



Safety of Journalists in Crises and Emergencies

International Day to End Impunity
for Crimes against Journalists

Global Commemoration and Action,
AU HQ, Addis Ababa, Ethiopia,
6 - 7 November 2024

Practical Note:
2024 IDEI Global Commemoration and Day of Action:
Safety of Journalists in Crises and Emergencies,
Dates: November 6-7, 2024
Venue: AU HQ, Addis Ababa



This document aims to provide IDEI participants with practical information about their travel to and stay in Addis Ababa, Ethiopia. It contains important details about the event logistics, including government recommendations.

IDEI Commemoration registration and attendance confirmation

All participants must complete their registration form [on this link](#) by latest 18 October 2024. Kindly note that the IDEI will also offer virtual participation.

If you require an invitation letter or have any other questions related to registration, please contact Seraphine Kando: KandoS@africa-union.org; Lydia Gachungi: l.gachungi@unesco.org

Address

The IDEI will be held at the African Union Headquarters in Addis Ababa
Roosvelt Street W21K19 Addis Ababa, Ethiopia

Languages

Simultaneous interpretation will be provided in English and French in all plenary sessions. Interpretation may be available for some parallel sessions.

Wifi

The Wi-Fi password designated for this event will be communicated to all delegates upon arrival at the meeting venue and will be made visible in all areas where delegates will gather.

IDEI documents

The latest documents available are available on the IDEI [Event](#) page. All participants are strongly encouraged to bring their own laptops or tablets with them to the IDEI. AU and UNESCO are committed to adhering to greening practices, including limiting the use of paper. As such, participants are encouraged to consult digital versions of the IDEI documents. All documents and statements related to the IDEI will be available in English and French.

Access to the IDEI venue

Participants will be issued identification badges to facilitate entry and exit from the IDEI venue. The badges will be available at the Entrance of the New Gate of the African Union.

For security reasons, identification badges should be worn by all participants at all times during the meetings and during official social functions held at the African Union Commission. If you lose your Forum badge, please contact the IDEI organizing team.

Transportation to and from the IDEI venue

Buses will be organized to transport the participants from certain hotels (please see list in section below) to the IDEI venue, and back to respective hotels in the evening.

If you would like transportation within Addis Ababa outside of meeting hours, you can download the Free app on your phone or ask the hotel to book a taxi for you. However, for security purposes, you are strongly advised not to take a taxi on the street.

Accommodation for full or partially-funded participants

Sponsored participants by UNESCO do not need to make their own hotel reservations. They will be accommodated at a hotel to be communicated by UNESCO Addis Office. Bookings for sponsored participants will include breakfast at the hotel, as well as airport transfers.

Accommodation

Self-sponsored participants must arrange their own hotel booking and are highly advised to reserve rooms directly with one of the hotels listed in the table below.

Hotel	Rate per night	Contact information
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Inter Luxury Hotel	80 USD	Email: nardos.fente@interluxuryhotel.com ; meron.asfawosen@interluxuryhotel.com ; mistere.mekonnen@interluxuryhotel.com Tel: +251 115 180 444 Mobile: +251 968 584 159 Website: https://interluxuryhotel.com/
Elilly International Hotel	80 USD	Email: event@elillyhotel.com Tel: + 251 115 587 777 Mobile: +251 913 675 196 Website: https://elillyhotel.com/
Aphrodite hotel	60 USD	Mr Blen Tadele Marketing and Revenue Manager Email: reservation@aphroditeaddis.com / marketing@aphroditeaddis.com Mobile: +251 947604545 Tel: +251 115572220 Web: www.AphroditeAddis.com
Jupiter International Hotel Cazanchise Branch	75 USD	Email: mktmanager@jupiterinternationalhotel.com Tel: + 251 115 527 333 Mobile: +251 929 216 371 Website: https://www.jupiterinternationalhotel.com/
Grand Palace Hotel	70 USD to 100 USD	Email: sales@grandpalaceaddis.com Tel: + 251 115 181 616 Mobile: +251 980 626 262 Website: https://grandpalaceaddis.com/
Skylight	118 USD	Email: sales@ethiopianskylighthotel.com Tel: + 251 116 818 181 Mobile: +251 977 024 526 Email: reservation@capitalhotelandspa.com Website: https://www.ethiopianskylighthotel.com/
Capital Hotel	90 USD	Email: https://capitalhotelandspa.com/ Tel: +251-116 192 000 Mobile: +251 940 354 523 Website: https://capitalhotelandspa.com/contact-us/
Radisson Blu Hotel	120 USD	Tel: +251 115 157 600 Mobile: +251 913 013 333 Email: reservations.addisababa@radissonblu.com Website: https://www.radissonhotels.com/en-us/hotels/radisson-blu-addis-ababa

