Dear Participant,

This provides you the logistical information for the forthcoming 2nd SAWAP Conference, 18-20 February, as well as the three regional thematic workshops that will take place in parallel prior to the Conference, 16-17 February.

The Conference and Workshops Venue will be at the African Union Commission (AUC) Headquarters in Addis Ababa, Ethiopia

As a reminder, all participants are expected to cover their travel and accommodation costs through their respective project or organization.

1. Hotels & Accommodation

The following is a list of hotels that have negotiated African Union (AU) rates. Please click on one of the links to book your accommodation:

- Jupiter Hotel
- Ambassador Hotel
- Hotel de France

2. Airport Transfers

Please note that airport transfers to and from the hotels will be coordinated with the hotel you choose to be accommodated in and therefore should be requested directly to the hotel in advance.

3. Transportation to AUC, Conference Centre

- For those staying at the Jupiter or Ambassador Hotel, shuttle buses will be available for Conference participants to travel back and from the AUC.
- For those staying at the Hotel de France, the AUC is only a 5 minute walk away.
- Participants’ staying at other hotels will need to make their own arrangements to and from the AUC.
4. Registration

- Registration will take place at the AUC at the Registration Desk.
- Registration Dates: 16-18 February 2015

5. VISA requirements

- Participants who have not provided their passport information will have to make their own visa arrangements from the Ethiopian Embassy or Consulate offices in their home country or from the embassies of other countries which provide the Ethiopian consular services, before leaving for Ethiopia.
- Participants who have provided their passport information will soon receive a letter of promise of visa upon entering in Ethiopia arranged by the AUC. Each participant should bring a print out of the letter with them to show to immigration authorities.
- For Nigeria, Ghana and Sudan, there is an Ethiopian Embassy or Consulate present, visas for yourself and your team members need to be obtained through the embassies before arrival to Ethiopia.
- For further information please contact Elvis Tangem from the AUC at elvispault@africa-union.org or +251 (0) 936 54 27 33.

6. Travel Insurance:

Participants are advised to ensure that they have their own travel, medical, life or other insurance. Access to first aid emergency medical services will be available on site (AUC).

7. Vaccination:

A vaccination against yellow fever is compulsory for visitors from most African countries.

8. Know before you travel:

Before you will be allowed to enter Ethiopia, you need to have:

- A valid and acceptable passport/travel document which covers the period that you intend to stay in the country
- A valid visa, if required
- A return / onward ticket
- A yellow fever certificate
- Nationals of Djibouti and Kenya do not require a visa for Ethiopia.
Passport holders from Argentina, Australia, Austria, Belgium, Brazil, Canada, China, Denmark, Finland, France, Germany, Greece, Ireland, Israel, Italy, Japan, Korea Republic, Kuwait, Luxemburg, Mexico, Netherlands, New Zealand, Norway, Poland, Portugal, Russian Federation, South Africa, Spain, Sweden, Switzerland, Taiwan, UK, and USA can obtain a visa on arrival for US$20. This is only available at Bole International Airport.

For more information see: [http://www.projectvisa.com/regions/Africa](http://www.projectvisa.com/regions/Africa)

9. **Weather:**

The weather in Addis Ababa in February can be cool in the mornings and evenings and warm during the day. The average temperatures are from minimum of 6°C to maximum of 26°C.

10. **Local Time:**

GMT/UTC+3 hours (see: [http://www.worldtimezone.com](http://www.worldtimezone.com))

11. **Local Currency:**

The local currency is the Ethiopian Birr. The current rate is around 20/$1.

12. **Money/credit cards:**

- The most preferred method of payment in Addis Ababa is cash. Some hotels will accept credit cards.
- Foreign currency exchange can be done at Hotels, AUC or Foreign Exchange Bureaus at the airport on presentation of a valid passport and sometimes flight ticket.