

Ethiopian delegates who reside in Ethiopia and who do not have credit cards or other forms of online payment system have the option of paying the ICASA 2011 registration fee in local currency (Ethiopian Birr - ETB). As per the regulation of the Ethiopian Government, Ethiopian citizens are required to pay in local currency.

ICASA 2011 has a local bank account at the National Bank of Ethiopia. Please note that when making payment in ETB, the daily prevailing rate will apply to the set registration fee. For example, the early registration fee for low income countries is 350.00 USD. Therefore, on the date of payment, if the prevailing rate is 17.00 ETB to 1.00 USD, then delegates will be required to pay 5,950.00 ETB (350.00 x 17.00).

Please follow the steps below to ensure your payment and registration information is accurately recorded:

Step 1 – Register Online

- a) Visit the ICASA 2011 website <http://www.icasa2011addis.org>
- b) Click on Register Now
- c) Create a profile, if you do not have one already (please save your email address and password)
- d) Register online (as a group or individually) - *you are not required to submit payment at this time*
 - a. Please choose bank transfer as your payment method
 - b. You will be given participant number (save this number as you will be required to provide the number during payment for cross reference)

Step 2 – Payment

1. Using the Group- or Personal registration number as cross reference, deposit the registration fee in Ethiopian Birr (equivalent to the USD amount at the date of deposit), deposit funds into the ICASA account. Please include the bank transfer fees in the total transaction.
2. The ICASA bank account details are as follows:

Account Name: Federal HIV/AIDS Prevention & Control Office-ICASA 2011
Bank Name: National Bank of Ethiopia
Bank Address: Addis Ababa
Bank account number: 0160101413300
Swift Code: NBETETAA

3. Submit the original bank deposit slip immediately to ICASA 2011 Secretariat Office (Contact information below)
4. The original bank deposit slip serves as a confirmation and will be cross referenced with your online registration
5. For group registration without any names, please follow the process indicated above. However, please note that you are required to submit all the names of the individuals or selected delegates before the deadline of **14 October 2011**.

Should you have any inquires or require additional clarification, please contact:

Mr. Yaze Yihune

ICASA 2011 Finance Officer

E-mail: yazey@icasa2011addis.org

Mobile phone: +251 911-15-12-05

ICASA 2011 Secretariat office

Dembel Building – 8th Floor

Addis Ababa, Ethiopia