

## DATE AND VENUE OF THE CONFERENCE

The 2012 ATPS Annual Conference and Workshop will be held from 19 - 22 November 2012. The Conference will be hosted at the new **African Union Commission (AUC) Conference Centre** located along Roosevelt Street in Addis Ababa, Ethiopia.

## IMMIGRATION REQUIREMENTS

Apart from nationals of Kenya and Djibouti, **all other travellers require a valid passport and visa to gain entry into Ethiopia. Visitors should obtain a visa from an Ethiopian Embassy or Consulate in their respective countries before departure.** Delegates should contact their respective local Ethiopian embassy/consulate to obtain the visa application requirements.

Please note that an Ethiopian visa costs USD20-50 per person depending on the nationality, and payment must be made at the time of application/issue. Holders of diplomatic and service passports as well as United Nations "Laissez-Passer" will receive visas free of charge, but will still be required to apply for their visas in advance.

### Visa Requirements:

- A valid passport for a minimum of 6 months.
- One recent, passport-sized (45mm x 35mm) colour photograph. This should be attached to the form by paper-clip or another non-permanent means; do not staple the photograph to the application form. Please write your name on the back of the photograph in **BLOCK CAPITALS**. The photograph should be full face without sunglasses, hat or other head covering unless for ethnic or religious reasons.
- The visa application fee - (confirm amount from your respective Ethiopian embassy/consulate).
- A copy of your return ticket if you are travelling on a tourist or business visa.
- Evidence of sufficient funds to cover the cost of your intended stay
- The form should be accompanied by a signed and stamped letter on headed paper from the sponsoring organisation or company.
- **Applicants must also submit copies of their passport and application form.**

If your country does not have an Ethiopian Diplomatic Mission, urgently get in touch with Ms. Carol Thuku at [cthuku@atpsnet.org](mailto:cthuku@atpsnet.org) for further advice on how to procure your visa.

## HEALTH CARE REQUIREMENTS

Visitors to Ethiopia must be in possession of a valid inoculation for yellow fever. Vaccination against cholera is also required from any person who has visited or transited a cholera-infested area within six days of arriving in the country.

## AIRLINE RESERVATIONS

For participants receiving sponsorship from ATPS, the costs of your economy class return ticket will be met by ATPS. The ATPS will send **Travel Grant Letters** to all sponsored delegates with detailed terms of reference on their sponsorship.

All other participants are expected to secure their return/onward air passage prior to their arrival in Addis Ababa.

## ACCOMMODATION

Hotel bookings can be secured at several hotels around Addis Ababa. **Participants will be responsible for their own hotel accommodation and all incidental costs – these must be paid by participants directly to the hotel.**

For participants receiving sponsorship from ATPS, accommodation (including breakfast) costs will be paid directly to the hotel by ATPS. No reimbursement will be made to any person who decides to stay in another place other than that secured by the ATPS. The **Travel Grant Letter** will specify the name and address of the hotel where sponsored delegates will be housed. Airport transfers for sponsored delegates will also be coordinated by the ATPS.

Some hotels that are within reasonable proximity of the new African Union Commission Conference Center (the venue of the conference) are listed below. The various “room type” categories and applicable rates are indicated for each hotel.

**Sheraton Hotel** ♦ Tel: +251-11-5171717; Fax: +251-11-517 2727

<http://www.sheratonaddis.com/>

Rooms: USD285.00

Executive Rooms: USD375.00

- *Inclusive of Breakfast*
- *Rates subject to 10% service charge and 15% VAT. The VAT is calculated from the sum of the rate and the 10% service charge*
- *Check in time: 3:00pm on date of arrival*
- *Check out time: 1:00 on date of departure*

**Radisson Blue Hotel** ♦ Tel: +251-11-515 7600; Fax: +251-11/515 7601

<http://www.radissonblu.com/hotel-addisababa>

Standard Single Room: USD260.00

Business Class Room: USD310.00

- *Inclusive of Super Breakfast Buffet*
- *Rates subject to 10% service charge & 15% VAT*
- *Check in time: 14:00hrs (early check in subject to availability and surcharge may apply)*
- *Check out time: 12:00noon (late check-out subject to availability and surcharge may apply)*

**Harmony Hotel** ♦ Tel: +251-11-618 3100; Fax: +251-11-618 2910/ +251-11-661 2155

<http://www.harmonyhotelethiopia.com>

Standard Twin: USD136.00

Sheba Queen: USD138.00

Royal King: USD174.00

Emperor Suite: USD232.00

- *Inclusive of 15% VAT and 10% service charge*
- *Complementary shuttle service to and from airport*
- *Complementary full buffet breakfast*
- *Complementary health center facilities*
- *In room fiber optics ADSL 10MB wireless internet at various hotspots in the hotel such as lobby area, meeting hall, restaurants, bars, etc.*

**Wassamar Hotel** ♦ Tel: +251-11-661 0055; Fax: +251-11-661 0065

<http://www.wassamarhotel.com/>

Single Room: USD95.00

Twin Room: USD110.00

Suite: USD160.00

- *Inclusive of Breakfast*
- *Inclusive of all taxes*
- *Complimentary high speed internet*
- *Free Airport Shuttle*

**Jupiter International Hotel** ♦ Tel: +251-11-552 7333; Fax: +251-11-552 6418

<http://www.jupiterinternationalhotel.com/>

Single Room: USD100.00

Standard Single Room: USD115.00

Deluxe Room: USD135.00

Twin Room: USD150.00

Super Deluxe: USD155.00

Junior Suite: USD175.00

Executive Suite: USD200.00

- *Rates inclusive of 15% VAT & 10% service charge*
- *Inclusive of Breakfast*
- *Check-in time is 14:00 & check-out time is 12:00 noon*
- *Late check-out until 18:00 hrs attracts a surcharge of 50% of the room rate and is subject to availability*

## REGISTRATION AND IDENTIFICATION BADGES

All participants are required to register, pay conference registration fees and obtain identification badges prior to the opening of the conference. The conference registration fees will be collected at the conference registration desk prior at the AUC Conference Centre prior to the opening of the conference. Registration will be open from 08:00am for the duration of the conference.

The conference registration rates are as follows:

ATPS Registered members	\$100
Delegates from Africa and other developing countries	\$150
Delegates from developed countries	\$200
Post graduate students above 35 year old	\$50
Students/Youth Entrepreneurs between 18 – 35 years	Free
Institutional Exhibition fee	\$1000
Innovation/Technology Exhibitions	\$1000

All delegates must bring along their invitation letters and personal identification for onsite accreditation. For security reasons, all participants should wear their identification badges at all times.

## A FEW FACTS ABOUT ETHIOPIA

Ethiopia is Africa's oldest independent country and is the second largest in terms of population. Apart from a five-year occupation by Mussolini's Italy, it has never been colonised. The country has a unique cultural heritage, being the home of the Ethiopian Orthodox Church and a monarchy that ended only in the coup of 1974. It served as a symbol of African independence throughout the colonial period, and was a founder member of the United Nations and the African base for many international organizations. It is one of fastest growing non-oil economies in Africa and depends heavily on agriculture, which is often affected by drought. Coffee is a key export

Addis Ababa is a high altitude city at 2,400 meters above sea level. The predominant language spoken in Addis Ababa is Amharic, but English is widely understood as well.

Safety standards are good but similar precautions as in other metropolitan cities should be exercised.

Ethiopia has two main seasons: the dry season (October through May); and the rainy season (starting late June ending in September). Temperatures are highly dependent on seasons and altitude.