intercontinental Hotel</i>	4	125 – 160	200 – 280	200 – 280	Tel +251 115 180444 Mob +251 911 489869 Fax +251 115 540090 reservation@intercontinentaladdis.com	Less than 1 km
<i>Jupiter International Hotel</i>	4	110	110	110	Tel +251 115 5526370 Mob +251 911 651810 Fax +251 115j 526418 Email: ayelech.g@jupterinternational.com	1 km
<i>Hilton Addis Ababa</i>	3	120	120	185 - 220	Tel +251 115 170000 Mob +251 913 603472 Fax +251 115 510064 Ayehu.worede@hilton.com	3 km
<i>Aphrodite International Hotel</i>	3	90	125	130 – 150	Tel +251 115 572220 Mob +251 913 797670 Fax +251 115 510064 reservation@aphroditeaddis.com	Less than 1 km

XI. HEALTH REQUIREMENTS

14. As Addis Ababa is situated at an altitude of 2,400 meters, it is advisable to take precautionary measures to avoid any health problems that might occur because of the high altitude. You are also advised to consult guidance from your national authorities regarding health requirements like yellow fever prior to travelling.

XII. REGISTRATION AND ACCREDITATION

15. Registered participants will be issued with badges at the registration desks at the workshop venue on the 14th and 15th of September 2016.

XIII. WORKING LANGUAGES

16. The working languages of the conference will be English and French. Simultaneous interpretation will be provided in English and French.

XIV. SOCIAL PROGRAMME TBC (OPTIONAL)

XV. CURRENCY REGULATIONS

17. The local currency of Ethiopia is called Birr. The current rate of exchange as of 30th July 2016 is 1 USD = 21.87 Birr. 1 EUR = 24.38 Birr.

XVI. CLIMATE

18. The average temperature in Addis Ababa in the month of September ranges from 20-25 Celsius degrees. In Ethiopia the rainy season which sets in June will end up at the beginning of October.

XVII. LOCAL TIME

19. The local time in Ethiopia is GMT + 3 hours.

XVIII. BUSINESS & SHOPPING HOURS

20. Banks are open from 8:00 am and work until 05:00 pm.

21. Most Shops are open from 9:00 up to 6:00 pm.

XIX. INFORMATION ON THE WEB SITE

22. For further information on the regional workshop, please refer to the UNWTO website: <http://africa.unwto.org/event/unwto-regional-workshop-africa-keys-success-quality-product-development-tourism-destinations-a>