



Protocol and Logistic Note for the First African Urban Forum

04 – 06 September 2024

Addis Ababa-Ethiopia

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General Information:

- **Representatives of AU Member States** as well as other Invited Guests shall provide the Secretariat of the Preparatory **Forum** (Protocol of the Ministry of Foreign Affairs of the Federal Democratic Republic of Ethiopia and AU Commission a Note Verbal with duly completed registration forms not later than the **20^h of August, 2024** to make proper preparations about badges, hotel reservations, transportation and other related logistics.
- The badge will be provided at the **ADWA Victory Memorial** one day before the meeting.

- Contact person for issues related to Badge

Mr. Nahom Biadglegne

Tel: - +251 91 266 3747 (**direct and WhatsApp call**)

Email: nahom.biadgln@mfa.gov.et

Contact Persons for General information: protocol@mfa.gov.et

- **Mr. Eshetu Legesse (MFA): +251-911-210-234**

Email: - eshetu.legese@mfa.gov.et

- **Mr. Samuel Mengstie (MFA): +251-933-380-635**

Email: – samuel.mengstie@mfa.gov.et

- **Mr. Dawit Abreha (MFA): +251 93 224 7254**
Email:- dawit.abreha@mfa.gov.et
- **All calls can be made on direct and WhatsApp**

III. Liaison Officers

The Ministry will assign a liaison Officer to all participating member states. The Liaison Officers shall serve as a focal person and act as a link between the Delegation and the Host Country.

IV. Arrival Ceremony and Procedure

A. Ministers of Urban and Infrastructure, Mayor of Ethiopian Cities, Ministers

- Ministers will be received by Officials of the Ministry of Foreign Affairs on their arrival.

B. Other Participants

- Protocol Officers of the Ministry of Foreign Affairs will receive delegates.
- The Officers will operate from both VIP and normal passenger arrival lounges and assist participants.

V. Visa and Customs

Visa Formalities

- **Participants must complete all immigration procedures to enter Ethiopia.**
- Delegates and other Participants holding Diplomatic and Service Passports are permitted to enter without a visa if there is a visa waiver agreement between Ethiopia and their respective Countries (Kindly check your country statute the list on the immigration website or your home Ministry of Foreign Affairs prior to your trip or below Contact Persons for visa-related issues). The **Concerned**

delegates do not need to apply for visa to travel to Ethiopia. They will receive upon arrival at immigration an entry stamp.

- For holders of Diplomatic, Service, or Ordinary passports of States or AU and UN Laissez-passer, a **Visa on Arrival** can be issued at the Addis Ababa Bole International Airport **upon presentation of an invitation letter from the AU and or , FDRE Ministry of Urban and infrastructure prior submission of a formal request along with a list of participants to the Ministry of Foreign Affairs.**
- However, all participant for the Forum holding ordinary passport must apply for Conference Visa online at <https://www.evisa.gov.et/visa> using the following Company Reference No: MI1795601045611 at a discounted fees of Only 52 USD **72 hours before arrival** and present the printout of their application along with an invitation letter to easily process their visa process on their arrival at Bole International Airport. To avoid any inconvenience when processing visas, delegations, and journalists are recommended to present an invitation letter from the organizer while applying online.
- Dedicated immigration counters shall be reserved for participants of the Africa Urban Forum at the normal passenger terminal of the Addis Ababa Bole International Airport to provide fast-track visa service for participants of the summit.
- **In addition to the above information, participants coming from countries that host Ethiopia Embassy are advised to apply for a visa from such Ethiopia Embassy in their proximity.**

N.B. For purposes of issuing visas, passports should be valid at least for the next six months.

