AFRICA REGIONAL CONFERENCE ON LOCALISATION OF AID

15 - 16 JULY 2019 - ADDIS ABABA, ETHIOPIA

Logistics Note for Participants

PARTICIPANT INFORMATION

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This note contains important information about the Africa Regional Conference on Localisation and is designed to help you plan and make the most of your time.
Please read carefully and don't hesitate to get in touch with us if you have any questions about your attendance.

VENUE

The Africa Regional Conference on Localisation will take place at the African Union Conference Center in Addis Ababa. Further details will be provided.

You can scan this QR code with your phone and save the location directly in you map application of preference (supports Google Maps and Apple Maps).

CONFERENCE FACILITIES

All conference facilities and meeting rooms are equipped with WIFI. Participants are encouraged to bring their own laptops.

CATERING

Lunch and Coffee / Tea will be provided on both days for registered participants at the conference venue, free of charge.

ACCOMMODATION

A block reservation at the Ethiopian Skylight Hotel in Addis Ababa has been secured for interested participants. The hotel is conveniently located next to Bole International Airport and offers a special rate and free airport transportation for conference participants.

If you are interested in staying at the Ethiopian Skylight Hotel during the conference, please contact us as soon as possible.

You can scan this QR code with your phone and save the location directly in you map application of preference (supports Google Maps and Apple Maps).

FOR WORKSTREAM SUPPORTED PARTICIPANTS:

Supported participants are booked in standard single rooms at the Ethiopian Skylight Hotel in Addis Ababa. The accommodation includes buffet breakfast, and transportation to / from the airport and conference centre will be provided. Other costs related to your participation in the conference will be reimbursed as per agreement.
You will receive a hotel booking confirmation by e-mail.

VISA ARRANGEMENTS

It is advisable that participants from countries in which Ethiopian embassies or consulates are present obtain Ethiopian visas before travelling. Visas cost between $30 to $50 per person (please refer to the Annex for additional information on the visa requirements in Ethiopia).
Only visitors from Djibouti and Kenya are not required to obtain a visa when travelling to Ethiopia.

If you need support in obtaining a visa for the time of the conference, please contact us.

TRANSPORTATION

While Uber is not operational in Ethiopia, there are similar application-based ride service available such as RIDE. You can call the RIDE dispatch centre at 8294 or use the RIDE Passenger App to book a ride. Initial fare = ETB 50; fare per km = ETB 10; waiting fare = ETB 1 / minute.

Bole International airport is about 5km from the centre of Addis Ababa. Most hotels are located within 5-8 km radius to the airport. There are two terminals. Terminal One is for all domestic flights and flights to Burundi, Djibouti, Rwanda, Somaliland, South Sudan, Sudan, Tanzania and Uganda. Terminal Two is for all other international flights.

REGISTRATION

Conference participants are kindly asked to register at the registration desk from 7:30am - 9:00am on both days of the conference.
The registration desk will be located at the AU conference center (more details will be provided).

ABOUT ADDIS ABABA

CLIMATE

There are two main seasons in Ethiopia. They dry season lasts from October to May, and the rainy season starts in June and ends in September. July is relatively cold and rainy with average temperatures between 12 and 18°C. It is recommended for participants to be prepared and pack their clothing accordingly.
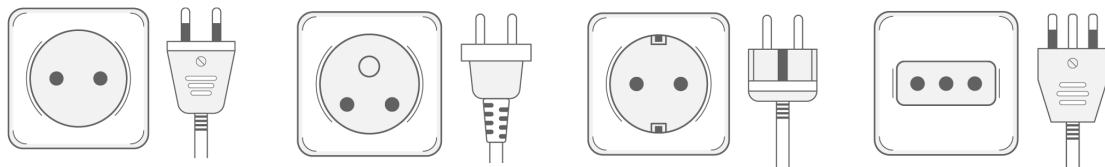
TIME

The time in Addis Ababa is GMT +3.
Ethiopia follows the Julian calendar, which consists of 12 months of 30 days each and a 13th month of five or six days (on a leap year). The calendar is 7-8 years behind the Gregorian calendar, with the new year falling in the month of September. The current Ethiopian calendar year is 2011.

