

A decorative background pattern of intricate, traditional African geometric and organic motifs in shades of brown, tan, and gold, including circular designs, a central tower-like structure, and stylized faces.

Transforming Knowledge for Africa's Future

UNESCO Chairs and Partners' Forum

30 September to 2 October 2024, Addis Ababa, Ethiopia

Practical traveller's information note

This document aims to provide Forum participants with practical information about their travel to and stay in Addis Ababa, Ethiopia. It contains important details about the event logistics, including government recommendations. Please read it carefully.

Contents

- Forum registration and attendance confirmation**..... 3
- Forum venue** 3
 - Address..... 3
 - Working hours..... 3
 - Languages..... 3
 - Wifi 3
 - Forum Documents..... 3
 - Access to the Forum venue 4
 - Transportation to and from the Forum venue..... 4
- Hotels and Accommodation** 4
 - Accommodation for full or partially funded participants 4
 - Accommodation for self-sponsored participants..... 4
 - Meals..... 6
- Travel and visa** 6
 - Arrival 6
 - Air ticket reservations 6
 - Visa information 6
 - Temporary importation of laptops and other equipment 6
- Health and insurance**..... 6
 - Altitude sickness..... 6
 - Vaccinations 6
 - Prescription medication 7
 - Water and food 7
 - Health facilities and health provider contact information..... 7
 - Insurance 7
- Other useful information** 7
 - Time zone 7
 - Climate 7
 - Mobile phones..... 7
 - Electricity..... 8
 - Currency 8
 - Guidelines on the personal security and safety of participants..... 8
 - Safety measures at the Forum venue 8
 - Safety measures at the hotel 9
 - Safety measures elsewhere in Addis Ababa..... 9
 - Fraud..... 9
 - Time of day..... 9
 - Law 9
 - Emergency contact numbers..... 11
- Contact information** 11

Forum registration and attendance confirmation

All participants must complete their registration, indicating their intention to participate in-person in the *UNESCO Chairs and Partners Forum: Transforming Knowledge for Africa's Future* (Addis Ababa) by **31 July 2024**.

You may have already completed a pre-registration form expressing your interest in attending the Forum. However, you are requested to complete your registration [here](#), through the official INDICO registration platform.¹ **Registration on INDICO is mandatory**, and in line with the standard United Nations security procedures required to facilitate security clearance. Persons who register after this date are not guaranteed support from UNESCO in confirming their participation.

The registration platform will request you to provide information on your passport details, institutional affiliation, contact information. You will also be requested to upload a scan of your passport and residence ID, if relevant. In addition, sponsored participants will be requested to complete the travel statement.

Kindly note that you must receive a confirmation of acceptance from INDICO before purchasing flight tickets and making further arrangements.

If you require a nominal invitation letter, or have any other questions related to registration, please contact Marianne Coillot at m.coillot@unesco.org, with unitwin@unesco.org in copy.

Forum venue

Address

The Forum will be held at the African Union Conference Center in Addis Ababa

African Union Headquarters
Roosvelt Street W21K19 Addis Ababa, Ethiopia

Kindly note that the Forum will not offer remote participation / hybrid sessions.

Working hours

The Forum will be held from Monday 30 September at 9:00 to Wednesday 2 October at 17:00.

Languages

Simultaneous interpretation will be provided in English and French in all plenary sessions. Interpretation may be available for some parallel sessions.

Wifi

The Wi-Fi password designated for this event will be communicated to all delegates upon arrival at the meeting venue and will be made visible in all areas where delegates will gather.

Forum Documents

The latest agenda is available on the Forum website: <https://www.unesco.org/en/transforming-knowledge-africas-future>. Please be sure to check this website again shortly before the start of the Forum as it will be regularly updated.

¹ If you are unable to click on the link, please type this in your browser: <https://indico.un.org/event/1012362/>

All participants are strongly encouraged to bring their own laptops or tablets with them to the Forum. UNESCO is committed to adhering to sustainability practices, including limiting the use of paper. As such, participants are encouraged to consult digital versions of forum documents. All documents and statements related to the Forum will be available in English and French.

Access to the Forum venue

Identification badges will be issued to participants to facilitate entry and exit from the Forum venue. The identification badges will be available for collection at the hotel desk the day of your arrival. If you are not staying in one of the recommended hotels, the badge will be available for collection at the event venue.

For security reasons, identification badges should be worn by all participants at all times during the meetings and during official social functions held at the African Union Commission. If you lose your Forum badge please contact the organizing team m.coillot@unesco.org; unitwin@unesco.org).

Please do not bring suitcases to the Forum venue.

Transportation to and from the Forum venue

Busses will be organised to transport the participants from certain hotels (please see list in section below) to the Forum venue, and back to respective hotels in the evening. Transport will not be provided during lunch breaks, and no transportation service will be provided for personal requests.