		Tel: +251 115 157 600
Hyatt Regency Hotel	150 USD	Email: Addisababa.regency@hyatt.com / yalemwork.gashaw@hyatt.com Tel: +251 115 171 234 Mobile: +251 944 303 156 Website: https://www.hyatt.com/hyatt-regency/en-US/addis-ababa

*Kindly ensure to request early check-in or late check-out if required.

Arrival

All international participants are expected to arrive at Bole International Airport, Addis Ababa.

Air ticket reservations

With the exception of fully-sponsored participants, all attendees (including partially funded participants) are responsible for their booking and purchasing their flight tickets. Fully-sponsored participants will also need to complete a travel statement – information to be shared separately with concerned persons.

Visa information

Please note that arrangements have been made for all registered participants to receive visas upon arrival in Addis Ababa, Ethiopia. In this regard, indicating whether you require a visa as a sponsored or self-sponsored participant when registering is important. Please ensure that your passport is valid for at least 6 months from your travel dates. The visas will cost \$52 USD. contact Seraphine Kando: KandoS@africa-union.org on visa for the IDEI.

Temporary importation of laptops and other equipment

According to the customs regulations of the Government of Ethiopia, each participant is allowed to bring into the country one laptop and two mobile phones (a tablet counts as a mobile phone) for personal use. Other equipment, however, such as professional cameras and cinematography equipment, requires prior approval by the responsible government ministry.

Health and insurance

Altitude sickness

Addis Ababa is located at an altitude of 2,400 m above sea level, which may induce altitude sickness in some people. The risks related to altitude sickness are higher for individuals with multiple health problems. Please discuss any health issues with your physician before embarking on the trip.

Vaccinations

Anyone travelling to Ethiopia from countries in which yellow fever is endemic should be in possession of a valid health certificate as proof of vaccination against yellow fever.

Prescription medication

Individuals with chronic medical conditions must bring with them enough medication to last the entire duration of their trip to Ethiopia, with the prescription paper, as some medications may not be available in the country and thus may not be easily replaced.

Water and food

Do not drink the water from the tap. Bottled water will be available during the IDEI and at your hotel. Please purchase additional bottled water in supermarkets or shops if needed.

Health facilities and health provider contact information

Should you have a medical emergency or have a question before or during your stay please contact one of the following healthcare centers.

Facility name	Phone number
African Union	Contact AU security in case of an emergency.
United Nations Health Care Centre	+251 904 032 929 +251 911 505 417 +251 929 908 433
Gesund Cardiac Centre	+25195 592 7583
Lancet Health Services	+251 977 717 171
Addis Cardiac Centre	+251 952 343 434 / +251 116 634 740 /+251 116 634 740
Addis Ababa Silk Road General Hospital	Reception: +251 936 610 666 Emergency: +251 969 044 519

Insurance

UNESCO has a commercial insurance policy, which provides accident and illness coverage for participants in meetings for whom UNESCO pays at least 50% of the total travel costs. The policy excludes treatment for any pre-existing conditions and/or routine treatments. If you do not have insurance that covers you outside your country, we strongly encourage you to purchase personal travel insurance. Any additional and/or private insurance purchase will not be borne by the Organization.

Other useful information

Time zone

The time in Addis Ababa is UTC+3.

Climate

Ethiopia has two main seasons. The dry season is from October to May, and the rainy season starts in late June and ends in September. Temperatures vary depending on the season and altitude. Since there is a possibility of cool weather at night and after heavy rains, participants may wish to bring a jacket or sweater with them.

Mobile phones

Participants are encouraged to bring with them a dual-band mobile handset (900/1800 MHz). The national telecommunications company, Ethio-telecom, sells subscriber identity module (SIM) pre-paid cards. Safaricom SIM cards are also available.

Electricity

The electricity supply in Ethiopia is 220–240 volts, 50 cycles, and is AC- accessible by means of a 13-amp, two-pin (European) type C, E or F plug.

