



**AFRICAN PARLIAMENTARY UNION
A P U**

56th Session of the Executive Committee
(Addis Ababa, 28 – 29 June 2010)

General Information

1. REGISTRATION OF THE DELEGATES

National Groups invited to take part in the 56th Session of the Executive Committee of the African Parliamentary Union due to be held in Addis Ababa, Federal Democratic Republic of Ethiopia, **on 28 and 29 June 2010**, are kindly requested to make known the composition of their delegations **no later than 15 June 2010 on the form n° 1 attached hereto**.

With regard to hotel reservations, this can be done on the attached **form n° 2**. **As Information regarding hotels reserved for delegations will be sent at a later stage**, National Groups are kindly requested to send the form n° 2 including information on arrival and departure of delegations **as soon as they receive Information regarding hotels**. At the time and date of receiving Hotel Reservation form n° 2, the Ethiopian National Group will ensure the booking of hotel rooms for all the delegations who will send the required information in due time. Hotel bookings will be treated according to the date of reception of mail and availability in hotels.

All information mentioned above should be communicated to the Ethiopian National Group and to the APU Secretariat at the following addresses:

<p>APU Ethiopian National Group House of Peoples' Representatives of FDRE P.O. Box 80001 ADDIS ABABA Tel.: (251 11) 124 10 00 / 124 10 16 / 124 10 06 Fax: (251 11) 124 10 04 E-mail: national.parliament@ethionet.et officeofthespeaker@yahoo.com</p>	<p>General Secretariat of the African Parliamentary Union B.P. V 314 Abidjan (Côte d'Ivoire) Tel. : (225) 20 30 39 70 to 74 20 30 39 79 Fax : (225) 20 30 44 05 to 09 E- mail : upa1@aviso.ci , upa2@aviso.ci</p>
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2. ENTRY VISAS

When required, the entry visa will be issued free of charge to delegates in the diplomatic and consular missions of Ethiopia.

In exceptional cases, where there is no diplomatic or consular mission of Ethiopia, the visa will be delivered to delegates on arrival at the International Airport of Addis Ababa. Therefore, delegates are kindly requested to send to the Ethiopian National Group by fax or E-mail, the type and number of their passports as well as the flight number, the date and hour of arrival in Addis Ababa.

3. SELF-ADHESIVE STICKERS FOR BAGGAGE

Delegates will receive self-adhesive stickers to be put on their luggage for easier identification on arrival and departure, and to facilitate customs formalities.

4. DOCUMENTS

The delegates will receive, on the occasion of the Session of the Executive Committee of Addis Ababa, their identification badges and briefcases containing working documents (programme, Session guide book, invitation cards, etc...).

5. CLIMATE

Ethiopia is situated in East of Africa. In June, temperature varies from 17°C to 25°C .

6. TRANSPORTATION OF THE DELEGATES

The Ethiopian National Group will ensure transport to delegates on arrival and departure and between the hotels and the venue of the meetings. It is recommended that delegates choose from among the hotels proposed by the Ethiopian National Group. (*List of hotels will be sent to you later*).

7. AIR CONNECTIONS

Delegates are kindly requested to consult air companies or their travel agencies in order to get necessary information to travel to Addis Ababa.

8. VENUE OF MEETINGS

The proceedings of the 56th Session of the Executive Committee of the African Parliamentary Union will take place in Addis Ababa at the United Nations Economic Commission for Africa (UNECA).

The Guidebook of the session will provide detailed information about the meeting rooms and the offices put at the disposal of the APU.

9. OFFICIAL CEREMONIES

Delegates will find invitation cards to official receptions in their briefcases.

10. CURRENCY

The national currency of Ethiopia, is the Ethiopian Birr. Exchange is made at the conference venue, in the authorized hotels and in the banks.

Following are the exchange rates as on *April 5th 2010*:

- 1 \$.US = 13. 4 Birr
- 1 Euro = 18.05 Birr

11. HEALTH

It is recommended that delegates have their international vaccination card valid. First aid facilities will be available during the session.

12. SERVICES FOR THE DELEGATES

The services that will be available for the delegates at the venue of the meetings include an internet connexion service, a foreign exchange office, a travel agency, a medical service and a cafeteria.