If you would like transportation within Addis Ababa outside of meeting hours, you can download the Feres app on your phone or ask the hotel to book a taxi for you. However, for security purposes, you are strongly advised not to take a taxi on the street.

Hotels and Accommodation

Accommodation for full or partially funded participants

Sponsored participants (partial or full funding) do not need to make their own hotel reservations. All sponsored participants will be accommodated at The Inter Luxury Hotel, and all bookings will include breakfast at the hotel, as well as a transfer from and to the airport as well as to and from the meeting venue.

Inter Luxury Hotel
Guinea Conakry Street, Addis Ababa 80400
+251 115 180 444

Accommodation for self-sponsored participants

Self-sponsored participants must arrange their own hotel booking and are highly advised to reserve rooms directly with one of the hotels listed in the table below. Kindly mention the UNESCO-AU Forum to benefit from the preferential rates. The deadline for confirming reservations at those hotels is **30 August 2024**, after which participants will no longer benefit from the preferential rate. All bookings will include breakfast at the hotel, as well as a transfer from and to the airport as well as to and from the Forum venue. **UNESCO will not ensure transportation to and from the airport nor will it provide transport to the Forum venue from hotels other than those listed below. UNESCO will not arrange hotel accommodation to self-sponsored participants who fail to make their own arrangements beforehand directly with the hotel of their choice.**

Hotel	Rate per night	Contact information
Inter Luxury Hotel	80 USD	<p>Email: nardos.fente@interluxuryhotel.com; meron.asfawosen@interluxuryhotel.com; mistere.mekonnen@interluxuryhotel.com</p> <p>Tel: +251 115 180 444</p> <p>Mobile: +251 968 584 159</p> <p>Website: https://interluxuryhotel.com/</p>
Elilly International Hotel	80 USD	<p>Email: event@elillyhotel.com</p> <p>Tel: + 251 115 587 777</p> <p>Mobile: +251 913 675 196</p> <p>Website: https://elillyhotel.com/</p>
Aphrodite hotel	60 USD	<p>Mr Blen Tadele Marketing and Revenue Manager</p> <p>Email: reservation@aphroditeaddis.com/marketing@aphroditeaddis.com</p> <p>Mobile: +251 947604545</p> <p>Tel: +251 115572220</p> <p>Web: www.AphroditeAddis.com</p>
Jupiter International Hotel	75 USD	<p>Email: mktmanager@jupiterinternationalhotel.com</p> <p>Tel: + 251 115 527 333</p> <p>Mobile: +251 929 216 371</p> <p>Website: https://www.jupiterinternationalhotel.com/</p>
Grand Palace Hotel	70 USD to 100 USD	<p>Email: sales@grandpalaceaddis.com</p> <p>Tel: + 251 115 181 616</p> <p>Mobile: +251 980 626 262</p> <p>Website: https://grandpalaceaddis.com/</p>
Skylight	118 USD	<p>Email: sales@ethiopianskylighthotel.com</p> <p>Tel: + 251 116 818 181</p> <p>Mobile: +251 977 024 526</p> <p>Email: reservation@capitalhotelandspa.com</p> <p>Website: https://www.ethiopianskylighthotel.com/</p>
Capital Hotel	90 USD	<p>Email: https://capitalhotelandspa.com/</p> <p>Tel: +251-116 192 000</p> <p>Mobile: +251 940 354 523</p> <p>Website: https://capitalhotelandspa.com/contact-us/</p>
Radisson Blu Hotel	130 USD	<p>Tel: +251 115 157 600</p> <p>Mobile: +251 913 013 333</p> <p>Email: reservations.addisababa@radissonblu.com</p> <p>Website: https://www.radissonhotels.com/en-us/hotels/radisson-blu-addis-ababa</p> <p>Tel: +251 115 157 600</p>

Hyatt Regency Hotel	150 USD	<p>Email: Addisababa.regency@hyatt.com / yalemwork.gashaw@hyatt.com</p> <p>Tel: +251 115 171 234</p> <p>Mobile: +251 944 303 156</p> <p>Website: https://www.hyatt.com/hyatt-regency/en-US/addra-hyatt-regency-addis-ababa</p>
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*Kindly ensure to request early check-in or late check-out if required.

Meals

Catering services will be provided for lunch and coffee breaks every day of the Forum. A dinner reception is also organized on the evenings of 30 September and 1 October. The provision of other meals is at the expense of each participant.

Travel and visa

Arrival

All international participants are expected to arrive at Bole International Airport, Addis Ababa.

Air ticket reservations

With the exception of fully-sponsored participants, all attendees (including partially funded participants) are responsible for their booking and purchasing their flight tickets. Participants must secure their return or onward air passage prior to their visa request. Fully-sponsored participants will also need to complete a travel statement – information to be shared separately with concerned persons.