Currency

The Ethiopian currency is denominated in Ethiopian birr and cents. As the exchange rate can fluctuate, it should be checked prior to arrival on the following website:

<https://nbe.gov.et/commercial-banks-exchange-rate/>.

Automatic teller machines (ATMs) can be found at a number of locations, including the following hotels: Hyatt Regency, Elilly, Inter Luxury, Jupiter, Radisson Blu.

It is illegal to enter or exit Ethiopia with more than 3,000 birr with you. You may enter or exit Ethiopia with up to US\$4,000 or its equivalent in any convertible foreign currency. This doesn't include birr.

However, if you enter with more, you must declare the funds upon arrival; and if you exit with more, you must have at least one of the following: a bank document certifying the purchase of the foreign currency and approving travel with the funds; or, a customs declaration form made upon entry.

Be aware that even the provision of such documents may not safeguard you against confiscation of the extra funds, imprisonment or fines. Policies may change at any time without notice. Exchanging money on the black market is illegal. Exchange foreign currency at banks or official foreign exchange offices only as you may face heavy fines or detention.

Guidelines on the personal security and safety of participants

The overall security situation in Addis Ababa is stable, although incidents of crime that tend to be opportunistic in nature, such as distract-and-grab street robberies, do occur.

Participants are reminded that security is an individual responsibility. They should be very security conscious and mindful of their activities and surroundings, in particular after dark.

Participants should always ensure that they fully cooperate with the Department of Safety and Security of the AUC and the local law enforcement agencies.

Safety measures at the IDEI venue

- Ensure full compliance with African Union security instructions and guidelines at screening and access points.
- Wear and visibly display your meeting badge throughout the IDEI period.
- Cooperate with security personnel at the venue and in the meeting rooms.
- Do not leave bags and parcels unattended, and take precautions to safeguard your cash and purse or wallet.
- Do not bring unauthorized persons, including children, into the meeting venue.
- Do not bring any hazardous items into the meeting venue.
- Ensure that you have taken your documents and personal items before leaving the meeting rooms.
- Report any loss of items immediately to security.
- Deposit any found item at the "lost and found" desk.

Safety measures at the hotel

- Be aware of the nearest exits in case of an emergency.
- Use all auxiliary locking devices on the entrance door and windows of your hotel room.
- Use the peephole to identify anyone requesting entry.
- Do not let anyone into your hotel room who is not expected. If in doubt, call the front desk.

- Before leaving your room, make sure that no money, jewellery or other valuables are visible.
- Deposit valuables or portable items at the reception desk and obtain a receipt for them.
- In the event of a fire, be sure to check the door for heat and smoke before exiting through the fire exit.
- Contact hotel security if you encounter any incident.

Safety measures elsewhere in Addis Ababa

- Be careful of your personal belongings.
- Use the following taxi apps and services: **Feres and Ride**.
- Expect a heightened security presence.
- Carry identification documents at all times.
- Make sure to stop at all checkpoints and roadblocks, even if they appear unattended.
- If you are stopped by security forces, stay calm and follow instructions.
- Be aware of your surroundings at all times, especially in crowded areas.
- Avoid displaying any signs of affluence in public.
- Avoid walking alone after sundown.
- Keep car doors locked while you are in a vehicle.
- Be vigilant if approached by strangers seeking assistance.
- If threatened, hand over valuables without resistance.
- Ensure that your belongings, including your passport and other travel documents, are secure at all times.

Time of day

Many people in Ethiopia use the Ethiopian clock, where the start of the day is dawn rather than midnight. As a result, daytime hours are counted beginning from what would be 6:00 a.m. For instance, the time at one hour after dawn – 7:00 a.m. would be 1:00 a.m. on the Ethiopian clock. Most hotels and larger organizations, including all airlines, use the global clock. However, many individuals or smaller organizations continue to use the Ethiopian clock. The IDEI is using the global clock.

Emergency contact numbers

African Union- Contact AU Security Personnel stationed at the conference venue

United Nations Security Control Centre:

Telephone: +251 115 516 537/ +251 115 512 945/ +251 115 445 060

WhatsApp: +251 976 585 689/ +251 965 233 688

Department of Safety and Security Operations Centre:

Mobile phone: +251 986 894 397 Landlines: +251 115 444 441/ +251 115 444 444

Addis Ababa Police: 991/ +251 111 110 111

Federal Police: 816/ +251 115 526 302

