

SAWIDRA-ACMAD 3rd STEERING COMMITTEE MEETING AND 7th ACMAD Board Meeting

**06-08 January 2020, Intercontinental Hotel
Addis Ababa, Ethiopia.**

INFORMATION NOTE

1. VENUE

The SAWIDRA-ACMAD 3rd Steering Committee Meeting will be held at Hotel in Addis Ababa Ethiopia. .

2. CONTACT PERSON

Contact Person for local arrangements

Name : Henock Hailu
Mobile : +251 911771078
E-mail : henmsg@gmail.com

Second Contact Person

Name : Ahmedin Abdulkerim
Mobile : +251 911987931
E-mail : yabdulkerim@gmail.com

3. VISA

Visitors entering the Federal Democratic Republic of Ethiopia are generally required to have a valid passport and visa except Kenya and Djibouti citizens. All participants are encouraged to contact the nearest Ethiopian Embassy/Consulate or Representative of Ethiopian mission in their respective countries to get their visa before travelling to Ethiopia to Ethiopia.

Travellers can also get visa on arrival at Bole International Airport by submitting valid passport and two passport size photographs and visa fee.

Travellers can also apply for visa online by visiting the eVisa site (<https://application.ethiopiaonlinevisa.com/application/>) and follow the procedures.

4. LOCAL TRANSPORTATION BETWEEN AIRPORT AND HOTEL

Normally, the hotels provide shuttle services from airport-to-hotel and vice versa. If the hotels the participants are staying in do not provide shuttle services and the participant inform the organizers, NMA will provide transportation from the airport to hotel and vice versa. Participants are encouraged to send their itinerary for the local organizing committee in advance for transport arrangements.

For in-city transport, blue and yellow taxis are the most convenient means of transportation in Addis Ababa.

5. Interpretation

Simultaneous interpretation will be provided in English and French in plenary and some breakout session.

6. ACCOMMODATION

Participants are encouraged to make their own hotel booking. However, if they require assistance in booking hotel, they can communicate the focal person for hotel booking.

7. TIME ZONE

Ethiopia Standard Time is 3 hours ahead of Greenwich Mean Time (GMT+3), Ethiopia is in East Africa Time Zone.).

8. CURRENCY EXCHANGE

Ethiopian currency is Birr (ETB). Information on the day-to-day exchange rates can be found at <http://www.combanketh.et>. The latest exchange rate is 1USD is 31.776 ETB, as of 27 December 2019). Foreign currency can be exchanged at the Airport and at all local banks. Hotels and stores also accept major currencies at reasonable rates of exchange.

9. ELECTRICITY

The electric current in Ethiopia is 220 volt AC throughout the country. Different types of plugs and sockets are in use. Participants with electric appliances should carry a plug in adapter kit.



10. CLIMATE

January is the dry season over central parts of Ethiopia. Mostly sunny sky with cold evening and morning temperature is expected during the meeting period.

Climate of Addis Ababa city in October

Mean minimum temperature	: 9.0°C
Mean maximum temperature	: 23.0°C
Mean monthly rainfall	: 20.0 mm

11. CLOTHING

Casual and light attire will be appropriate while warm clothing for night and morning is suggested

12. Recommended Hotels

Addis Ababa has a lot of options for hotels. Most hotels have online booking options. The local organizing committee will assist participants in booking hotels if they request for assistance. The recommended hotels for the SAWIDRA-ACMAD 3rd Steering Committee Meeting participants are indicated below.

Hilton Hotel

Bed and Breakfast

Single: 130 USD

Intercontinental Hotel

Bed and Breakfast

Single: 95 USD

Wi-fi available