



## Logistics Note

# Climate Change Adaptation and Sub-Regional LDCF Programming and Strategy Workshop



**Addis Ababa, Ethiopia**

**2-5 October 2023**

## **A. Venue**

The workshop will be held at the **Ethiopia Skylight Hotel**, Addis Ababa. The Skylight Hotel is an in-terminal hotel located about 5-minute drive from the Addis Ababa Bole International Airport

*Hotel Contact Person:*

*Ms. Christian Asfaw | Event Executive*

*Ethiopian Skylight Hotel*

*African Avenue, Bole International Airport, P.O. Box 1755, Addis Ababa, Ethiopia*

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*[christiana@ethiopiaskylighthotel.com](mailto:christiana@ethiopiaskylighthotel.com)*

## **B. Flights**

Once your registration has been accepted, if you are GEF-funded participant, you will be contacted by the travel agency, SOTC that will arrange economy fare travel for you from your origin country to Addis Ababa.

You should plan to arrive in Addis Ababa on Sunday, October 1. Departure may be the evening of Thursday, October 5 or Friday, October 6. Should you wish to arrive earlier or stay later for reasons unrelated to the workshop, any additional costs for airfare will be the responsibility of the participant and must be paid by credit card to SOTC.

Your proposed itinerary and e-ticket will be sent to the email address with which you registered. ***Please check your Spam/Junk mail folder for automated emails from SOTC - they might be your electronic tickets!***

## **C. Visa**

Before leaving their home country, participants are requested to enquire about visa requirements for their countries and to make arrangements for all entry visas or travel permits that may be required for the entire travel (including for transit countries) to Addis Ababa. Checking the latest visa requirements before traveling to Ethiopia is recommended as they are subject to change. In countries in which there are Ethiopian Embassies or Consulates, the processing of visas can be facilitated.

The Ethiopian Government has made the process of obtaining an Ethiopian visa smoother and easier with the introduction of the eVisa. Participants can apply for an electronic visa, see details below.

Invitation and Visa support letters will be sent to facilitate the visa process. Payment for visa process is up to the participants and GEF sponsored participants will be reimbursed. We strongly

recommend participants to apply visa and get confirmation 72 hours or 3 working days before their departure.

Also, please be sure to confirm all necessary en-route visas. Original receipts must be provided to receive reimbursement for any expenses related to obtaining your visa.

For countries eligible for visa on arrival, please arrange to bring some US \$ in change, as it needs to be paid in dollars. The fee for a single-entry visa for Conference participants (CV) is US\$ 52.

For your E-visa application use the information below and the company reference number

**Visa Type:** CV

**Link for eVisa application:** [Workshop/Conference Visa](#)

**Company Name:** Environmental Protection Authority

**Company Reference Code:** EN1954224385229;

**Contact person for necessary assistance:** Mr. Girma Gemechu: [girma.nahall@gmail.com](mailto:girma.nahall@gmail.com);  
+251911077821

**Attachment:** Invitation letter from GEF and visa support letter from Ministry of Planning and Development

## **D. Accommodations**

Participants sponsored by the GEF will be staying at the **Ethiopia Skylight Hotel** (meeting venue). Rooms come with breakfast and dinner.

Self-sponsored participants are welcome to make their own reservations.

## **E. Transfer from/to Airport - Hotel**

For GEF-funded participants flying to Addis Ababa, the Ethiopia Skylight Hotel will provide a shuttle service from the airport. Please look out for the GEF sign.



For non-GEF funded participants, there are taxi stands at the Bole International Airport. The taxi ride from the airport to their reserved hotels would cost around 500 – 700 ETB (equivalent to 10 – 15 USD). However, it is important to note that prices are subjected to change, and it is always a good idea to confirm the cost with the taxi driver before starting the journey to avoid any misunderstandings. Additionally, it is recommended to use officially registered tax companies such as yellow taxi at the airport to ensure your safety.

## F. Per Diem

For GEF funded participants, the hotel will provide breakfast on all days. Lunch is provided on all days (October 2-5) and a modest per diem will be provided towards incidental expenses. In case of any necessary expenses above the per diem, you will be required to present original receipts as permissible under the GEF policy. A per diem for the layover city will be added to your overall per diem.

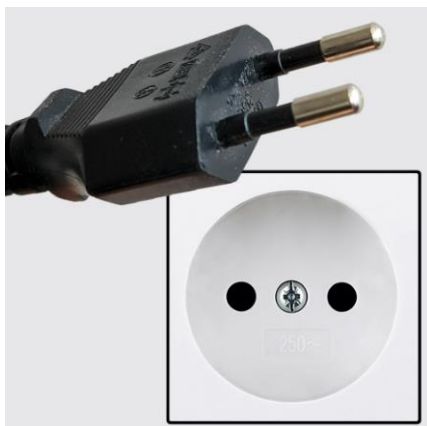
## G. General Country Information

### G1. Health

The government of Ethiopia requires proof of vaccination against **yellow fever** for all travelers.

### G2. Electrical outlets

In Ethiopia, the power plug sockets are of type C and F. The standard voltage is 220 V, and the frequency is 50 Hz.



Type C



Type F

### G3. Time zone

Local time for Addis Ababa is +3 of GMT (Greenwich Time Zone)

## **G4. Weather**

The weather in October is typically dry with a perfect balance of sunshine, clear skies, and a slight cool in the breeze. The average temperature typically ranges from a high 22°C to a low of 10°C. It can be mildly cold with a gentle breeze at night. Please plan to bring a sweater or light jacket.

## **G5. Currency**

The currency in Ethiopia is Birr. The exchange rate is USD 1 = 55.16 Ethiopian Birr

## **H. Field trip**

Please note that there will be a field trip to Sheger Friendship Square project site on October 4, 2023. A separate information note will be circulated regarding the field trip during the workshop.

## ***Any Questions?***

Please contact:

GEF:

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