Contact Persons for visa-related issues:

- Helen Fikadu.... e-Visa head, Immigration and Citizenship Service
/ +251 90 247 6670

- Gezahegni Tadesse Yadete -visa on arrival dep't head Immigration and Citizenship Service/ +251 91 153 0812
- Mr. Getachew Wondemu /Immigration and Citizenship Service / +251 913-596-121
- Mr. Tebebu Yenew /Immigration and Citizenship Service / +251 923-264-009
- Mrs. Teruya Legese /Immigration and Citizenship Service / +251 911-913-659
- Mrs. Eyerus Demise /Immigration and Citizenship Service / +251 913-419-141
- Calls can be made directly or on WhatsApp

Customs Regulations

For Incoming Passengers

A) Prohibited Items

- Narcotic drugs, Stimulants, Psychotropic substances, etc.
- Drones and Satellite Equipment
- Firearms such as pistols, revolvers, machine guns, and bullets or parts thereof
- Explosive, Gunpowder, Materials for chemical weapons, Germs such as anthrax, etc.
- Counterfeit, Altered or Imitated Coins, bank notes or securities, and forged credit cards.
- Obscene or immoral materials and child pornography.
- Articles that infringe upon intellectual property rights (patent, utility, model, design, trademark, copyright, etc.)

B) Restricted Items (that require permission from Regulatory Authorities)

No.	Type of Items	Regulatory Authorities
1.	Hunting guns, air guns, swords, etc.	Ministry of Defense
2.	Internationally protected endangered Animals, plants, or their products	Ethiopian Wildlife Conservation Authority
3.	Crocodiles, cobras, turtles, ivory, musk, cactus etc.	Ministry of Agriculture
4.	Live animals and plants, meat products, etc.	Ministry of Agriculture
5.	Vegetables, fruits, seeds, etc.	Ministry of Agriculture

6.	All types of medicine	Ethiopian Drug Administrator & Control Authority
7.	Professional cameras	Ethiopian Media Authority
8.	Binoculars (High Standards)	Information Network Security Administration
9.	Satellite Phone	Information Network Security Agency & Ethiopian Communication Authority

C) Duty- Free Allowed Items

- *One Laptop Computer*
- *2 bottles of alcoholic beverages*
- *Cigarettes: 2 packets*
- *600ml of perfume*

D) Temporary Importation

- To comply with the import customs regulations of the Government of the Federal Democratic Republic of Ethiopia, participants should **declare** the following items they may bring with them into the country: -
 - Laptops (if there is more than one);
 - Desktop Computer, Printer, Scanner, Video Cameras, etc...

Any other Forum and Exhibition equipment

- To be assisted with the temporary importation of the above items, participants should send the detailed specifications of the items to be brought in to the Secretariat of the Protocol and logistics arrangements of the Forum and Exhibition by the 20th of August 2024 at the latest.
- The items will be registered for temporary import by the customs office and they will be taken out of the country at the end of the Forum and Exhibition.

E) Declaration of Goods and Cash

- Participants are highly advised to declare items stated in A and B and goods that exceed duty-free allowance as per C.

- Similarly, cash, the amount that **exceeds USD 10,000.00** or its equivalent, or precious metals weighing above **100 grams** should be declared to the customs office at the airport. Declaration of the said items upon arrival will avoid hustle during departure.

N.B. To declare personal effects, an application form is attached. (See Annex IX)

VI. Members of the Press and Press Equipment

- The list of members of the press and their professional equipment to be brought into the country should be communicated to **the Protocol Directorate General of the Ministry of Foreign Affairs of Ethiopia** as per the application form. (See Annex IV).
- A special Desk from the Ethiopian Media Authority Office shall be reserved at the airport to provide fast service for Journalists coming to cover the Forum.
- **It is strongly advisable for journalists to arrive one and a half hours before the meetings start.**

Media-related Contact Persons:

Ministry of Foreign Affairs of the FDR

- Mr. Selam Mulugeta
Tel. 251 930364319/ +25191 156 7439
- Mr. Silabat Manaye
Tel. +251-921-223-081;

Ethiopian Media Authority

- Mr. Yibekal Misganaw; Tel: +251-911-483-838
E-mail: yibekal349@gmail.com
- Mr. Beza Sewunet; Tel: +251-934-978-650
E-mail: mediarltn@gmail.com
- Mr. Tesfahun Lake Tel: +251-930-833-369
E-mail: tesfahunlake29@gmail.com
- Mr. Aynalem Beyene Tel: +251-925-483-677
E-mail: aynabeyene87@gmail.com
- Note: - all calls can be made directly or on WhatsApp
- All members of the press are advised to contact the AU secretariat at the following address: -

VII. International Flights Ticket Purchase through Ethiopian

Airlines

- **Discount:** A 15% discount is available on Business and Economy class fares for all participants traveling from any Ethiopian Airlines online points to Addis Ababa, Ethiopia. Kindly use the following Booking Link:
<https://www.ethiopianairlines.com/aa/event?Key=Africa-Urban>
Use the promo code **EHH13** when booking.
- For reservations, please contact **Kidist Maru** at kidistm@ethiopianairlines.com.

