Workshop on Facilitating University-Industry Linkages

Ghion Hotel, Addis Ababa, Ethiopia
6 – 8 February, 2018

INFORMATION BULLETIN

A. VENUE

The workshop, organised by the Association of African Universities (AAU) in collaboration with St. Mary’s University (SMU), will be held at Ghion Hotel in Addis Ababa, Ethiopia.

Please find below details of the venue:

Contact Person: Dr. Kebede Kassa
Tel: +215 911 683704
Email: kebede.smu@gmail.com

B. WORKING LANGUAGE & WORKSHOP MODULES

The workshop will be held in English and the two modules to be facilitated at this workshop are:
- Module 1: Entrepreneurship Development in Higher Education Institutions
- Module 2: Strategic Planning for Higher Education Institutions

C. CONFERENCE ORGANISING COMMITTEE

The AAU and SMU have set up an Organising Committee whose membership comprises of the following:

<table>
<thead>
<tr>
<th>Name</th>
<th>Institution</th>
<th>E-mail address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mr. Ransford Bekoe</td>
<td>Association of African Universities</td>
<td><a href="mailto:ransford@aau.org">ransford@aau.org</a>; <a href="mailto:rexybek@gmail.com">rexybek@gmail.com</a></td>
</tr>
<tr>
<td>Ms. Nana Essumanba Sam</td>
<td>Association of African Universities</td>
<td><a href="mailto:nesam@aau.org">nesam@aau.org</a></td>
</tr>
<tr>
<td>Dr. Kebede Kassa</td>
<td>St. Mary’s University</td>
<td><a href="mailto:kebede.smu@gmail.com">kebede.smu@gmail.com</a></td>
</tr>
<tr>
<td>Dr. Rahmeto Negash</td>
<td>St. Mary’s University</td>
<td><a href="mailto:rahmetonegash@gmail.com">rahmetonegash@gmail.com</a></td>
</tr>
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</table>

D. REGISTRATION

Online registration form are available at https://www.research.net/r/AAUReg18

Registration fee is US$500 and covers the workshop documents, lunch and tea/coffee breaks as well as a copy of conference proceedings.

Please note that the deadline for Early Bird Registration is January 15, 2018 as registration fees will be increased by US$50 after this date.
E. WORKSHOP PAPERS

Prior to the workshop, documents will be shared online to only registered participants. It is therefore important that all participants endeavour to carry along their laptops for their own use as there will be no hard copies available.

F. COST OF TRAVEL, ACCOMMODATION AND MEALS

Participants are responsible for their travel to and from Ethiopia, accommodation, extra meals, and any other hotel expenses (laundry, phone calls, secretarial services, etc.) incurred during their stay in Ethiopia. The AAU will not assume responsibility for any unpaid bills. Group lunches, tea/coffee breaks on the three workshop days are however covered by the registration fee.

G. ENTRY VISA REQUIREMENTS

Participants MUST HOLD:

- letter of invitation from the host institution;
- return tickets to their country of residence; and
- sufficient funds for maintenance during their stay;

Please note the following useful information:

1) Please send the photo-page (biodata-page) of your passport well ahead of time (preferably before 31st December 2017) to the co-organizers (c/o Mr Ransford Bekoe of AAU (emails: ransford@aau.org; rexybek@gmail.com) and Dr Kebede Kassa of SMU (kebede.smu@gmail.com)

2) Dr. Kebede Kassa will process a Visa Clearance from the MAIN DEPARTMENT FOR IMMIGRATION & NATIONALITY AFFAIRS in Addis Ababa, Ethiopia.

3) You will then go to the next Ethiopian Embassy or Consulate to get your visa.

4) If there is no Ethiopian Embassy or Consulate in your country, Dr Kebede will request for you Visa on Arrival.

Please, observe the above deadline for submitting your passport copies since it may take longer to get the clearance from the Immigration office here.

