



# 2023 CONFERENCE ON LAND POLICY IN AFRICA

## INFORMATION NOTE FOR PARTICIPANTS

AFRICAN UNION HEADQUARTERS, ADDIS ABABA, ETHIOPIA  
21 - 24 NOVEMBER 2023



## INFORMATION FOR PARTICIPANTS

Thank you for your interest in participating in the Conference on Land Policy in Africa scheduled to take place at the African Union Head Quarters (AU-HQ) in Addis Ababa, Ethiopia from 21<sup>st</sup> to 24<sup>th</sup> November 2023. This Information Note is intended to assist you in the planning and logistics of your travel to Addis Ababa.

## CONFERENCE VENUE

The Conference will be held at the Nelson Mandela Hall, AU Headquarters in Addis Ababa, Ethiopia. Address of the venue: African Union Headquarters | Roosevelt Avenue/Street (Old Airport Area) | W21K19| Addis Ababa, Ethiopia| Tel: (251) 11 551 77 00 | Fax: (251) 11 551 78 44.

## IMMIGRATION REQUIREMENTS

All meeting participants to Ethiopia must hold a valid national passport of at least 6 months before the expiry date with at least 2 consecutive empty visa pages.

For participants requiring visa to enter Ethiopia, it will be their responsibility to ensure that they have an appropriate entry visa. Kindly check online for the visa requirements for entry visa into Ethiopia as it relates to your passport of your current location. Participants will also be entitled to receive visa entry on arrival upon showing a visa letter. The African Union Commission will send a note verbale to Ethiopia's Immigration Office to facilitate visa upon arrival for all confirmed participants. However, delegates coming from countries where Embassies for the Federal Republic of Ethiopia exist should make efforts to already apply for entry visa.

**Sponsored participants** will not be reimbursed for visa fee as it is covered by the Daily Substance Allowance (**DSA**).

Holders of diplomatic and service passports as well as United Nations Laissez-Passer will receive visa upon arrival gratis. Bank receipts for money changed at the airport must be kept securely as they may be asked for on departure.

## HEALTH REQUIREMENTS

It is advised that you are covered by your health insurance, at own costs, for the duration of your stay in Ethiopia.

- Yellow Fever Vaccination Certificates will be required from visitors who come from Yellow Fever Regions or visitors who have passed through such regions. The participants belonging to this category, are required to be vaccinated at least ten days prior to entry to Ethiopia. Participants without proof of vaccination will be immunized at the airport clinic at their own cost.

- Ethiopia COVID-19 entry regulations/requirements is lifted.

## **GUIDELINE ON PERSONAL SECURITY AND SAFETY OF PARTICIPANTS**

The following are some of the measures delegates are advised to follow whilst attending the conference:

- Display your Conference Badges on demand of an authorized personnel and wear it visibly
- Do not leave bags and parcels unattended; this will be confiscated or destroyed
- Do not bring unauthorized persons and children into the conference center
- Safeguard your valuable property
- Check for your documents and items before you leave conference halls and meeting rooms
- If you lose any valuable items within the premises, inform Security and Safety Service or inform the nearest Security Officer.

If you are off the AUC premises and in the hotel:

- Upon entering or leaving your room, make it a habit to lock the door
- Before leaving, inspect your room to make sure no money, jewelry, cameras etc. have been left exposed (Safe 100%)
- Deposit valuables or portable items in your room safe or at the reception desk and obtain a receipt
- Should you observe anything suspicious or out of the ordinary, please contact the hotel manager.

## **AIRLINE RESERVATIONS**

For sponsored participants, air tickets will be provided by the UNECA Travel Unit in Addis Ababa, Ethiopia, kindly contact the CLPA Secretariat for further information. All participants must secure their round-trip ticket prior to arrival in Addis Ababa.

## **HOTEL ACCOMMODATION**

Sponsored participants will be staying in Elilly International Hotel. The hotel is located in Guinea Conakry Street, Kazanchis (walking distance from UNECA premises), business district. **Phone:** [+251 92 272 8318](tel:+251922728318). Website: <https://elillyhotel.com/about-us/> The hotel is 3.8 km from Bole International Airport. Traditional Leaders will be staying at Radisson Hotel, which is also located at a walking distance of UNECA premises, **Phone:** [+251 11 517 0400](tel:+251115170400). Website: <https://www.radissonhotels.com>

Accommodation will be settled by participants using their DSA. All other costs incurred, including dinner, use of hotel telephones, bar expenses, mini bar etc. during your stay in the hotel, costs will be covered by the participants. The hotels will provide airport pick-up on arrival and airport drop off.