VIII. Transport from Bole International Airport to Sky Light

Hotel)

- Buses will be provided for all participants on their arrival from the Airport to Sky Light Hotel and from Sky Light Hotel to the Airport on the departure of the forum participants. Persons holding a sign reading **"AUF"** will be deployed at the arrival station.
- Delegations are expected to handle their pieces of luggage.

IX. Accommodation

- **The forum will be held at the ADWA VM Center. Participants are strongly encouraged to stay at Sky Light 5-star luxury hotel. The Ethiopian Government has negotiated a discounted rate of \$110 for single occupancy and \$150 for twin/double occupancy per night with the hotel to minimize local transportation hassles for participants. International participants can book rooms at Sky Light Hotel by contacting **Kidist Maru** at kidistm@ethiopianairlines.com and use the promo **Code EHH13** when booking.**
- **The Ethiopian Government will cover the accommodation costs at the Sky Light Hotel for Head of States of AU members States traveling to Addis Ababa to facilitate the successful hosting of the forum.**

- **Hotel accommodation for the rest of the participants during the Forum, all Delegations are responsible for covering all expenses during the forum.**
- **A list of star-rated hotels in Addis Ababa is attached in Annex X.**

Courtesy Extended by the Host Government

- The Government of the Federal Democratic Republic of Ethiopia will host a welcoming Dinner for all participants on the first day of the forum **at TBD**

Contact Persons for Accommodation:

- **Mrs. Roman Adane (MFA): Tel- +251 92 141 9941 (Direct call and WhatsApp) Email: - roman.adane@mfa.gov.et**

X. Security

The Government of the Federal Democratic Republic of Ethiopia will provide 24-hour security service during the Forum and at all venues and hotels where delegates will be staying as well as during their movements.

- Participants are required to follow advice and guidance from ushers, security officers, and protocol staff.
- No firearms/weapons are allowed in the meeting premises.

Security Fire Arms and Communication Equipment

Permission and Clearance

It should be noted that Delegations led by Ministers or others are allowed to bring only two side arms.

- Firearms to be brought into Ethiopia must get permission 72 hours before the Delegation **from the Protocol Directorate General of the Ministry of Foreign Affairs.**
- All firearms should be declared at the Airport upon arrival and departure. **(See Annex I)**

- Except for the Ministers, all delegates will be subjected to security checks when accessing the Forum Halls.
- Communication equipment to be used by security officers should get permission 72 hours before entering the Federal Democratic Republic of Ethiopia. Hence, each Mission is advised to submit the duly completed form to the Secretariat at least a week ahead of arrival. **(See Annex II)**

N.B. The protection officers with the side arms shall stay inside their vehicles or in shelters designated for this purpose.

Contact Person for Firearms Permission and Clearance

- Mr. Dejene Kebede (NISS) +251-911-463-752
- Mr. Addis Girma (NISS) +251-911-571-520
- Mr. Tewodros Belachew (NISS) +251-911-412-822
- Mr. Desalegn Mekonnen (MFA) Tel. +251-910- 287-297
- **Calls can be made directly or on WhatsApp**

XI. Accreditation, Security Badges, and Car Passes

Registration of delegates shall take place at **ADWA AUF Registration Desk (at the venue of the forum)** from September 01-03, 2024 between 08:30 and 21:00 hrs.

Contact Persons for Accreditation:

- **Mr. Haileyesus Mitiku - (NISS) +251-929-269-098**
- **Mr. Gashaw Wudu – (NISS) +251- 940-277-319**
- **Mr. Menwuyelet Melaku (MFA) +251-910-691-637**
- **Mr. Bereket Getachew (MFA) +251-912-039-812**
- **All calls can be made directly or via WhatsApp**

Security Badges

Access to the Forum Center will be highly restricted to delegates having the appropriate access security badges. Hence, all delegates are required to have proper badges/passes.