H. HEALTH REQUIREMENTS

A YELLOW FEVER Vaccination Certificate is required from participants coming from infected areas. The countries and areas included in the endemic zones are considered as infected areas. The list of countries is as hereunder:

<table>
<thead>
<tr>
<th>Angola</th>
<th>Equatorial Guinea</th>
<th>Rwanda</th>
</tr>
</thead>
<tbody>
<tr>
<td>Benin</td>
<td>Ethiopia</td>
<td>Sao Tomé &amp; Principe</td>
</tr>
<tr>
<td>Burkina Faso</td>
<td>Gabon</td>
<td>Senegal</td>
</tr>
<tr>
<td>Burundi</td>
<td>Gambia</td>
<td>Sierra Leone</td>
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<tr>
<td>Cameroon</td>
<td>Ghana</td>
<td>Somalia</td>
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<tr>
<td>Central African Republic</td>
<td>Guinea-Bissau</td>
<td>Sudan</td>
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<tr>
<td>Chad</td>
<td>Kenya</td>
<td>Tanzania</td>
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<tr>
<td>Congo</td>
<td>Liberia</td>
<td>Togo</td>
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AAU-SMU Workshop on Facilitating University-Industry Linkages
It should be pointed out that the Vaccination Certificate for Yellow Fever is valid ten (10) days after the date of vaccination or in case of re-vaccination as from the date of re-vaccination. Furthermore, participants may be subject to further medical screening, such as Ebola and other communicable diseases on arrival in Ethiopia, and participants may be under health surveillance during their stay in Ethiopia.

I. ARRIVALS

Kindly note that flights to Ethiopia come through Bole International Airport, Addis Ababa. As participants will be met on arrival, kindly send your flight details to the Organising Committee well in advance for the necessary transport arrangements to be made on time.

J. ACCOMMODATION

Block reservations have been made at Ghion Hotel for the first 20 participants, and rooms would be released on a ‘first come first serve’ basis.

The room rates are as follows:

<table>
<thead>
<tr>
<th>Room Type</th>
<th>Negotiated Rates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mini Suite</td>
<td>USD</td>
</tr>
<tr>
<td>Chalet</td>
<td>USD</td>
</tr>
<tr>
<td>Executive Double</td>
<td>USD</td>
</tr>
<tr>
<td>Luxury Double</td>
<td>USD</td>
</tr>
</tbody>
</table>

*Please note that:*
  i. This hotel requires that you confirm your reservations by January 15, 2018 after this date accommodation cannot be guaranteed.
  ii. The room rates indicated above are inclusive of bed and breakfast only. It also includes free internet access.

Accommodation payments should be made directly to Ghion Hotel. The Hotel’s Account Number and Banking Details shall be provided in due course. Participants will have to email their proof of payment to the Hotel Management with copies to the Organizers.

K. IDENTIFICATION BADGES AND PERSONAL SECURITY

Participants will be given identification badges, which for identification and security reasons, the hotel may request that you wear these at all times during the meeting.
L. COMMUNICATION

Free wireless internet services will be provided during the meeting. At the Hotel, a Business Centre with a limited number of computers will be available for participants’ use at a fee.

SIM cards and airtime for your cell phones are locally available.

For other official communication costs (international phone call, fax), please check telephone service charges with the hotel before use as participants shall pay these costs to the hotel directly before or upon check-out.

M. FIRST AID & EMERGENCY NUMBERS

Participants are advised to bring their regular prescribed medication for health care during the workshop.

The nearest hospital to the workshop venue is: Black lion Hospital
In case of an emergency, call +251 911 68 37 04
Email: kebede.smu@gmail.com

You may also contact the Front Desk at +25115513222 for immediate attention.

N. WEATHER

The month of February is characterized by essentially constant daily high temperatures, with daily highs around 25°C and low temperatures around 18°C throughout the month.

Daylight hours are approximately from 05.00 to 18.00 during this period of the year.

O. TIME

GMT + 3 hours.

P. CURRENCY EXCHANGE

The currency of Ethiopia is the Birr. The commercial exchange rate is subject to change on a daily basis. There are banks and licenced currency exchange bureaux located at the airport and in the City. You may exchange from the hotel cashier as well. For more information on currency exchange rate, please visit: http://www.xe.com/.

It is advised to use banks rather than hotels to get the best available rate. Banking hours are from 8.00 am to 5.00 pm on weekdays and 9.00 am to 11.00 am on Saturdays. Most major credit cards are universally accepted.

Q. ELECTRICITY

The voltage used in Ethiopia is 220 V. Type A electrical plugs (two flat parallel pins), Type C electrical plug (two-pin unearthed plug), and a combination of Type A and C electrical plugs are used in Ethiopia. You are advised to bring a universal adapter/ converter as necessary.
R. EXCURSIONS AVAILABLE

During registration in Ethiopia, a list of excursion sites would be availed to participants who would have to indicate which one(s) they would wish to visit so that the necessary arrangements can be finalised. These excursions come at a cost to be borne by participants.

Thank You