



Safe and Sustainable Access to Energy for Crisis-Affected Communities

Empowering Better Futures, Together

July 31 – August 1, 2019 • Addis Ababa, Ethiopia

Logistics Packet

We are pleased that you will be joining us for the 2019 Humanitarian Energy Conference. Below you will find logistics information that will help you plan for your stay in Addis Ababa and your attendance at the upcoming event. If you have questions about the information included here, please contact us at info@safefuelandenergy.org. If you have applied and been accepted to the SAFE Workshop taking place July 29-30, much of this same information applies.

Visa information:

For everyone attending the conference who does not already hold a valid Ethiopian visa or an Ethiopian or Kenyan passport, we recommend obtaining an Ethiopian **conference e-visa**. For this visa, you will need the following three documents, which we will provide for you:

- A letter and registration certificate from our local host organization, Gaia Clean Energy;
- A conference visa pre-approval letter from the Ethiopian Government.

If you attached a copy of your passport to your HEC registration form, or if you have already emailed it to us and received a confirmation email that it was received, we are already obtaining these documents for you and will send them by July 12. **You must be registered online for the conference to receive these documents.** If you have not sent us your passport, please email it to us as soon as possible at info@safefuelandenergy.org.

Once you have received your documents, you can apply online for your conference visa at <https://www.evisa.gov.et/#/conference-visa>. The estimated turnaround for e-visa processing is 3 business days. **PLEASE NOTE: You will have very little time to apply for the visa after receiving the documents above.** You should apply at least a week in advance of your travel to Ethiopia, so please plan accordingly if you will be out of the office for an extended time in the weeks leading up to the conference.

The conference visa application fee is USD \$32.00. Please note that **all attendees are responsible for applying for their own visa and paying their own visa fees.** Apart from providing the supporting documentation, the conference organizers are not responsible for obtaining your visa.

Meeting Venue & Times

The 2019 SAFE Workshop and Humanitarian Energy Conference will both be held at the Capital Hotel in Addis Ababa: <https://capitalhotelandspa.com/>. The hotel address and phone number are below:

Capital Hotel & Spa
22 Mazzoria Haile Gebre Silassie Ave
Addis Ababa - Ethiopia

T: +251 116 192 000

T: +251 116 672 100

The Humanitarian Energy Conference will be held in the hotel's River Nile Hall on Wednesday, July 31st and Thursday, August 1st. Sessions will start at 9:00 on July 31st and 8:30 on August 1st. Check in will be available from 8:00 to 9:00 on Wednesday, July 31st.

There will be an informal welcome and networking reception Tuesday night, July 30th from 18:00 to 19:30 that participants from both the SAFE Workshop and HEC are welcome to attend. There will be a second networking reception for HEC participants on Wednesday night, July 31st from 18:30 to 20:00. Light appetizers and drinks will be served during both receptions. Please see the conference agenda for a full event schedule.

Action Village

The Action Village is an exhibition space for HEC participants to explore, discover, and interact. Exhibitors will have the opportunity to share their organization's efforts with HEC participants in an interactive way, including through the display of energy products (e.g. solar lights, cookstoves, etc.) research findings, program information, tools, and more.

The Action Village will open from 16:15 - 18:00 on Wednesday, July 31st, after the end of the day's sessions. It will then reopen between 11:15 and 16:45 on August 1st, during the breakout sessions on Day 2. It will be set up in the Skyline Hall of the Capital Hotel.

Those who wish to exhibit during the Action Village should complete an exhibitor request by July 10 at: <http://bit.ly/HEC-Village>. You will not be allowed to request a display space after this date (i.e. during the event), as exhibition space is limited. Submission of the form does not guarantee that your request to exhibit has been approved. Exhibitors will receive a follow-up email from the HEC organizing team by Monday, July 15th confirming whether or not your request can be accommodated.

Travel & Health

Security

The conference organizers are closely monitoring recent civil unrest in Ethiopia and assessing safety and security concerns through several channels, including our local partners, the UN DSS system, and the U.S. State Department. If we deem that it is unsafe to hold the conference in Addis Ababa, all participants will be notified by email immediately. Please ensure that info@safefuelandenergy.org is added to your email's "safe sender" list so that these messages are not forwarded to spam.

In the meantime, we encourage you to consult and follow your own organization's travel safety rules.

Hotels Rates and Recommendations

There are a limited number of rooms at the Capital Hotel being held under a UN Foundation / Clean Cooking Alliance room block, which are available for Humanitarian Energy Conference participants to self-book. If you wish to stay at the Capital Hotel as part of this conference group, **you must book your room with the hotel directly by emailing reservation@capitalhotelandspa.com or tgirma@capitalhotelandspa.com and specifically mentioning the code "Safe-HEC" no later than July 9th.** The negotiated conference rate is US \$155 per night, which is inclusive of a 10% service charge and 15% VAT. This rate also includes breakfast, wifi, use of the gym and swimming facilities, and airport shuttle service.