Visa information

Please ensure that your passport is valid for **at least 6 months** from your travel dates. You will receive a separate communication about visa applications.

Temporary importation of laptops and other equipment

According to the customs regulations of the Government of Ethiopia, each participant is allowed to bring into the country one laptop and two mobile phones (a tablet counts as a mobile phone) for personal use. Other equipment, however, such as professional cameras and cinematography equipment, requires prior approval by the responsible government ministry.

Health and insurance

Altitude sickness

Addis Ababa is located at an altitude of 2,400 m above sea level, which may induce altitude sickness in some people. If you have experienced altitude sickness in the past, reconsider whether you must travel to Addis Ababa. The risks related to altitude sickness are higher for individuals with multiple health problems and can result in serious health consequences. Please discuss any health issues with your physician before embarking on the trip.

Vaccinations

Anyone travelling to Ethiopia from countries in which yellow fever is endemic should be in possession of a valid health certificate as proof of vaccination against yellow fever. Covid-19 vaccination certificates may be requested at arrival so make sure you have your vaccination

papers with you. Vaccination against cholera is also required for anyone who has visited or transited through a cholera-infected area within six days prior to arrival in Ethiopia. There are no mosquito carried diseases in Addis Ababa due to the high altitude. Avoid contact with street animals, especially dogs, as they are not vaccinated against rabies.

Prescription medication

Individuals with chronic medical conditions must bring with them enough medication to last the entire duration of their trip to Ethiopia, with the prescription paper, as some medications may not be available in the country and thus may not be easily replaced.

Water and food

Do not drink the water from the tap. Bottled water will be available during the Forum and at your hotel. Please purchase additional bottled water in supermarkets or shops if needed. During your stay, especially if it is short, it is recommended that you avoid eating raw meat and vegetables.

Health facilities and health provider contact information

Should you have a medical emergency or have a question before or during your stay please contact one of the following healthcare centers.

Facility name	Phone number
United Nations Health Care Centre	+251 904 032 929 +251 911 505 417 +251 929 908 433
Gesund Cardiac Centre	+25195 592 7583
Lancet Health Services	+251 977 717 171
Addis Cardiac Centre	+251 952 343 434 / +251 116 634 740 /+251 116 634 740
Addis Ababa Silk Road General Hospital	Reception: +251 936 610 666 Emergency: +251 969 044 519

Insurance

UNESCO has a commercial insurance policy, which provides accident and illness coverage for participants in meetings for whom UNESCO pays at least 50% of the total travel costs. The policy excludes treatment for any pre-existing conditions and/or routine treatments. If you do not have insurance that covers you outside your country, we strongly encourage you to purchase personal travel insurance. Any additional and/or private insurance purchase will not be borne by the Organization.

Other useful information

Time zone

The time in Addis Ababa is UTC+3.

Climate

Ethiopia has two main seasons. The dry season is from October to May, and the rainy season starts in late June and ends in September. Temperatures vary depending on the season and altitude. Since there is a possibility of cool weather at night and after heavy rains, participants may wish to bring a jacket or sweater with them.

Mobile phones

Participants are encouraged to bring with them a dual-band mobile handset (900/1800 MHz).

The national telecommunications company, Ethio-telecom, sells subscriber identity module (SIM) pre-paid cards. Safaricom SIM cards are also available.

Electricity

The electricity supply in Ethiopia is 220–240 volts, 50 cycles, and is AC- accessible by means of a 13-amp, two-pin (European) type C, E or F plug.

Currency

The Ethiopian currency is denominated in Ethiopian birr and cents. As the exchange rate can fluctuate, it should be checked prior to arrival on the following website:

<https://nbe.gov.et/commercial-banks-exchange-rate/> .

Automatic teller machines (ATMs) can be found at a number of locations, including the following hotels: Hyatt Regency, Elilly, Inter Luxury, Jupiter, Radisson Blu.

As of 12 June 2024, \$USD 1.00 was equivalent to 57.60 birr. Credit cards are not widely accepted except by large hotels, travel agencies and a few shops and restaurants in Addis Ababa. ATMs are very limited outside urban areas and may run out of cash without notice. Make sure you have access to hard-currency cash in case of emergency.

It is illegal to enter or exit Ethiopia with more than 3,000 birr with you. You may enter or exit Ethiopia with up to US\$4,000 or its equivalent in any convertible foreign currency. This doesn't include birr. However, if you enter with more, you must declare the funds upon arrival; and if you exit with more, you must have at least one of the following: a bank document certifying the purchase of the foreign currency and approving travel with the funds; or, a customs declaration form made upon entry.

