

CSO ENGAGEMENT CONSULTATION ON THE MARGINS OF THE 36TH ORDINARY AU SUMMIT

17 & 18 FEBRUARY 2023
BEST WESTERN PLUS HOTEL,
ADDIS ABABA, ETHIOPIA

GENERAL INFORMATION NOTE

Thank you for confirming your participation in the CSO Engagement Consultation jointly organized by the Open Society Foundation and Amani Africa. As you're preparing to travel, please take note of the recommendations below.

MEETING VENUE:

The meeting will be held at **Best Western Plus Hotel** (<https://bit.ly/3ReK3FC>)

- **Address:** Bole Medhanealem Road, Addis Ababa 1065 (In front of Morning Star Mall)
- **Contact number:** +251 110 097267 / +251 11 667 1414

ACCOMMODATION

The workshop will cover accommodation for sponsored participants at the **Best Western Plus Hotel**.

All participants staying at the **Best Western Plus Hotel**, please confirm your reservation by sending an e-mail to Yeruqis@gmail.com including your full itinerary arrival/departure dates. Check in time is 2 **PM** and check out time is 12 **PM**.

DATES OF THE MEETING AND MEALS:

The meeting will be held on February 17 and 18, 2023. (Final draft of the program will be shared separately via email). On each meeting day, there will be morning and afternoon tea and coffee breaks in addition to a lunch break that will be covered by the workshop.

DAILY SUBSISTENCE ALLOWANCE (DSA):

DSA will be paid to the participants after arrival in Addis Ababa on 17 February 2023.

TRAVEL ARRANGEMENTS

For all self-sponsored participants, please share your travel details to yeruqis@gmail.com

When travelling please remember to carry with you the printed copy of your ticket and e-visa approval, your yellow fever certificate and COVID Vaccination cards, your letter of invitation and this logistics advisory.

VISA:

The majority of international nationals need visas. Please provide your e-visa, the invitation you received from Amani Africa, and the letter the Ministry of Foreign Affairs shared with you if you are one of the participants who needs a visa to enter Ethiopia. Participants who were unable to apply for an e-visa should arrive with their invitation from us and the letter from the Ministry confirming their visa.

Visit evisa.gov.et for a conference visa application. If during your application process, you are asked for a reference number, you may enter the following number: KK/AA/14/706/659691/2009

If there is any additional information requested, please contact Yeruq at yeruqis@gmail.com

COVID-19 PROTOCOLS:

Please remember to travel with your **COVID-19 vaccination certificate**.

A negative COVID-19 PCR test result will suffice for those who do not have a COVID-19 vaccination certificate. Please make sure you have your COVID-19 PCR test results certificate with you when arriving, and throughout until you arrive and are checked in at your hotel. Ethiopia allows for negative COVID-19 PCR test results valid for 72 hours on entry into the country.

Health:

Vaccination against yellow fever is mandatory. Check the validity of your vaccination card and record and update it. Presentation of the vaccination card on arrival at the airport is required by the border health team.

Airport Transfers:

The country's main international gateway is Bole International Airport. All participants arriving from outside Ethiopia will fly into Bole International Airport. Best Western Plus Hotel will pick up all workshop attendees from the airport. Upon arrival at Addis Ababa Airport, inside the terminal (outside the customs area), the hotel staff will receive you with the sign '**Best Western Plus Hotel / Amani Africa**'.

Costs of the workshop for sponsored participants:

The workshop will pay for your travel, accommodation, breakfast and dinner. Lunch is covered as part of the consultation for all participants.

For dinner, participants will receive per diem, and they can eat wherever they like throughout their stay, including at the hotel. Individual hotel expenses, including, international and local telephone calls, laundry, fax, use of the mini bar, and all other additional drinks and meals **MUST** be paid for on an individual basis before you check out of the hotel.

DOCUMENTS:

Relevant documents will be dispatched prior to the meeting, and additional reading materials will be shared during the meeting.

ABOUT ADDIS ABABA

CLIMATE:

The weather conditions in February are perfect. The skies should be clear and blue, and daytime temperatures hover around a pleasant 25°C. At night, temperature could drop to around 12°C. Therefore, bring a light jacket or a sweater for the evening, as it can get cold.

TIME:

The time in Ethiopia is **GMT+3**

Currency:

The currency in Ethiopia is the birr. One US dollar is roughly equal to 53.53 birr, check the updated exchange rate can be found here <https://nbe.gov.et/commercial-banks-exchange-rate/>. In international hotels and some restaurants, all major credit and debit cards, including Visa and Master Card, are accepted, though cash is the preferred method of payment. US Dollars and other currencies can be exchanged at Bole International Airport. Within Bole International Airport, there is also an ATM.

CONTACT:

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

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We look forward to seeing you at the meeting and wish you an enjoyable stay in Addis Ababa