Other hotels nearby include:

- Getfam Hotel (closest - .5km walking distance from conference venue) <https://www.getfamhotel.com/>
- Intercontinental Addis Hotel (~1.6km from conference venue) <http://www.intercontinentaladdis.com/> [Note this is not an official IHG hotel]
- Elilly Hotel (~1.9km from conference venue) <https://www.elillyhotel.com/>

The events team does not endorse these hotels, does not have a special negotiated rate, and will not be offering transportation to/from these hotels to the conference venue. They are mentioned here as options, due to their proximity to the conference venue, comparable price range to the Capital Hotel, and similarity in service offerings for guests. There are many hotels to choose from in Addis Ababa that are not far from the venue. Please make sure to thoroughly investigate your hotel choice based on your own individual needs.

Air and Local Transportation

The closest airport is Addis Ababa Bole International Airport, which is approximately 6km from the city center. Many hotels offer airport transfer service. Please check with your hotel to find out if this option is available. You can also take an official Yellow Taxi from the airport, which

should cost around ETB 200 (~\$7 USD). The airport Yellow Taxis do not accept foreign currency so you will need to get local currency from the banks at the airport to pay the taxi fee. You can request a receipt from the Yellow Taxi service if needed.

For those staying at the Capital Hotel, the conference negotiated room rate (see “Hotel rates and recommendations” above) includes airport transfer. **For those who have booked their own travel, you will need to send your flight information directly to the hotel** so the staff there can arrange your airport transfer.

For travel within the city, you can use Ride Taxi or Pick-Pick Taxi, which are similar to Uber but don't require a special app on your phone. You can call the numbers below to request either taxi service:

- Ride Taxi: 8294
- Pick-Pick Taxi: 6111

Vaccination requirements

The government of Ethiopia requires proof of yellow fever vaccination if you are traveling from a country with risk of yellow fever (for complete list, see [Countries with risk of yellow fever virus \(YFV\) transmission](#)).

Other recommendations for vaccines when traveling to Ethiopia can be found at <https://wwwnc.cdc.gov/travel/destinations/traveler/none/ethiopia>.

Meals

Coffee breaks and lunch will be provided on meeting days: Wednesday July 31st and Thursday August 1st for HEC participants. Breakfast is included as part of the negotiated room rate for those staying at the Capital Hotel under the Safe-HEC room block. Light appetizers and drinks will be served during the two networking receptions on Tuesday night July 30th and Wednesday night July 31st as noted above. **Participants are responsible for all other meals and daily incidentals.**

Other local information

Weather

The temperature in Addis Ababa in July is mild, on average ranging between 15 and 21 degrees celsius, or 59 - 70 degrees fahrenheit during the day - possibly a little cooler at night. Although June is the heaviest month for rain in Addis Ababa, July and August are considered part of the rainy season as well.

Time Zone

The time zone for Addis Ababa is East Africa Time (EAT) which is GMT + 3 hours.

Currency

The currency in Ethiopia is the Ethiopian Birr (ETB). The current exchange rate is approximately:

- EUR: 1 EUR = 32.34 ETB; 1 ETB = .031
- Kenya: 1 KES = .29 ETB; 1 ETB = 3.5 KES
- USA: \$1 USD = 28.95 ETB; 1 ETB = .035 USD

Communication

There is one mobile phone operator in Ethiopia, which is Ethio Telecom. Check with your home mobile phone provider to find out if you will be able to use your international phone in Ethiopia.

Electrical Appliances

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 earth clips on the side. Ethiopia operates on a 220V supply voltage.

Safety

As with any big city, please take precautions when walking around Addis Ababa. It is always best to travel with someone else if you decide to explore Addis before or after the conference.

The best thing to do is to follow the recommendations below:

- Carry a card or enter into your phone the important numbers below:
 - Police Emergency: 991
 - Federal Police: +251 11 5512744
 - Addis Ababa Police: +251 11 1559122
- For urgent, but not emergency/police matters, you can contact our local hosts from Gaia Clean Energy:
 - Desalegn Getaneh +251 935987181 or
 - Tewabech Asrat +251 912748703
- Write down the name and address of your hotel (see “Accommodations” above) and carry a card from the hotel with you when you leave.
- In general, don't openly show any objects of value (phones, cameras, jewelry, etc.).
- When leaving your room, leave all the important documents (passports, tickets, etc.) and valuable objects in the safety box in your room (if applicable) or at the hotel reception. Always keep ID with you that you will need when making payments with a credit card or when asked by an authority.