



LOGISTICS ADVISORY

The 12th African School on Internet Governance (AfriSIG)
14-19 November, 2024
Addis Ababa, Ethiopia

1. International Travel

Essential travel documents:

When travelling to Ethiopia please remember to bring the following documents:

- Your passport, valid for at least six months from the day you enter the country (with at least two full blank pages)
- Your valid visa (if applied to evisa)
- Note Verbale (if you confirmed your itinerary before 30 October)
- Your Yellow Fever vaccination certificate (if required)
- Accommodation confirmation
- A copy of your return flight ticket
- A copy of your travel insurance
- This logistics advisory

Please double-check transit and arrival requirements before you leave home.

Printing the relevant documents is the best way to go, as well as keeping digital copies on your phone to have them ready for transit and/or arrival procedures.

2. Visa requirements

We recommend that you apply to Visa on Arrival. If your details were included in the **Note Verbale** and you received this document, please present it to the immigration officers on arrival to Ethiopia.

There are exemptions from visa to Ethiopia:

- **Citizens of Kenya and Djibouti:** Citizens of these countries can enter Ethiopia without a visa if they have a valid passport
- **Holders of diplomatic, service, AU, UN, and ADB passports:** These passport holders do not need a visa to enter Ethiopia

IMPORTANT:

- **Nigerian nationals are not eligible for Visa on Arrival**, therefore we recommend to apply to eVisa. This process can take 3 working days <https://www.evisa.gov.et/>

3. Reimbursement of visa costs and local travel

Visa and local travel costs in your home country are expected to be covered by the participants. Fellows who need AfriSIG to cover their visa costs should notify in advance by writing to christine@apc.org

4. Yellow Fever Certificate

Please remember to bring your yellow fever vaccination certificate, if this applies. Information on countries with risk of Yellow Fever transmission can be found here: [Countries with risk of yellow fever transmission and countries requiring yellow fever vaccination \(November 2022\) \(who.int\)](#)

5. Travel Insurance

We recommend that all participants obtain travel insurance for their trip. Kindly ensure that this insurance covers the date of departure from your country until the date of your return.

6. Airport Transfers

Transportation will be arranged on arrival at the airport in Addis Ababa, and upon departure from Addis Ababa, by the Hilton Addis Ababa Hotel. Please find the hotel delegate who will guide you to the hotel airport shuttle, they will be holding a sign with the name of the hotel at the international arrivals gate. If you are unable to locate your airport transfer please contact:

- **Hotel contact:** +251 11 517 0000
- **Christine Nyambo, APC (on-site logistics):** +263 772387182 (Singal number)

7. Accommodation and venue

Accommodation has been booked for you at:

Hilton Addis Ababa

Menelik II Ave, Addis Ababa 1164, Ethiopia

Telephone: +251 11 517 0000; Email: reservations.addisababa@hilton.com

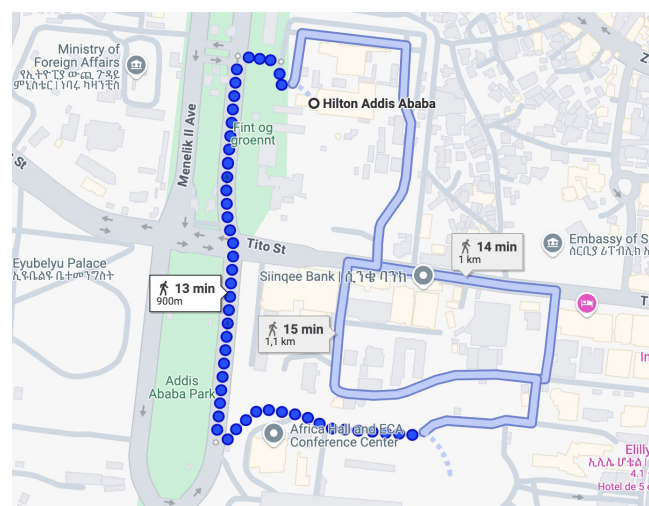
<https://www.hilton.com/en/hotels/addhitw-hilton-addis-ababa/>

AfriSIG and Africa IGF 2024 will take place at:

UNECA Conference Center

Menelik II Ave, Addis Ababa, Etiopía

<http://www.uneca.org/>



8. Meals and per diems

All meals will be provided during AfriSIG (from 14 to 19 November). No cash per diem will be paid as all meals are being covered by APC. Alcoholic beverages must be paid by the individual.

