

18-22 November 2019, Addis Ababa

# World Export Development Forum 2019

Trade and Invest in One Africa

## PRACTICAL INFORMATION

### About the event

Participation in the World Export Development Forum (WEDF) 2019, Business-to-Business matchmaking meetings and other related events is **free of charge** and **subject to confirmation by the organizers**.

The World Export Development Forum is hosted jointly by the International Trade Centre, the Government of the Federal Democratic Republic of Ethiopia and the African Union Commission.

World Export Development Forum events are scheduled from 19 to 22 November as a contribution to the **Africa Industrialisation Week**, led by the African Union Commission's Department of Trade and Industry.



- 19 November: SheTrades Global
- 20 November:
  - Africa Industrialization Day
  - Youth Entrepreneurship and Self-Employment (YES) Forum
  - Business-to-Business matchmaking meetings
- 21 November
  - World Export Development Forum
  - Business-to-Business matchmaking meetings
- 22 November: World Export Development Forum

Simultaneous interpretation from and into English and French will be offered for WEDF sessions. For the B2B meetings, it is recommended to be able to communicate in English.

All WEDF details are available at: [www.intracen.org/wedf](http://www.intracen.org/wedf).

### Venue

#### African Union headquarters

P.O. Box 3243, Roosevelt Street W21K19 (Old Airport Area)

Addis Ababa, Ethiopia

<https://au.int/en/visit-au-headquarters>

Access to the African Union headquarters is possible only with the official event badge issued by the African Union Commission.



## Registration

**Online registration is now closed!!**

Only registered participants having received their confirmation email will be granted access.

**Please make sure that you carry, at all times, your valid government-issued ID or passport that you used to register for the event.**

## eVisa

Participants requiring a visa for Ethiopia are encouraged to apply for a Conference Visa (CV) through the official e-visa platform of the Government of the Federal Democratic Republic of Ethiopia:

[www.evisa.gov.et](http://www.evisa.gov.et)

Please do not use any other link/address for Ethiopian eVisas!

To apply for a visa, registered participants will receive an email notification with links to their official Invitation Letter and Application Letter.

**IMPORTANT!** Both documents are required to obtain a Conference Visa (CV).

Alternatively, you can get your Invitation letter from your registration account and the Application letter [here](#).

For more information regarding your eVisa application; [eVisa Quick Guide](#)

## Arrival at Addis Ababa Bole International Airport

- Whether you are securing your visa on arrival or you have already secured your visa online, please ensure to carry the necessary documents PRINTED and with you (not in your checked-in luggage).
- If you are obtaining your visa on arrival, please follow the “Visa on Arrival” line and have up to 50 US Dollars cash on you to pay for your visa – this is easier and faster.
- If you have secured your e-visa online, please go to the “E-Visa” line.
- If you have already secured your visa in your passport or you carry a UN/Diplomatic passport or Kenyan/Djibouti passport, please proceed to the regular immigration windows.
- You will find banks in the immigration area where you can exchange your major foreign currency if you need to do so. All banks have the same exchange rate so feel free to use the bank at the airport if you need to. ATM machines are also available.

### Hotel booths at the airport

Once you exit the customs area with your luggage, please look for the Skylight Hotel booth where personnel will be able to help you with questions you may have upon your arrival.

You will also notice most hotels have welcome booths, and most provide shuttle services. Please make sure to inform your hotel of your arrival details before you travel.

**IMPORTANT:** once you leave the arrival area of the airport and go outside, you will no longer be able to return into the airport.

## Registration / Badge Pick-Up

Please note the following schedule to pick up your conference badge. You must present your passport or government-issued ID to receive your badge.

We strongly recommend picking up your badge on Sunday, 17 November, at the Skylight Hotel. It is also advised to go with your badge to the African Union Headquarters the day before your event takes place to process your entry with African Union Security. This is possible from Monday, 18 November. You will receive more details upon badge pick-up.

### Badge pick-up schedule

Location	Dates	Times
Skylight Hotel – Lobby	17.11.2019	8:00am to 8:00pm
African Union Conference Center – Gate 1 (China Gate)	18.11.2019	7:30am to 5:00pm
	19.11.2019	7:30am to 3:00pm
	20.11.2019	7:30am to 3:00pm
	21.11.2019	7:30am to 3:00pm
	22.11.2019	7:30am to 11:00am

You must wear your badge visibly during all events on the African Union Headquarters premises.