As for the non-sponsored participants, the below hotels are suggested:-

#	HOTEL	Flat rate (inclusive of tax & for standard room)  USD
1.	<b>CAPITAL HOTEL AND SPA</b> <b>Tel:</b> 251-11 6-672100 251-11-6-192000 <b>Fax:</b> 251-11-6-672012 <b>E-mail:</b> <a href="mailto:reservation@capitalhotelandspa.com">reservation@capitalhotelandspa.com</a> Website: <a href="http://www.capitalhotelandspa.com">www.capitalhotelandspa.com</a>	90
2.	<b>GETFAM HOTEL</b> <b>Tel:</b> (251-11) 6 67 31 75 <b>E-mail:</b> <a href="mailto:reservations@getfamhotel.com">reservations@getfamhotel.com</a> Website: <a href="http://www.getfamhotel.com">www.getfamhotel.com</a>	80
3.	<b>ETHIOPIAN SKYLIGHT HOTEL</b> <b>Tel:</b> (251-11) 6-81 81 81 / 6 17 63 89 Please see below dedicated accommodation link below: <a href="https://bookings.hotelrez.co.uk/?adult=1&amp;arrive=2023-11-15&amp;chain=19159&amp;child=0&amp;currency=USD&amp;depart=2023-11-16&amp;hotel=9091&amp;level=hotel&amp;locale=en-US&amp;promo=UNECA2023&amp;rooms=1">https://bookings.hotelrez.co.uk/?adult=1&amp;arrive=2023-11-15&amp;chain=19159&amp;child=0&amp;currency=USD&amp;depart=2023-11-16&amp;hotel=9091&amp;level=hotel&amp;locale=en-US&amp;promo=UNECA2023&amp;rooms=1</a> <b>Email:</b> <a href="mailto:reservation@ethiopianskylighthotel.com">reservation@ethiopianskylighthotel.com</a> <a href="mailto:ayehug@ethiopianskylighthotel.com">ayehug@ethiopianskylighthotel.com</a> Website: <a href="http://www.ethiopianskylighthotel.com">www.ethiopianskylighthotel.com</a>	113
4.	<b>HYATT REGENCY HOTEL</b> <b>Tel:</b> (251-11) 5 17 12 34 <b>E-mail:</b> <a href="mailto:addisababa.regency@hyatt.com">addisababa.regency@hyatt.com</a>	145 exclusive of taxes and inclusive of breakfast
5.	<b>Yebo Hotel</b> Address: Near AU Website: <a href="https://yebo-hotel-spa.hotels-addisababa.com/en/">https://yebo-hotel-spa.hotels-addisababa.com/en/</a> e-mail: Natnael Zerom <a href="mailto:yebonati01@gmail.com">yebonati01@gmail.com</a> Contact; Natnael Zerom Phone: +251969141296	60 standard  70 Deluxe  90 Twin bed
6.	<b>Addis Diplomat Hotel</b>	120 Presidential

	Address: Seychelles street, Sar Bet, Near to AU, Opposite to Canada Embassy Website: <a href="https://diplomatapartment.com/">https://diplomatapartment.com/</a> e-mail: <a href="mailto:addisdiplomat@gmail.com">addisdiplomat@gmail.com</a> > Contact: Beteslassie Yiheyis Phone: <a href="tel:+251113729550">+251 113 729550</a> , <a href="tel:+251113729551">+251 113 729551</a> or <a href="tel:+251113729552">+251 113 729552</a>	100 Executive 90 standard suit 80 one bed room 65 Junior 55 Studio
7.	<b>Victoria Guest house Addis</b> <a href="https://victoriaguesthouseaddis.net/">Website: https://victoriaguesthouseaddis.net/</a> <a href="mailto:info@victoriaguesthouseaddis.net">e-mail: info@victoriaguesthouseaddis.net</a> <a href="tel:+251113692112">Phone: +251 11 369 2112</a>	86 Delux 60 Standard 103 Suit 127 leisure suit 153 family

## REGISTRATION AND IDENTIFICATION BADGES

Participants must register at the conference operation platform <https://www.conftool.org/africalandconference2023> well ahead of arrival. The platform provides extensive access to the conference agenda, information on plenary sessions, presentations, paper presenters, speakers, side events and master classes, daily updates, and importance announcement. Participants will receive badges at the gate of the African Union premises. No access is allowed to the AU premises without issued badges.

## MOBILE PHONES

- Participants are encouraged to bring with them a dual-band mobile handset.
- You can easily find SIM Cards all over Addis Ababa. SIM cards could also be purchased at the airport.
- Network providers need to collect your personal information before registering your SIM card so you must carry your passport.

## GENERAL INFORMATION ABOUT ETHIOPIA

### CLIMATE AND CLOTHING

The average temperature in Addis Ababa, Ethiopia in November for a typical day range from a low 7°C to a high 22°C. It is, generally, mildly cool with gentle breeze.

**Time Difference:** Please note that Ethiopia's Standard Time is Greenwich Time +3

## **ELECTRIC SUPPLY**

The voltage applicable is 220-240 volts 50 cycles AC accessible via 13amp, three round pins arranged in a triangle and 2 round pins.

## **CURRENCY**

The official currency is Birr. Current exchange Rate is 1 USD =55.658 Ethiopian Birr.