POWER SUPPLY

Power plugs and sockets are of type C, E, F and L.
The standard voltage is 220V and the standard frequency is 50 Hz.

CURRENCY

Ethiopian currency is denominated in birr and cents. The exchange rate fluctuates. In June 2019, the official exchange rate was $1 to Br 28.92.

Money can be changed from US Dollar, Euro and British Pound to ETB at the airport, in banks, as well as in hotels that have foreign exchange bureaux. Credit Cards are accepted in higher-end hotels, but not commonly elsewhere.
You are required to declare cash of US$ 3,000 or more (or equivalent) and Br200 or more upon arrival at the Addis Ababa Airport (the respective form should be provided to you during your flight to Addis Ababa).
Please note that before leaving Ethiopia you should convert all your Ethiopian Birr, since it cannot be used anywhere else. Changing money from Ethiopian Birr to foreign currency is only possible upon the presentation of a passport and an airplane ticket.

SAFETY & SECURITY

Addis Ababa has a low record of common crimes. The city is considered to be one of the safest capitals in Africa. However, for your safety, please maintain a high state of vigilance at all times. Petty theft, pickpockets and purse snatching are common crimes when opportune. They can occur at any time of the day and night. Do not display high value jewellery, especially on the street. Avoid walking alone at night, even for short distances, and keep to the main roads and avoid short cuts down back alleys.

EMERGENCY NUMBERS

Addis Ababa Federal Police: T: 991 / 011 111 0111; 916
Fire Brigade & Ambulances: T: 939 / 011 556 7004

Security Focal Person IFRC:
Temesgen Gebremariam, E: temesgen.gebremariam@ifrc.org, T: +251 935987284

RECOMMENDED HOSPITALS & CLINICS

Nordic Medical Centre: 8901 / 0929 105 653
Korean Hospital: 011 629 5420 / 011 629 4602 (emergency & ambulances)
Kadisco: 011 629 8902
Suisse Clinic: 011 416 1649
Please note that for any emergencies while on the AU premises, there is an AU clinic.

CONTACT US

If you have any queries prior to the conference, please do not hesitate to contact us:

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ANNEX: VISA REQUIREMENTS ETHIOPIA

All conference participants (except Kenya and Djibouti nationals) require a valid conference visa (CV)prior to their travel to Ethiopia.

Documents and information required for the visa process:
1. Clear scanned passport – with at least 6 months validity
2. Resident ID (if applicable i.e. if resident or based in a different country than that of his/her origin – of the country where the application for visa will be proceed)
3. Title/position of the person
4. Expected date of arrival and departure
5. Clearly mention the City where the person will be applying for visa, be it country of origin or country of residence

Visa issuance in Ethiopia is lengthy process as it passes through the Ministry of Foreign Affairs (MoFA) and the Main Department for Immigration and Nationality Affairs. Therefore, it is advised that visa support requests be made at least 15 days prior to travelling date.

Furthermore, for legal entry to Ethiopia the following are required from all travelers:
- A passport with at least 6 months validity
- Yellow Fever Vaccination Certificate

There are two types of Visa process where in both cases IFRC Addis office will provide support.

Case 1: In the presence of Ethiopian Embassy or Consulates

If there is an Ethiopian Embassy in the country of origin /or where the traveler is resident at, the visitor needs to apply for visa before departure at the Ethiopian embassy and receive his/her visa in advance.

*** Please note that if the visitor isn't applying for visa at his /her country of origin, they must be legal resident at the country where he/she is applying and must attach his/her resident ID in addition to scanned copy of his/her passport.

Case 2: In the absence of Ethiopian Embassies or Consulates

In the absence of an Ethiopian Embassy in the country of origin /or where the traveler is legal resident. IFRC will process on arrival business visa: for this the traveler needs to send scanned passport and residence ID (if applicable) this process will also take five working days.

On-arrival visa slip received from Immigration office does not require further process. once we send visitors their entry visa approval paper by email.