13. HOTELS

Please find below the List of Hotels proposed by the National Group of Ethiopia:

LIST OF HOTELS PROPOSED BY THE ETHIOPIAN NATIONAL GROUP
(56th Session of the Executive Committee of APU, Addis Ababa 28-29 June 2010)

	<i>Name</i>	<i>Rooms available</i>	<i>Type of Room</i>	<i>Rate</i>		<i>Distance from meeting venue</i>
				<i>Single</i>	<i>Double</i>	
1.	INTER CONTINENTAL HOTEL (5-star) email : Kelayat.aklilu@intercontinentaladdis.com	100	<ul style="list-style-type: none"> ▪ <i>Presidential Suite</i> ▪ <i>VIP suite</i> ▪ <i>Junior/corner Suite</i> ▪ <i>Twin Room</i> ▪ <i>King Deluxe Room</i> 	US\$ 400 US\$ 200 US\$ 140 US\$ 100 US\$ 100	US\$ 430 US\$ 230 US\$ 170 US\$ 130 US\$ 130	Walking Distance
2.	JUPITER INTERNATIONAL HOTEL (4 Star) (near UNCC) email : reservations @Jupiterinternational hotel.com	50	Any Occupancy	US\$100		Walking Distance
3.	HILTON (4-Star) email : Abebe.temesgn@hilton.com	100	<i>Hilton Guest Room</i> <i>Executive Floor Room</i>	US \$150 US \$200	US \$180 US \$230	5 minute drive
4	SHERATON ADDIS (5 Star) www.Luxurycollection.com./addis	200	<i>Club Rooms</i> <i>Executive Room</i> <i>Classic Suite</i>	US \$265 US \$355 US \$665	US \$300 US \$410 US \$655	15 minutes drive
5	DELEOPOL INTERNATIONAL (4 Star) Email: Hoteldeleopol @ ethconet. et	40	<ul style="list-style-type: none"> ▪ <i>Standard</i> ▪ <i>Deluxe Room</i> ▪ <i>Suites</i> 	US \$ 86 US\$120 US\$150		5 Minutes Drive

N.B = The above rates are inclusive of Breakfast and subject to 10% service charge and 15% VAT.



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FORM N°1: REGISTRATION OF DELEGATES

Parliament or Organization :.....

Leader of the Delegation (Full Name):

Members of the delegation:

FAMILY NAME	FIRST NAME	TITLE

Secretaries and Advisers:

1.....

2.....

Date & signature.....

Kindly complete and address **by 15 June 2010** at the latest to:

<p>APU Ethiopian National Group House of Peoples' Representatives of FDRE P.O. Box 80001 ADDIS ABABA Tel.: (251 11) 124 10 00 / 124 10 16 / 124 10 06 Fax: (251 11) 124 10 04 E-mail: national.parliament@ethionet.et officeofthespeaker@yahoo.com</p>	<p>General Secretariat of the African Parliamentary Union B.P. V 314 Abidjan (Côte d'Ivoire) Tel. : (225) 20 30 39 70 to 74 20 30 39 79 Fax : (225) 20 30 44 05 to 09 E- mail : upa1@aviso.ci , upa2@aviso.ci</p>
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FORM N° 2: INDIVIDUAL HOTEL BOOKING

Full Name :

Country or Organization:

HOTEL BOOKING

CATEGORY OF CHOSEN ROOM

(Please indicate the name of the Hotel)

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Date of Arrival : Hour of Arrival:

Flight N° Coming from:

Date of Departure:Hour: Flight N°

Date & signature.....

Kindly complete the form and send by **15 June 2010** at the latest to:

APU Ethiopian National Group

House of Peoples' Representatives of FDRE

P.O. Box 80001

ADDIS ABABA

Tel.: (251 11) 124 10 00 / 124 10 16 / 124 10 06

Fax: (251 11) 124 10 04

E-mail: national.parliament@ethionet.et

officeofthespeaker@yahoo.com

General Secretariat

of the African Parliamentary Union

B.P. V 314

Abidjan (Côte d'Ivoire)

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