

Second High Level Meeting of the Africa EU Energy Partnership (AEEP)

Information note to participants

Conference Venue

The Second High Level Meeting of the Africa-EU Energy Partnership (AEEP) takes place at the African Union Conference Center. The opening sessions will take place in the Large Conference Hall, while all other plenary meetings will take place at the Multipurpose Hall. Side events and parallel session venues will be announced. For further venue details and directions please refer to the floor plan in the conference package that each delegate will receive upon accreditation. The address of the conference venue is:

African Union Headquarters
P.O. Box 3243
Roosevelt Street
(Old Airport Area)
W21K19
Addis Ababa, Ethiopia

If you need any help finding your way around at the conference premises, please feel free to ask one of the Conference Hostesses and Support Staff with green-coloured name badges or labelled accordingly, or visit the Conference Secretariat desk.

Conference Secretariat and services

The Conference Secretariat is located on the lobby level of the conference centre - see floor plan in the conference pack. The Conference Secretariat will have a section to provide administrative support for **speakers and panellists**, including printing, computing and photocopying. Should you require a separate meeting room, e.g. for bilateral meetings, please contact the Conference Secretariat to make a booking. If you need assistance regarding urgent organisational or logistical questions or airport transfer (to be arranged via your hotel) or rebooking of your flights, as well as in case of emergency, please get in touch with the Conference Secretariat, or directly with your respective travel agency.

Contact details of the Conference Secretariat at the African Union Conference Center (**operational as of 03.02.2014**)

Phone: +251 93 997 7782, +251 91 144 2031 or +251 92 443 1748

Fax: +49 61 96 79-80-1667

Press Contact

A press desk is set up in the lobby of the conference center at the information desk. The press desk will serve as the focal point for journalists' interview requests, media and press materials. The Second High Level Meeting of the AEEP is open to the press on the first and second days of the HLM, which is 12 and 13 February 2014. In addition, two official conference photographers are on site capturing images of the main events and may be involved in interviews.

Conference Language

The working language of the High Level Meeting is English. French interpretation will be provided for all official sessions as per the final programme (that includes side events on the 11th February and plenary sessions on 12th and 13th February). All official documents will be provided in English and French.

Conference Documentation

Each delegate receives a conference package upon registration and accreditation. The programme (and all other documents) are available online at www.aeep-conference.org. The programme is being updated on a regular basis and presentations as well as conference documentation will be made available continuously, until a few days after the conference.

Internet Access

Free wireless connectivity is available at the conference center for all participants. You can connect through the username "AUC Guest".

Welcome Reception

The welcome cocktail will take place on Tuesday the 11th February 2014 at the AUC Conference Centre, on the main floor, outside the Multipurpose hall. All registered participants with an official badge are invited.

Closing Cocktail hosted by the African Union Commission

The cocktail hosted by the AUC will take place on Thursday the 13th February 2014 at the AUC Conference Centre, on the main floor, outside the Multipurpose hall. All registered participants with an official badge are invited.

Official Dinner hosted by the Ethiopian Government

The official conference dinner, hosted by H.E. Alemayehu Tegenu, Ethiopian Minister of Water, Irrigation and Energy, takes place on Wednesday February 12, 2014 at the Hilton Hotel. Your personal invitation card and badge is included in the conference folder. Please bring it along to the seated dinner.

Catering

Coffee, tea and snacks will be provided during the coffee breaks in the lobby area of the conference centre on all the conference days, ie 11-13 February 2014. Lunches (on all the same days) will be served outdoors, behind the old AUC conference centre, which is about 5 minutes' walk from the main plenary hall.

You will be directed by the hostesses. Please note that there will be no breakfast service at the AUC and there are no cafes or cafeterias on the premises either.

Hotels

AEEP has negotiated a special event rate for its registered participants. Conference shuttle service will be provided from each of the listed hotels only. All rooms are available on a first come, first served basis. Please contact the hotels directly and refer to "2nd HLM AEEP Event" indicating your personal registration code provided in your official invitation letter. Please also visit the conference website (www.aeep-conference.org) in case new hotels have been added. All rates are inclusive of taxes and breakfast.