- Ministers with other portfolios in the delegation will be issued with badge entitled “**Minister**”
- Mayors with other portfolios in the delegation will be issued with badge entitled “**Mayor**”
- Non-Minister Delegates will be issued with “**Delegate**” badges
- Security officers will be issued with badges labeled **Armed or Unarmed Security** badges
- Members of the media team will be issued **Press** badges
- Other Participants shall be issued with the appropriate category of badges.
- All member states can collect all their relevant badges and other information at the ADWA Victory Memorial Center.
- Diplomatic Missions, International and Regional Organizations must give their representatives official authorization to collect the badges.

iii) Forum Badges & Registration:

The Africa Union Commission and FDRE Ministry of Urban and Infrastructure will issue different badges.

- Participants are required to obtain badges (Digital Badge).

Press/Media:

- The AUC communication And FDRE Government Communication Service will handle the accreditation and distribution of press and media personnel.

N.B. Forum badges are non-transferable. Participants are requested to wear the right badges all the time during the meetings.

XII. Arrival and Welcoming Ceremony at the Meeting Hall

Protocol staff will be deployed to receive Ministers, and other Dignitaries, and escort them to the VIP holding rooms.

XIII. Official Functions by the Government of the Federal Democratic Republic of Ethiopia

Reception

- In honor of the first Africa Urban Forum, **H.E. Chaltu Sani**, Minister of FDRE Urban and infrastructure Ministry will host a welcoming reception on the evening of 03rd September 2024.

N.B.

- **Attendance shall only be by invitation. Badges must shown at points of inters.**

Contact Person:

- *Ms. Roman Adane (MFA) +251-921-419-941*
Email: - roman.adane@mfa.gov.et
- *Ms. Kalkidan Tamiru (MFA) +251- 913-748-786*
Email – kalkidan.tamiru@mfa.gov.et
- *Calls can be made directly or on WhatsApp*

XIV. Departure from Ethiopia

Departing Ministers will be seen off by Government Officials of the Ministry of Urban and Infrastructure of Ethiopia.

Customs Regulations for Outgoing Passengers

A) Prohibited Items

- Cultural Heritages such as Parchment Manuscripts, Stone Paintings, Sculptures, Coins and Statues.
- Inscription of Skin, Ivory, Horn, Archeological and Bone.
- Written and Graphic Historic documents.
- Ethnographic Implements.
- Paleontological, Paleo-Anthropological, and Archeological findings like Fossils, Stone tools, and Pottery.
- Ornaments, Authority rings or Stamps, Stone Inscriptions, and Ancient Coins.
- Historic Objects like Costumes, Crowns, Scepters, Thrones and Medals.
- Utensils and Furniture of ex-Royal families.
- Historic Armaments like Pistols, Rifles, Shields, Spears/ Swords.
- Musical Instruments (contemporarily out of production).
- Ancient and Historic memorial and Religious objects like Parchments, Crosses, Paintings, other Churches' Ceremonial objects.
- Ethnographic objects like Domestic and Kitchen materials, Headrests, Burial marks, Techno-history objects (considered to be the first generations of their type), and Museum Objects.
- Drug and narcotic substances.
- Explosives and weapons.

B) Restricted Items: Items that need permission from regulatory government authorities.

No	Type of items	Regulatory Authorities
1	Gold, Silver	If it is beyond the prescribed amount of 100gms, Bank permit is necessary
2	Minerals	Bank permit and permission from the Ministry of Mines and Petroleum
3	Seeds, Cereals, Seedlings, Soil, Coffee beans, Flowers, Teff.	Ministry of Agriculture
4	Wild animals and their products, hunting armaments swords and blades	Wild Animals Protection Authority
5	Meat and related items	If it is beyond the prescribed amount Bank permit and health quarantine
6	Drugs and related items	Ethiopia pharmaceuticals control authority
7	Cultural Heritage /Branna/ Cross	A permit from the Ministry of Culture & Tourism
8	Genetic Materials	A permit from the Ethiopian Biodiversity Institute

C) Limits of Currencies not to be taken out of the Country

- More than **ETB 3,000.00**
- Undeclared foreign currency amounting to more than **USD 10,000.00** or its equivalent value in any currency.
- If a person is found having beyond the permitted amount of currency, the money will be confiscated by the Airport Customs and the person will be liable before the law. That is why the law requires declaring an amount more than USD 10,000 or its equivalent upon arrival at the Customs Authority at the Bole International Airport. Such action will prevent any hustle during departure.
- Ethiopian coins and notes that bear the Millennium logo.