9. The AfriSIG Practicum

The Practicum will require work after hours so please do prepare for an intensive 5 days!

10. Personal expenses

International and local telephone calls, laundry, use of the mini bar and all other personal expenses such as additional drinks and meals must be paid by the individual who ordered them before you check out of the hotel.

11. Dietary and Special Requirements

The hotel has been informed of dietary and accessibility needs according to the information received via the logistics registration survey.

12. Communications

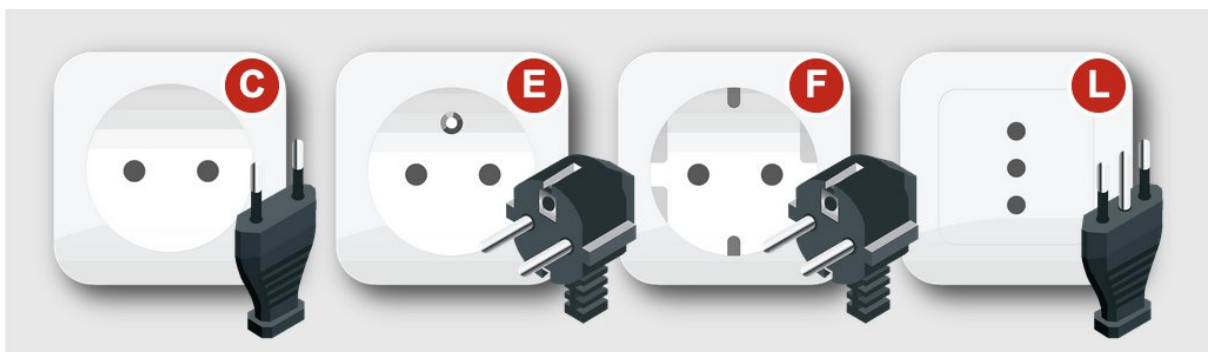
Wireless connectivity is available at the Hilton Addis Ababa hotel. You may also buy a local Sim card at the airport on arrival, your passport may be required for this purchase.

13. Climate

The average temperatures you'll face in November would be between 7.0°C and 24.0°C, with exceptional possible peaks as low as 1°C and high as 26°C as observed in previous years.

14. Electricity

In Ethiopia, power plugs and sockets (outlets) of type C, type E, type F and type L are used. The standard voltage is 220 V at a frequency of 50 Hz. Please bring a power adapter if you use plugs other than types C, E, F and L.



15. Currency

The Ethiopian Birr (ETB) is the official currency of the Ethiopia and its currency symbol is Br. The rate of exchange from US Dollars as of 01 November 2024 is 1 USD = 120.82 EBT. You can exchange US dollars at the international airport, major banks and hotels. ATMs issue small amounts of local currency. Large hotels, restaurants and large shops accept credit cards in Addis Ababa.

16. Safety

Exercise safety precautions like you would in any big city. Please endeavour to keep your properties close to you at all times.

17. Green practice

We request participants to be cautious while using electricity, water and producing waste. Make sure that the lights and A/C are off when not in use.

18. Care, safety and collective and individual well-being

APC values and is committed to providing a safe and welcoming experience for all the members of its community who will attend the School. We would like to invite and remind everyone to read and familiarise yourself with APC's commitments towards the ethics of care and solidarity.

[APC's "Principles and practices of participation"](#) and [Code of conduct and ground rules for an APC meeting](#) are intended as concrete steps and good practices towards co-creation of safe spaces and welcoming and caring experiences.

19. Emergency contacts

For emergencies while travelling, please reach out to:

1. **Peace Oliver Amuge:** WhatsApp / Signal: +256701560185 | peace@apc.org
2. **Christine Nyambo:** +263 772387182 | christine@apc.org
3. **Anriette Esterhuysen:** +278 34563224 | anriette@apc.org