Radisson Blu Hotel Addis Ababa:

Five Star Executive Category

Tel: + 251 115 15 76 00

Fax: + 251 115 15 76 01

Email: info.addisababa@radissonblu.com

www.radissonblu.com/hotel-addisababa

Negotiated rates:

Standard – 240usd

Valid until: 31 January 2014

Elilly International Hotel, Addis Ababa

Five Star Category

Tel: +251-115-587773 or +251-115-585200 or +251-115-587777

Fax +251922728312

E-mail: info@elillyhotel.com

<http://elillyhotel.com>

Negotiated rates:

Standard – 200usd

Valid until: 07 February 2014

Aphrodite International Hotel:

Four Star Category

Tel: +251 115 582228 / +251 115 582229

Email: reservation@aphroditeaddis.com

www.aphroditeaddis.com

Negotiated rates:

Standard – 90usd

Twin – 115usd

Deluxe – 135usd

Suite – 175usd

Valid until: 07 February 2014

Friendship international hotel

Four Star Category

Tel: +251-11-6670202

Fax +251-11-6670201

Email: marketing@friendshiphotel.com.et

<http://www.friendshiphotel.com.et>

Negotiated rates:

King – 135usd

Deluxe – 135usd

Valid until: 07 February 2014

Beergarden, Addis Ababa

Three/Four Star Category

Tel: +251 11618259195 or +251-11-618 25 91

Fax +251-11-618 25 95

Email: info@beergardeninn.com or reservation@beergardeninn.com

Negotiated rates:

Standard – 89usd

Valid until: 07 February 2014

Transport

i) Airport Transfers

All hotels listed here will provide airport transfer to the hotel. Once you have booked your room, please arrange your transfer with the hotel prior to departure. It is not recommended that you hail a taxi at the airport, unless previously arranged by the Secretariat. However, if you take a taxi from the airport, it should cost you no more than \$15.00. There is a taxi stand inside the airport as well.

Upon arrival: kindly refer to the **Welcome Desk** at the Addis Ababa Bole International Airport (directly after Immigration). You will see a welcome banner with **Africa EU Energy Partnership**. Our colleagues will be pleased to provide you with information on hotel(s) and transfer service.

ii) Conference Shuttle Service

Conference shuttle service will be provided from February 11-13, 2014 to all conference participants staying at one of the above-mentioned hotels. The exact pickup and drop off location will be available in each hotel. Shuttle service will only be provided in the morning and at the end of the conference day. Shuttle service will also be provided to the Gala dinner and back to the hotels. Please make sure to inquire at the AEEP information desk located in each hotel for the daily schedule service. For an up-dated hotel list please refer to this link <http://www.aEEP-conference.org/en/accommodation>.

Delegates staying at other hotels and who wish to use the conference shuttle service are advised to identify the closest hotel and pickup/drop off location to their hotel and inform the Conference Secretariat of their intention to use the service.

Registration

Kindly register using this link <http://www.aEEP-conference.org/en/register> and the personal registration code provided in the official invitation letter.

Should you be unable to register online, you can also download the registration form from this link http://www.aEEP-conference.org/documents/2013/registration/aEEP_hlm2_registration_form_for_fax.pdf. Please fill in your information, including your personal registration code and fax the completed registration form to this number +49 61 96 79-80-1667.

To ensure a pleasant stay in Addis Ababa and to rule out any possible difficulties with regards to accommodation and visa issues, we kindly ask you to confirm your participation at the earliest convenience. A confirmation **latest by 03 February 2014** will be highly appreciated.

Accreditation and Badge Collection

All delegates **MUST** have their conference badge in order to access the AUC. In order to avoid congestion at the AUC gate, initial registration and accreditation will take place on 10th and 11th of February, from 8:00am to 10:00pm in the lobby of each of the official conference hotels (Harmony Hotel, Intercontinental Hotel, and Jupiter Hotel in Casanchis). To ensure we have your badge at the right location, please let us know at which of the above hotels you will be staying at, or from which of these hotels you would like to collect your badge. If we receive no information from you, we will have your badge at the African Union Conference Centre entrance, gate where you can register and collect your conference materials.

All badges that have not been collected from one of the hotels, will be available outside the entrance of the AUC conference centre entrance gate from 11-13 February, from 7:30am to 5:00pm.

Take note that for security reasons, you will not be allowed inside the AUC compound without a valid conference badge.

Security Measures

To gain access to the African Union Conference Center you must have previously registered online. Only those who registered online or whose participation has been confirmed by the Conference Secretariat directly will be issued badges to access the AUC conference centre. In addition to your conference badge, **please carry your official identification at all times**.