TELECOMMUNICATION SERVICES

- Local mobile prepaid SIM cards are available at the airport and the Sky Light Hotel
- Telephone dialing national:- +251 + (9 digit telephone number)

WHERE TO EAT

- **Restaurants and bars are available in the Sky Light Hotel.**

General Information about Ethiopia

- **Official Name** – Federal Democratic Republic of Ethiopia (F.D.R.E.)
- **Capital** - Addis Ababa
- **Head of Government** - Prime Minister Dr. Abiy Ahmed
- **Ethiopia covers Area** – 1.14 Million square kilometers
- **Total population** – Over 115 Million (estimate of Central Statistics Agency)
- **Languages** – Ethiopia is a multi-ethnic state with a great variety of languages spoken. Amharic is the official working language of the Federal Government. English is the widely spoken international language in Ethiopia.
- **Time** - GMT+3
- **International Dialing Code** - +251
- **Electricity supply** – 220V
- **Telecommunication service** - Ethio-Telecom and Safaricom are the telecommunication service providers in Ethiopia.
- **Currency and Banking** - The Currency of Ethiopia is Birr. It is divided into 200, 100, 50, 10, 5, 1 banknotes and 1, .50, .25, .10, .05, .01 cents. One United States Dollar is approximately equivalent to 101 Birr (Differs daily).

- Major Banks have a cash dispenser (ATM), accepting Visa and Master Card.
- Foreign currencies can be exchanged at banks **only. Exchanging foreign currency outside the bank and transactions in foreign currency is illegal in Ethiopia.**
- **Banking Hours** – Banks are open from 8:00 AM to 7:00 PM from Monday to Saturday.
- **Shopping Hours** – Shops are generally open from 9:00 AM to 8:00 PM from Monday to Saturday. They are mostly closed on Sundays.
- **Calendar** – Ethiopia uses a Julian calendar, which divides the year into 12 months of 30 days each. The remaining five or six days in a leap year constitute the short 13th month known as “Pagume”. The Ethiopian Calendar is seven years behind the Gregorian calendar, with the Ethiopian New Year falling on the 11th of September.
- **Weather** - Ethiopia is mostly covered by the Ethiopian Highlands and generally has a climate cooler than other countries in the same region. Addis Ababa, the capital city is situated at a high altitude of around 2,400 m (7,874 ft). The average annual temperature in Addis Ababa is 16 °C (60.8 °F), with daily maximum temperatures averaging 20–25 °C (68.0–77.0 °F) throughout the year. The overnight temperature is generally low averaging 5–10 °C (41.0–50.0 °F).
- July falls within the rainy season with temperatures between 12–16 °C lowest and 22–26 °C highest. The temperatures usually suddenly drop after rain.
- **Environment and Biodiversity** – Ethiopia is the fourth largest biodiversity zone on earth with several endemic plants and animals, and 850 species of birds of which around 15 of them are endemic. Ethiopia boasts landscapes of stunning beauty and dramatic contrasts from the soaring pinnacles of the Simein Mountains roof of Africa- to the plummeting depths of the Danakil depression, the lowest, and hottest place on earth. Cloud forests such as those in the Kafa Biosphere Reserve- the sole home of

many wild coffee varieties- active volcanoes, hot springs, cool underground Caverns, rugged gorges, waterfalls, lakes, and rivers. The largest, Lake Tana, is the source of life nurturing the Blue Nile.

