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 contribution to the Africa Industrialization 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.

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 badge of the World Export Development Forum

**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](http://example.com).

For more information regarding your eVisa application; [eVisa Quick Guide](http://example.com)

**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](https://www.ethiopianairlines.com/AA/EN/event/?Key=World-Export-Development-Forum)

**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.

**Hotel Booths at the Airport**

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

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 have your passport or government-issued ID as well as your invitation letter with your name so we can find your registration.

We strongly encourage you to pick up your badge before 19 November to avoid long delays. You must wear your badge visibly during all event related activities.

Note that there are no shuttle services provided to pick up your badges at the Skylight on the 17 and 18 November.

Badge pickup schedule

<table>
<thead>
<tr>
<th>Location</th>
<th>Dates</th>
<th>Times</th>
</tr>
</thead>
<tbody>
<tr>
<td>Skylight Hotel - Lobby</td>
<td>17.11.2019</td>
<td>8:00am to 8:00pm</td>
</tr>
<tr>
<td></td>
<td>18.11.2019</td>
<td>8:00am to 8:00pm</td>
</tr>
<tr>
<td>African Union Conference Center Gate</td>
<td>19.11.2019</td>
<td>7:30am to 3:00pm</td>
</tr>
<tr>
<td></td>
<td>20.11.2019</td>
<td>7:30am to 3:00pm</td>
</tr>
<tr>
<td></td>
<td>21.11.2019</td>
<td>7:30am to 3:00pm</td>
</tr>
<tr>
<td></td>
<td>22.11.2019</td>
<td>7:30am to 11:00am</td>
</tr>
</tbody>
</table>

Conference Shuttle Service

Group shuttle service will be provided from the following hotels ONLY:

- 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 can make your way to the shuttle pickup area or take a taxi. Most destinations are within $10-$15 range to the AU.

<table>
<thead>
<tr>
<th>Shuttle</th>
<th>Pick-up Time</th>
<th>Route</th>
</tr>
</thead>
<tbody>
<tr>
<td>Morning Shuttle</td>
<td>7:00am</td>
<td>Hotels to AUC</td>
</tr>
<tr>
<td>Noon Shuttle</td>
<td>13:30pm</td>
<td>Hotels to AUC</td>
</tr>
<tr>
<td>Evening Shuttle</td>
<td>6:00pm</td>
<td>AUC to Hotels</td>
</tr>
</tbody>
</table>

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.

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

Registration

Online registration will close on 13 November!!

In order to be granted access to the event venue, all participants are required to register.

To register, please use a valid email address to register. Once you have provided your email address and selected a password, you will receive an email containing an activation link. When you have activated your email address, you will be able to log in. Please note that the link remains active for 24 hours, after which you will need to register again.

To register you will need the following information:

- A valid email address (for the activation link)
- A recent photo (passport style)
- A scanned copy of your passport

Warning: Junk Mail/Spam

Many email providers send automated notifications to junk/spam folders. If you do not receive the email notification, please check your junk/spam folder. If the message has landed in a junk/spam folder, please indicate to your provider that these notifications are not junk/spam. This will be important, as we will be communicating information to you through your email address.

Never received the email?

Should you have not received the automatic notification, you will be able to use your email address again after 48 hours. You will then be able to register again with the same email address.

Can I save my form?

The form automatically saves at every step that you complete. You can therefore log off and return to the form. Once you have completed the form, please click “SEND REGISTRATION”.

Ready to register? Please register here (https://wedf-registration.org/)

Vaccines before your trip / Health tips

Water: It is not recommended to drink tap water – please drink only bottled water
Food: Avoid uncooked vegetables and raw meat
We recommend that international participants consult their physician to ensure they have received any necessary vaccines prior to travelling to Addis Ababa.

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.

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. It is also important to drink enough water during your stay in Addis and to avoid strenuous exercise.

**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 AUC. While cash is the ideal form of payment for any transaction, we do not recommend that you carry large sums of cash at any given time.

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 plan accordingly.

**Various**

**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!**