Please be advised that metal detectors and x-ray equipment will be installed at all entry points to the conference venue, and that all participants will be screened each time they enter the area. The Conference Secretariat strongly advises that you only carry

necessary items with you to avoid long delays at security check points. The Secretariat apologizes for any inconvenience these security measures may cause, but wishes to emphasize that they are taken for the security of all those attending the conference.

Please wear your badges visibly at all times during all conference activities.

Visa requirements

In addition to your valid passport (at least six months of validity), visas are required for all conference delegates travelling to Ethiopia.

The Government of Ethiopia requires that visitors/conference delegates from countries with Ethiopian Diplomatic Missions/Embassies secure their visas from those missions. You will need to present your official invitation letter from Ethiopia to request for the proper business visa. Please be aware that business visas are only issued with 30 days validity, therefore, apply accordingly.

Please consult with the Ethiopian Embassy in your country of residence for specific requirements to secure visa.

If and only if you do not have an Embassy or Consulate in your country of residence and you are unable to secure your visa due to this reason, we will assist you with business visa upon arrival. You **MUST** notify the conference secretariat on: participants@aEEP-conference.org by February 3, 2014 in order to facilitate this for you. Note that visa on arrivals cost \$20 or Euro17 payable in CASH only.

We advise all delegates to acquire their VISA's **before travelling** to avoid any unnecessary inconveniences.

Citizens of the following countries can secure visa on arrival with no invitation letters or additional support from AEEP. Cost of the visa is \$20 or Euro 17 payable in CASH only:

Tourist visa, can be issued for three months on arrival at Bole International Airport for nationals and residents of the following countries: Argentina, Australia, Austria, Belgium, Brazil, Canada, China, Czech Republic, Denmark, Finland, France, Germany, Greece, India, Ireland, Israel, Italy, Japan, Kuwait, Luxembourg, Mexico, the Netherlands, New Zealand, Norway, Democratic people's Republic of Korea (northern Korea), Poland, Portugal, Republic of Korea (south Korea), the Russian Federation, Slovakia, South Africa, Spain, Sweden, Switzerland, United Kingdom, United States of America.

Yellow Fever

A valid Yellow Fever Vaccination Certificate is required for all who arrive or are transiting through Ethiopia from a yellow fever risk country or region (see <http://wwwnc.cdc.gov/travel/yellowbook/2014/chapter-3-infectious-diseases-related-to-travel/yellow-fever>). The inoculation must have been administered at least 10 days before travelling to Ethiopia. Failure to provide this proof can lead to the refusal of entry into the country.

Weather in Addis Ababa in February

Please refer to this link <http://www.addis-ababa.climatemps.com/february.php>. Addis Ababa has a subtropical highland climate. In February, temperatures are on average between +8°C at night and +24°C around noon. This is the beginning of the short rainy season with on average 5 rainy days per month and about 9 sunshine hours per day.

Currency

The local currency is called the Ethiopian Birr. All local banks provide currency exchange services with an exchange rate that is uniform across the board. Please note that it is illegal to exchange your currency on the black market – only deal with official banks. All major hotels have FOREX services on site you can easily use. You can get the most updated rates at www.nbe.gov.et/market/banks/index.htm

Mobile Phone

Your phone must be “unlocked” in order for it to work in Ethiopia. You might be able to use your mobile phone in Addis Ababa by incurring roaming charges. Alternatively, you can buy local pre-paid sim cards for less than \$20. Blackberry Messaging services are not available in Addis Ababa as of now.

Water

It is not recommended that you drink tap water during your stay in Addis Ababa. Bottled water is easily available from 0.5L to 1.5L.

Electricity

The electricity in Ethiopia is 220V/50Hz. Don't forget to bring appropriate convertors for your 110V electrical goods.

Language

The official working language in Addis Ababa is called Amharic. However, almost everyone you encounter will speak at least enough English to communicate with.

For further questions

If you have any further questions, please do not hesitate to contact the Conference Secretariat:

E-mail: participants@aep-conference.org or secretariat@aep-conference.org

Mobile phone: +251 93 997 7782, +251 91 144 2031 or +251 92 443 1748

Fax: +49 61 96 79-80-1667

Web: [http:// www.aep-conference.org](http://www.aep-conference.org)