



ITU Regional Development Forum for Africa (RDF-AFR)

organized by the International Telecommunication Union in collaboration with the
Ministry of Innovation and Technology, Ethiopia

3-5 October 2023
Addis Ababa, Ethiopia

PRACTICAL INFORMATION FOR PARTICIPANTS

Dates and venue

The Regional Development Forum for Africa (RDF-AFR) 2023 organized by the International Telecommunication Union (ITU), will be held from **3 to 5 October 2023, at Elilly International Hotel in Addis Ababa, Ethiopia**. Elilly International Hotel has two buildings in Kazanchis area. All meetings will be held in the new building of the hotel.

Registration and access

On arrival at the venue in Addis Ababa you will be able to pick up your event badge. Remember to bring a copy of your **confirmation of registration**.

Participation and registration

The Forum will be conducted in English and French. To participate, please register online using the link available on [RDF-AFR website \(here\)](#) no later than **15 September 2023**. This deadline is important for logistical reasons and to give ample time for the processing of visas.

Travel arrangements and visas

Before making any travel arrangements, please make sure that you have a passport that is valid for at least 6 months from the intended date of entry into Ethiopia.

To receive assistance with your visa application, register online before 15 September using the link available on [RDF-AFR website, receive a confirmation](#) and then contact the ITU Regional Office for Africa at: itu-ro-africa@itu.int and dawit.beyene@itu.int with the necessary supporting information.

Registered participants are asked to attached to their email to the ITU Regional Office:

- a copy of the registration confirmation;
- scanned copy of the passport; and,
- flight details for travel to Addis Ababa.

The ITU Regional Office will contact the Ministry of Foreign Affairs (MoFA) who will upon receipt of all the required information issue an approval letter. With the approval letter issued and received you can proceed with your conference/workshop e-visa application on the Ethiopian Immigration and Citizenship Service website: <http://www.evisa.gov.et>. Kindly note that the visa type that should be selected is **conference/workshop visa**. The following have to be attached when applying for the e-visa online at: <http://www.evisa.gov.et>

- Recent passport-size photo (electronic)
- Copy of passport
- MOFA approval letter (*this is the letter that the ITU Regional Office will share with you*)
- Registration certificate with company code (*you will also receive this from the the ITU Regional Office*)





Once all the required information is filled in and the above mentioned documents are uploaded, you will proceed with the payment the e-visa fee which is 52 USD. Upon the e-visa fee payment, you will receive a confirmation by e-mail with application reference number that you can use to trace your application and download your e-visa. Kindly note that the e-visa application process can take time so make your you register and apply for your visa well in advance.

Unpaid e-visa applications will not be processed by the immigration office.

Please note:

1. It is advised to apply for the visa well ahead of the conference date in order to secure your e-visa. Please share the require information with the ITU Regional Office by 15 September 2023 so that we can assist you with the visa support letter.
2. The ITU Regional Office can only process visa support request for registered participants.

Transportation



Between airport and hotel

Participants can get airport taxi or hotel courtesy shuttles on arrival at and departure from Addis Ababa Bole International Airport. Shuttle service from/to airport/hotels are free of charge and can be arranged when you make your hotel booking.

Between hotel and venue


Minibuses and taxis (special hire) are the main means of public transport in Addis Ababa. For public and metered taxis, there are no set taxi prices. All hired taxi fares are subject to negotiation; therefore, it is a good idea to agree on a price before starting any journey.

In addition, ride share services can be called upon. Two common ones include:

8294 Ride  or 6090 Feres .

Accommodation

Participants will need to book their accommodation directly with the hotels. Details of the hotels recommended are as follows:

<p>Name of the Hotel</p>  <p><i>Elilly International Hotel</i> ADDIS ABABA ETHIOPIA</p> <p>Elilly International Hotel</p> <p>Address: In front of UNECA Gate 2, Kazanchis area</p> <p>Contact person: Tigist Temesgen</p> <p>Tel.: +251 115 58 7777 / +251 911451211</p> <p>Email: tigist.temesgen@elillyhotel.com / Info@elillyhotel.com</p> <p>Website: www.elillyhotel.com</p>
 <p>Radisson Blu</p> <p>Address: Kazanchis area</p> <p>Contact person: N/A</p> <p>Tel: +251 115-170400</p> <p>Email: - info.addisababa@radissonblu.com / reservations.addisababa@radissonblu.com</p> <p>Website: www.radissonhotels.com/en-us/hotels/radisson-blu-addis-ababa</p>





Inter Luxury Hotel

Address: Kazanchis area

Contact person: Mahlet Shewangzaw Email: mahlet.shewangzaw@interluxuryhotel.com

Tel. :- +251 11 518 04 44 / +251921-56-56-88

Email: - reservation@interluxuryhotel.com / info@interluxuryhotel.com

Website: www.interluxuryhotel.com



Jupiter International Hotel

Address: Near UNECA Compound, in Kazanchis area

Tel: +251 11 552 7333/ +251116616969

Email: info@jupiterinternationalhotel.com

Website: www.jupiterinternationalhotel.com



Hyatt Regency

Address: Next to Meskel square

Contact person: Ms. Eyerusalem Bekele

Email: - eyerusalem.bekele@hyatt.com

Tel. : +251 115 171 234/ +251948330809

Website: hyattregencyaddisababa.com



Aphrodite International hotel

Tel.:- +25111 557 2220/28/29 +251913797670

Email: aphroditeinhotel@gmail.com / info@aphroditeaddis.com

Website: www.aphroditeaddis.com



Hilton Addis Ababa

Tel:- +25111 5170000 /+251 11 5518400

Email: reservation.addisababa@hilton.com

Website: www.hilton.com/en/hotels/addhitw-hilton-addis-ababa/

Payment of hotel bill can be made using credit card and in cash.

Currency and banking

Currency is Ethiopian Birr (ETB). Exchange services are available at the Bole International Airport. Banks operate in person from Monday to Saturday from 8:00 a.m. to 5:30 p.m. ATMs are available 24/7.

Electricity and other practical information

Ethiopia uses an electricity supply rated at 220 V AC, 50 Hz. The power sockets that are used are of type C / E / F / L. Delegates are advised to bring along universal adapters.





Ethiopia is found in the tropical zone, between the Equator and the Tropic of Cancer, and enjoys abundant sunshine all year round. Ethiopia's temperatures are moderate throughout the year. In Addis Ababa, average daily temperatures range from 18°C to 24° C (65°F to 75° F).

Religions in Ethiopia are predominantly Orthodox Christian, and Muslim. Official Language is Amharic, English is also widely spoken. Time Zone - GMT + 3.00 hours

The international dialing code for Ethiopia is +251 area/service code number, followed by a 7 digit local number. Contacts for Fire and Police are: 939 and 991 respectively.

We look forward to welcoming you in Ethiopia!