## Conference Shuttle Service

Group shuttle service will be provided from the following hotels ONLY on a first-come first-served basis:

- Skylight Hotel (stopping at Ramada Hotel on the way)
- Hyatt Hotel
- Ellily Hotel (those staying at Radisson, please take the short walk to Ellily Lobby)

If you are staying at a different hotel, you may make your way to the shuttle pick-up area or take a taxi. Most destinations are within a \$10-\$15 (300-450 Ethiopian birr) range of the African Union.

Shuttle	Pick-up Time	Route
Morning Shuttle	7:00am	Hotels to AUC
Noon Shuttle	13:30pm	Hotels to AUC
Evening Shuttle	6:00pm	AUC to Hotels

Please note that there will be no shuttle service outside the scheduled times. Any additional transport outside of the schedule will need to be arranged on your own. We recommend that you only use taxis that are marked clearly or you can dial **8294 (TAXI)** for dispatch service OR download the **RIDE passenger application** and order a car (similar to Uber).

## Accommodation

Participants are required to make their own accommodation arrangements.

Please find below information on selected hotels that are accepting reservations related to the events. When contacting them, please mention the World Export Development Forum.

All three hotels are included in our shuttle services mentioned above.

Hotel	Contact
Elilly International Hotel	<a href="mailto:reservation@elillyhotel.com">reservation@elillyhotel.com</a> <a href="mailto:samson.worku@elillyhotel.com">samson.worku@elillyhotel.com</a> <a href="mailto:info@elillyhotel.com">info@elillyhotel.com</a>
Ramada	<a href="mailto:Senaybizu.Anmaw@ramadaaddis.com">Senaybizu.Anmaw@ramadaaddis.com</a>
Radisson	<a href="mailto:tewodros.masresha@radissonblu.com">tewodros.masresha@radissonblu.com</a>
Ethiopian Skylight Hotel	<a href="mailto:reservation@ethiopianskylighthotel.com">reservation@ethiopianskylighthotel.com</a>

## Travelling to Addis Ababa

Ethiopian Airlines is the official carrier for the World Export Development Forum. Flights can be booked with the discount code WEF19 at:

<https://www.ethiopianairlines.com/AA/EN/event/?Key=World-Export-Development-Forum>

## Vaccines before your trip / Health tips

We recommend that international participants consult their physician to ensure they have received any necessary vaccines prior to travelling to Addis Ababa.

**Water:** It is not recommended to drink tap water – please drink only bottled water

**Food:** Avoid uncooked vegetables and raw meat

Addis Ababa is a high-altitude city, located at 2,355 metres above sea level. International participants are asked to consider the need to potentially adapt to the change in air pressure. It is important to drink enough water during your stay in Addis and to avoid strenuous exercise.

You may find further information here: <https://www.who.int/ith/precautions/en/>

## Weather

September – November in Addis Ababa is sunny and warm, with temperatures ranging from 10 to 23 degree Celsius. Addis Ababa is located at a high altitude so please note that the mornings and evenings are chilly.

## Currency

The Ethiopian currency is the birr. The current exchange rate is:

**Birr 29.4 = US\$ 1**

Only exchange in official banks – do not seek to exchange on the black market. Only major currencies are exchanged, so please plan accordingly.

ATMs are available in most, if not all, major hotels, malls and several other busy areas, including the African Union Headquarters. While cash is the ideal form of payment for any transaction, we do not recommend that you carry large sums of cash.

Some banks require notification of travel before you can use your card abroad, particularly if you will be traveling to Ethiopia. Please also note that many commercial centres do not accept credit/debit cards, so please plan accordingly.

### Other information

**Electricity:** standard voltage is **220V** (click [here](#) to see if you will need a power plug adapter or voltage converter for the outlets in Ethiopia)

**Safety:** While Addis Ababa is known for being a safe city, please be vigilant while walking on the streets and in the evening – pick-pockets are becoming common.

**WE LOOK FORWARD TO WELCOMING YOU TO  
ADDIS ABABA!**