➤ **Ethiopian Legislative Framework that Governs Access to Genetic Resources;**

- To promote the conservation and sustainable utilization of the country's biological resources and also ensure a fair and equitable share of benefits arising from the use of genetic resources, the Government of the Federal Democratic Republic of Ethiopia has put in place a legal framework that governs access to genetic resources. (See Annex VII for details)

Emergency Telephone Numbers of Major Hospitals

No	Name of the Hospitals	Officials	Mobile Tel.	Telephone
1.	Black Lion Specialized Hospital	Dr. Anduaalem	0913939810 0920221837	011-551-1211 011-826-6354
2.	St.Paul's Hospital / Abet Hospital	Dr. Wondimagegn Dr. Lydia	0930540655 0944307185	011-276-83-03 0911-27-63-36 011-275-0125 011-276-8302
3.	Armed Forces Referral and Teaching Hospital	Dr.Hailu	0911376406	0113-72-91-49 011-371-2020
4.	Land Mark Hospital	Dr. Abdu-letif	0911248917 0912501288	011-552-5463 011-629-5427

5.	MCM Korea Hospital	Dr. Solomon	0911226751	
6.	Bethel No. 1 General hospital	Ato Astatike	0929086457	0911480481
		Dr. Genet	0911473092	0911802912

N.B: Medical expenses are covered by the participants.

Taxi Contacts

No	Taxi Service	Call Center Contact	Contact Address for AU-guests
1.	Feres (Feres App can be used)	6090	011-558-5869/ 011-558-5870
2.	Ride Taxi (Ride app can be used)	8294	
3.	The Lucy	343	+251-993-822-529/+251-966-117-812
4.	Pick Pick	6111	
5.	Taxiye	6055	
6.	Zay Ride	6303	

Annex I
THE FEDERAL DEMOCRATIC REPUBLIC OF ETHIOPIA
MINISTRY OF FOREIGN AFFAIRS (MFA)
FIREARM REGISTRATION FORM

(To be attached with a Note Verbal)

No	COUNTRY/ ORGANIZATION	FULL NAME	NATIONALITY	SEX	PASSPO RT NO	JOB TITLE	MAKE, MODEL, AND CALIBER OF WEAPON	SERIAL NUMBER	NUMBER OF ROUNDS OF AMMUNITIO N	SPECIAL EQUIPMENT (COMMUNIC ATION DEVICES)

Tel No.
STAMP AND SIGNATURE _____

Annex III

THE FEDERAL DEMOCRATIC REPUBLIC OF ETHIOPIA

MINISTRY OF FOREIGN AFFAIRS (MFA)

MEDIA ACCREDITATION FORM

(To be attached with a Note Verbal)

Country/Organization _____ Tel No _____

FAMILY NAME

(MR/MRS/MS/): _____

FIRST NAME: _____

NATIONALITY: _____

SEX (M/F): _____

JOB TITLE: _____

MEDIA ORGANIZATION: _____

PASSPORT NO: _____

PROFESSIONAL CARD NO: _____

Duties to be performed in Addis (tick or enter as appropriate)

JOURNALIST	VIDEO CAMERA PERSON	PHOTOGRAPHER	TECHNICIAN	OTHER PLEASE SPECIFY

CONTACT ADDRESS: _____

TELEPHONES: _____

FAX: _____

EMAIL: _____

TIME AND DATE OF ARRIVAL: _____

FLIGHT NO: _____

SIGNATURE OF APPLICANT AND DATE _____

Annex V
THE FEDERAL DEMOCRATIC REPUBLIC OF ETHIOPIA
MINISTRY OF FOREIGN AFFAIRS (MFA)
OVERFLIGHT AND LANDING CLEARANCE REQUEST FORM

(To be attached with a Note Verbal)

1	COUNTRY/EMBASSY/INT.ORG./:-				
2	TYPE OF AIRCRAFT:-				
3	CALL SIGN:-				
4	REGISTRATION NO. AND NATIONALITY: -				
5	AIRCRAFT OPERATOR AND P.O. BOX: -				
6	PURPOSE OF FLIGHT:-				
7	CAPTAIN'S NAME: -				
8	NUMBERS OF CREW MEMBERS:-				
9	NAME AND STATUS OF VIP:-				
10	OVER FLIGHT <input type="checkbox"/> LANDING <input type="checkbox"/>				
11	ROUTE OF FLIGHT (FROM TO				
12	POINT OF DEPARTURE/DESTINATION: -				
13	TYPE OF CARGO:-				
14	DATE OF FLIGHT	ORIGIN, ESTIMATED TIME OF DEPARTURE AND DATE (ETD)	ENTRY POINT AT ETHIOPIAN AIR SPACE, TIME AND DATE	EXIT POINT OF ETHIOPIAN AIR SPACE, TIME AND DATE	DESTINATION , DATE AND TIME OF ARRIVAL (ETA)

