FOURTH INTERREGIONAL DIALOGUE

EDUCATION AND DEVELOPEMENT

LATIN AMERICA, THE CARIBBEAN, AFRICA,
EUROPE AND THE ARAB WORLD

LOGISTICAL INFORMATION

Jointly Organised by:

With the Support of:

Hosted by:

EVENT DETAILS

Venue

The event will take place at the **African Union Headquarters in Addis Abeba, Ethiopia.**

African Union Headquarters, P.O. Box 3243, Roosevelt Street W21K19

Transport

The organizers will provide transportation between the Radisson Blu Hotel (the main hotel for Interregional Dialogue participants) and the event venue.

Participants staying at other hotels are kindly requested to arrive at the Radisson Blu Hotel on time, as all transportation to the venue will depart from there.

Registration

In addition to registering for the event, participants may also be required to register on the African Union website to obtain a passcode for access to the African Union premises. Further information will be provided in due course. **Badges will be distributed at the registration desk at the Raddisson Blu Hotel.**

ACCOMMODATION & MEALS

Participants are responsible for covering the costs of their airfare, accommodation, and airport–hotel–airport transfers. The organizers will provide lunches for accredited participants during the days of the event.

The suggested hotels below could provide complimentary airport shuttle service in accordance with your flight arrival and departure times in Addis Abeba (Bole international airport – Hotel - Bole international airport) if previously arranged directly with the hotels.

Participants are advised to book their accommodation directly with a hotel that best suits their preferences. **Note that the main hotel for participants of the Interregional Dialogue is the Radisson Blu Hotel, which offers a special discount with the code "Obreal".** The following hotels are conveniently located and may be considered:

RADISSON BLU HOTEL ★★★★★

Address: 17 Kazanchis Business District Kirkos Subcity 18, Addis Abeba 1000
Tel.: +251 115 170400
E-mail: info.addisAbeba@radissonblu.com
Guests can book their stay with a special rate HERE.

HILTON HOTEL ★★★★★

Address: Menelik II Ave, Addis abeba 1164
Tel: +251 115 170000
E-mail: reservations.addisabeba@hilton.com
Guests can book their stay HERE.

RAMADA by Wyndham ★★★★

Address: 03, House, Block #14, Woreda, Bole Subcity, 268 Africa Ave, Addis abeba
Tel: + 251 116 393939
E-mail: sifen.chanyalew@ramadaaddis.com
Guests can book their stay HERE.

ENTRY REQUIREMENTS TO ETHIOPIA

Visa requirements to enter Ethiopia

All participants, except citizens of Kenya and Djibouti, are **required to obtain a visa to enter Ethiopia.**

The African Union Commission (AUC) will facilitate the processing of conference visas on arrival for all registered participants. To support this process and facilitate boarding, the AUC will issue an official Note Verbale.

Participants who have completed their registration and provided all required personal and passport information will receive, at least seven days before the start of the event (by 6 December 2026), an email containing the Note Verbale and further instructions. Participants are strongly advised to carry a copy of the Note Verbale, together with their official invitation letter, when travelling to Ethiopia.

The conference visa on arrival costs USD 50 or EUR 50 and must be paid in cash upon arrival at Addis Ababa Bole International Airport. We strongly advise participants to carry the exact amount in cash.

Alternatively, participants who wish to extend their stay in Addis Ababa or undertake sightseeing o**r other recreational activities before or after the conference may consider applying independently for a tourist e-Visa**, subject to the applicable visa requirements, through the official Ethiopian Government portal: https://www.evisa.gov.et/information/tourist. The tourist e-Visa fee is USD 62, payable online by card, and the standard processing time is approximately three working days. Participants choosing this option are encouraged to apply well in advance of their departure.

Please note that the Note Verbale is intended to facilitate travel and immigration formalities. Final boarding and entry decisions remain subject to the relevant airline and Ethiopian authorities.

Vaccinations

Find information on health-related entry restrictions/requirements here https://ephi.gov.et/travel-health-service/. A **yellow fever vaccination is mandatory**. The international certificate of vaccination against yellow fever becomes valid 10 days after vaccination. See https://ephi.gov.et/travel-notice/ for more information.

GENERAL INFORMATION ABOUT ADDIS ABEBA

Addis Abeba is the capital city of the Federal Democratic Republic of Ethiopia. Ethiopia is located in the eastern part of Africa, commonly known as the Horn of Africa, and covers a total area of approximately 1.14 million square kilometers. For more information about the country, please visit: https://visitethiopia.et/

Security

The overall security situation in Addis Abeba is stable. However, like in any other major city, participants are recommended to stay alert for their security during their stay in the city.

Emergency Medical Service

It will be the responsibility of each participant to contract a general travel assistance insurance to cover eventual expenses due to health problems during the days spent in Ethiopia, since the event's organization will not be responsible for this type of unforeseen events.

Currency

The official currency is the **Ethiopian Birr.** There are bills of 5, 10, 50, 100, 200 birr, and coins of 5, 10, 25 and 50 cents and 1 birr.

Major credit cards are widely accepted in shopping malls, restaurants, and ATMs. Only local currency can be withdrawn from ATMs.

There is a limit on foreign currency holding in Ethiopia, including during entry or departure. Please refer to the relevant directive: https://www.ethiopianairlines.com/travel-update/ethiopian-customs-regulation

The current exchange rate can be confirmed here: https://nbe.gov.et/exchange/

Weather

From its lowest point, around Bole International Airport, at 2,326 meters (7,631 ft) above sea level in the southern periphery, Addis Abeba rises to over 3,000 meters (9,800 ft) in the Entoto Mountains to the north.

The temperatures in Addis Abeba in December are generally mild and pleasant, with temperatures ranging between 10°C and 24°C (Low/High). December falls within the dry season, with warm, sunny days and little rainfall.

For more weather information please click the following link: http://www.ethiomet.gov.et/

Voltage

For Ethiopia there are two associated plug types, types C and F. Plug type C is the plug which has two round pins and plug type F is the plug which has two round pins with two earthclips on the side. Ethiopia operates on a 220V supply voltage and 50Hz.

Local time

The time zone in Ethiopia is East Africa Time (EAT) (UTC+03:00).

Trade, hours and others

Banks and exchange offices: Monday to Friday, between 09:00 am and 4:00pm, Saturdays between 09:00 AM and 12:00 PM

Commercial offices: generally, from 9 am to 12 pm and from 2 pm to 7 pm.

Stores and businesses: Monday to Friday,9 am to 9 pm. Saturdays, from 9 am to 7 pm. Coffee shops: they are usually open.

Restaurants: lunch is served from 12:30 pm and dinner from 8:30 pm onwards. Many of them offer fast food at all hours.

It is customary to leave 10% of the service charge in coffee shops and restaurants and to tip door attendants, baggage handlers and show ushers.

Phone calls

The international country code is +251, and that of the City of Addis Abeba is 11.

CONTACT INFORMATION

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