



PRACTICAL INFORMATION

VENUE

The Green Climate Fund (GCF) Structured Dialogue with the LDCs will take place at the Intercontinental Addis Hotel, Addis Ababa, Ethiopia.

Participants should plan to arrive on Sunday 18 November 2018 and depart on 22 November late evening or 23 November 2018.

Attendance to the event is by invitation only.

Address: Kazanchis Area, Guinea Conakry Street

Phone number: +251-115-180-444/505-066

Website: www.intercontinentaladdis.com

Please note the location on [Google maps](#)

VISA & IMMIGRATION

Citizen of all African countries will be able to receive their visa upon arrival.

All non-African participants are requested to contact ldc.addis.meeting@gmail.com.

Holders of United Nations Laissez Passer (UNLP) are allowed to enter Ethiopia without visas.

Please note that it is mandatory to have a yellow fever vaccination certificate.

ACCOMMODATION ARRANGEMENTS

Accommodation with breakfast for all sponsored participants has been booked at the **Intercontinental Addis Hotel** on 18-22 (23) November 2018 (depending on flight itineraries).

Lunch and tea/coffee breaks will be provided for all participants of the Structured Dialogue with the LDCs on 19 – 22 November 2018.

Sponsored participants will be provided with a reduced daily subsistence allowance (DSA) and terminal expenses for the duration of their stay. DSA will be administered at the United Nations approved rate for Addis Ababa, following the appropriate policy in light of costs that will be covered centrally.

SOCIAL EVENTS

The Government of Ethiopia will host an opening dinner reception on 19 November 2018.

The GCF will host a closing dinner reception on 22 November 2018.



TRANSPORTATION FROM & TO AIRPORT

For sponsored participants, the transfer from and to the airport will be provided by the Hotel. Upon exit from customs please look for a person from the Intercontinental Addis Hotel. He/she will provide all the necessary information regarding your transfer.

For non-sponsored participants it is recommended to book transportation directly with their hotels or take a taxi.

MISCELLANEOUS

Time Zone and communications

Ethiopia is in the East Africa Time Zone (EAT). The Standard Time is 3 hours ahead of Greenwich Mean Time (GMT+3).

Mobile Phones

The Ethiopian Telecommunications Company offers SIM cards with pre-paid airtime. To make a call from another country to Ethiopia, you need to dial country code +251.

Weather

Addis Ababa is at 2,324m above sea level and therefore the climate is very mild compared to other cities in the sub region. The average temperature in November is very mild at 16 °C. Afternoons can be fairly hot with average high temperatures reaching 23 °C (73.4 °F). Overnight temperatures are generally quite mild with an average low of 7 °C. For daily weather updates, please see BBC Weather (<http://www.bbc.com/weather/344979>)

Currency

The local currency is called the Ethiopian Birr. All local banks provide currency exchange services with an exchange rate that is uniform across the board. Please note that it is illegal to exchange your currency on the black market – only deal with official banks.

Directives issued by the National Bank of Ethiopia for inward and outward movement of foreign currency notes and Ethiopian Birr require any traveler that is a non-resident, to declare any amount of cash exceeding US\$3000 or its equivalent in any other convertible foreign currency in their possession at the points of entry into Ethiopia by filling out the Ethiopian Customs and Revenue Authority declaration form on arrival. A non-resident traveler is not allowed to carry more than US\$3000 or its equivalent in any other convertible foreign currency in cash upon departure from Ethiopia, unless he/she produces a bank advice certifying the purchase of foreign currency from within Ethiopia or a Customs Declaration issued at the time of entering the country and a still valid visa.

ATM is available at Hotel.

Electricity

The electricity in Ethiopia is 220V/50Hz. The power plugs and sockets are of type C, E, F and L.



DRESS CODE

The dress code for the Dialogue is smart casual.

SOCIAL MEDIA

The GCF will be communicating about the Dialogue via its social media channels (Twitter: twitter.com/GCF_News and Instagram: [Instagram.com/greenclimatefund](https://www.instagram.com/greenclimatefund)) as well as the GCF Structured Dialogue web page: <http://www.greenclimate.fund/meetings/2018/addis-ababa>

Please note that a number of photos from the event will be posted on the GCF social media (outlined above). Participants are kindly requested to inform the GCF should they prefer to not have their photos taken.

EVENT CONTACTS

Should there be any queries, participants are requested to contact:

Marsel Kuzyakov, GCF Events Coordinator	mkuzyakov@gcfund.org
Moges Abreham, UNDP	moges.abreham@undp.org
Fantahun Gezie & Selamawit Desta Government of Ethiopia, visa support for the event	fantahunaau@gmail.com selamawit86@gmail.com



RECOMMENDED HOTELS FOR SELF-SUPPORTING PARTICIPANTS

Hotel Names & Room Rates	Contact Email	Contact phone	Contact Person	Webpage