For applicants only

Ref. No. _____

Signature and stamp _____

Date _____

For MFA purpose only

Flight permission number: - _____ Signature and stamp _____

Ref. No. _____

Date _____

cc: Civil Aviation Authority
 Ministry of National Defense
 National Intelligence and Security Service

REMARK. HAZARDOUS OR DANGEROUS CARGO DESCRIPTION MUST BE ANNEXED TO THIS REQUEST

Annex X
Hotel Information

LIST OF STAR-RATED HOTELS IN ADDIS ABABA

NO	NAME OF HOTEL	STAR	NO.OF ROOMS	NO.OF BEDS	TEL NO	E-MAIL
1	SKY LIGHT HOTEL	5	1024	1024	0116818181/ 0944337043	www.ethiopianskylighthotel.com
2	SHERATON ADDIS HOTEL	5	294	323	011 5171717	RESERVATIONSADDISETHIOPIA@LUXURYCOLLECTION.COM
3	CAPITAL HOTEL	5	114	114	011 6 67 2100 0930100714 0911639122 0116672100	SALES@CAPITALHOTELANDSPA.COM WWW.CAPITALHOTELANDSPA.COM
4	ELLELE INTERNATIONAL HOTEL	5	155	163	0115587777 0911202904 0922728318	INFO@ELILLYHOTEL.COM/ INFO@ELILLYHOTEL.COM
5	MARRIOTT EXECUTIVE HOTEL	5	108	128	011 518 4600	RESERVATION@MARRIOTHOTEL.COM
6	RADISSON BLUE HOTEL	5	114	128	0115157600 0115170400 0115544412/13	INFO.ADDISABABA@RADISSONBLU.COM
7	GOLDEN TULIP HOTEL	5	90	115	0116183333 0116612828	GM@GOLDENTULIPADDISABABA.COM WWW.GOLDENTULIPADDISABABA.COM
8	GATEFAM HOTEL	5	115	130	0116673175 0935402055	INFO@GETFAMHOTEL.COM RESERVATION@GETFAMHOTEL.COM
9	HYATT REGENCY HOTEL	5	188	200	0115171234	www.hyatt.com
10	THE HUB HOTEL	4	85	95	0911243084 0911200408	gm@thehubaddis.com www.thehubaddis.com
11	MADO HOTEL	4	81	81	0116393044	gm@madohotels.com www.madohotel.com
12	ELGEL HOTEL AND SPA	4	52	60	0911230175	reservation@elgelhotelandspa.com www.elgelhotelandspa.com
13	ELMOS HOTEL	4	37	43	0114704902 0988010211	info@elmoshotel.com reservation@elmoshotel.com
14	CASSIOPIA HOTEL	4	120	126	0933160115	www.hotelcassio피아addisababa.com