Be aware that even the provision of such documents may not safeguard you against confiscation of the extra funds, imprisonment or fines. Policies may change at any time without notice. Exchanging money on the black market is illegal. Exchange foreign currency at banks or official foreign exchange offices only as you may face heavy fines or detention.

Guidelines on the personal security and safety of participants

The overall security situation in Addis Ababa is stable, although incidents of crime that tend to be opportunistic in nature, such as distract-and-grab street robberies, do occur. Participants are reminded that security is an individual responsibility. They should be very security conscious and mindful of their activities and surroundings, in particular after dark. Participants should always ensure that they fully cooperate with the Department of Safety and Security of the AUC and the local law enforcement agencies.

Safety measures at the Forum venue

- Ensure full compliance with African Union security instructions and guidelines at screening and access points.
- Wear and visibly display your meeting badge throughout the Forum period.
- Cooperate with security personnel at the venue and in the meeting rooms.
- Do not leave bags and parcels unattended, and take precautions to safeguard your cash and purse or wallet.
- Do not bring unauthorized persons, including children, into the meeting venue.
- Do not bring any hazardous items into the meeting venue.
- Ensure that you have taken your documents and personal items before leaving the meeting rooms.
- Report any loss of items immediately to security.
- Deposit any found item at the "lost and found" desk.

Safety measures at the hotel

- Be aware of the nearest exits in case of an emergency.
- Use all auxiliary locking devices on the entrance door and windows of your hotel room.
- Use the peephole to identify anyone requesting entry.
- Do not let anyone into your hotel room who is not expected. If in doubt, call the front desk.
- Before leaving your room, make sure that no money, jewellery or other valuables are visible.
- Deposit valuables or portable items at the reception desk and obtain a receipt for them.
- In the event of a fire, be sure to check the door for heat and smoke before exiting through the fire exit.
- Contact hotel security if you encounter any incident.

Safety measures elsewhere in Addis Ababa

- Be careful of your personal belongings.
- Use the following taxi apps and services: Feres.
- Expect a heightened security presence.
- Carry identification documents at all times.
- Make sure to stop at all checkpoints and roadblocks, even if they appear unattended.
- If you are stopped by security forces, stay calm and follow instructions.
- Be aware of your surroundings at all times, especially in crowded areas.
- Avoid displaying any signs of affluence in public.
- Avoid walking alone after sundown.
- Keep car doors locked while you are in a vehicle.
- Be vigilant if approached by strangers seeking assistance.
- If threatened, hand over valuables without resistance.
- Ensure that your belongings, including your passport and other travel documents, are secure at all times.

Fraud

Ethiopia is primarily a cash-based economy but credit card and ATM fraud may sometimes occur, especially in large cities. There have been reports of unauthorized charges. Connectivity issues may also be a problem. Be cautious when using debit or credit cards, and pay careful attention when your cards are being handled by others. Use ATMs located in well-lit public areas or inside a bank or business, and avoid using card readers with an irregular or unusual feature. Cover the keypad with one hand when entering your PIN. Check for any unauthorized transactions on your account statements.

Time of day

Many people in Ethiopia use the Ethiopian clock, where the start of the day is dawn rather than midnight. As a result, daytime hours are counted beginning from what would be 6:00 a.m. For instance, the time at one hour after dawn – 7:00 a.m. would be 1:00 a.m. on the Ethiopian clock. Most hotels and larger organizations, including all airlines, use the global clock. However, many individuals or smaller organizations continue to use the Ethiopian clock. The Forum is using the global clock.

Law

- Ethiopian authorities may apply the death penalty for serious offences.
- All illicit drugs are illegal except khat, a local stimulant. Khat is illegal in several countries. Don't attempt to export it. Penalties for possession, use or trafficking of illegal drugs are severe.
- Convicted offenders can expect lengthy jail sentences and heavy fines. Ethiopia is used as a drug trafficking hub between Western markets and southern Asia for heroin. Do not agree to carry packages that are not your own.

- Ethiopian law prohibits sexual acts between individuals of the same sex. Those convicted can face up to 15 years in prison.
- It is strictly prohibited to photographs of military installations, police and military personnel, industrial facilities, government buildings and infrastructure, including roads, bridges, dams and airfields.

Emergency contact numbers

United Nations Security Control Centre:

Telephone: +251 115 516 537/ +251 115 512 945/ +251 115 445 060

WhatsApp: +251 976 585 689/ +251 965 233 688

Department of Safety and Security Operations Centre:

Mobile phone: +251 986 894 397 Landlines: +251 115 444 441/ +251 115 444 444

Addis Ababa Police: 991/ +251 111 110 111

Federal Police: 816/ +251 115 526 302

Contact information

For all inquiries regarding the Forum please contact Marianne Coillot (m.coillot@unesco.org) with copy to unitwin@unesco.org