15	THE GRAND PALACE HOTEL	4	84	105	0112770025	www.grandpalaceaddis.com
16	DEBREDAMO HOTEL	4	102	102	0115509828 0116612630	RESERVATION@DEBREDAMOHOTEL.COM
17	DREAMLINER HOTEL	4	96	110	011 467 4000-7	MARKETINGMANAGER@DREAMLINERHOTEL.COM
18	FRIENDSHIP HOTEL	4	104	104	0116670201 0116670202	MARKETING@FRIENDSHIPHOTEL.COM.ET
19	HARMONY HOTEL	4	150	176	0116183100 0116612389	INFO@HARMONYHOTELETHIOPIA.COM
20	INTERCONTINENTAL HOTEL	4	151	190	011 550 5066 0115180444 0115540090	RESERVATION@INTERCONTINENTALADDIS.COM
21	JUPITER INT. HOTEL (KAZANCHIS)	4	102	112	0115527333	INFO@JUPITERINTERNATIONALHOTEL.COM
22	JUPITER INT. HOTEL (BOLE)	4	40	52	0116616969	INFO@JUPITERINTERNATIONALHOTEL.COM
23	MOMONA HOTEL	4	60	80	0116672201/07	RESERVATION@MOMONAHOTEL.COM
24	NAZRA HOTEL	4	24	27	0114674465 0114666676	IF0@NAZRA HOTEL. COM
25	NEXUS HOTEL	4	66	66	0111112345 01116670067	INFO@NEXUSADDIS.COM INFO@NEXUS HOTEL.COM
26	SAROMARIA HOTEL	4	87	87	01116672167/75	INFO@SAROMARIAHOTEL.COM/RESERVATION@SAROMARIAHOTEL.COM STAY@SAROMARIHOTEL.COM
27	SAREM INTERNATIONAL HOTEL	4	43	62	011262087/0911518807	RESERVATION@SAREMHOTEL.COM
28	WASHINGTON HOTEL	4	70	85	0911855738 0116392183 0116392239	INFO@WASHINGTONADDIS.COM/RESERVATIONS@WASHINGTONADDIS.COM
29	TEGEN GUEST ACCOMMODATION HOTEL	4	32	64	011 618 2870 0116182871	INFO@TEGENHOTEL.COM INFO(AT)TEGEN HOTEL.COM
30	RAMADA ADDIS HOTEL	4	129	136	0116393939	0116393939
31	SAPPHIRE ADDIS HOTEL	4	80	104	0116393907/0116173710	0116393907/0116173710
32	AZZEMAN HOTEL	4	120	144	-	0911800602
33	NEGA BONGER HOTEL	4	160	172	0114708100	0114708100
34	BEST WESTERN PLUS HOTEL	4	86	98	251116-671414/671130	251116-671414/671130
35	MAGNOLIA HOTEL	4	36	54	011 6393777	011 6393777
36	GRAND ELIANA HOTEL	4	80	98	0111262600	0911144761
37	BASE ETHIOPIA HOTEL	3	40	45	0116622121/0929500050	www.bareethiopia.com

38	ASELEFECH MERGA HOTEL AND SPA	3	42	44	0963121307	contact@aselefechmergahotel.com aselefechmergahotel.com www.aselefechmergahotel.com
39	TONGDA HOTEL	3	65	68	0961868888	www.tongdahotelsaddisababa.com gm@BWppaddis.com
40	BEST WESTERN PLUS PEARL	3	76	84	0911202227	gm@checkinnhotel.com www.checkinnhotelethiopia.com
41	CHECK INN HOTEL	3	50	62	09115219579 0907577777	gm@checkinnhotel.com www.checkinnhotelethiopia.com
42	ABYSSINIA RENAISSANCE HOTEL	3	39	59	0116292485	INFO@ABYSSINIARENAISSANCE.COM
43	ADDISSINIA HOTEL	3	60	60	0911511569 0116623634	INFO@ADDISSINIAHOTEL.COM RESERVATION@ADDISSINIAHOTEL.COM
44	ADDIS REGENCY HOTEL	3	33	41	0913141583 0111550000 0911615600	INFO@ADDISREGENCY.COM
45	ADDIS VIEW HOTEL	3	18	23	0111249766	ADDISVIEW@ETHIONET.ET
47	APHRODITE HOTEL	3	52	52	0912502256 0115522228	MARKETING@APHRODITEADDIS.COM INFO@APHRODITEADDIS.COM
48	ARARAT HOTEL	3	94	116	011 6461166	INFO@ARARATHOTELETHIOPIA.COM
49	BEER GARDEN INN	3	32	36	0116182595 0116182591	INFO@BEERGARDENINN.COM
51	CARAVAN HOTEL	3	37	37	0911522744 0116612297	CARAVANHOTEL@CARAVANADDIS.COM WWW.CARVAN.ADDIS.COM
52	CROWN HOTEL	3	71	110	011 4391444 0114391430/31/44/45/ 46	INFO@CROWNHOTELADDIS.COM BOOKING@CROWNHOTELADDIS.COM
54	EMBILTA HOTEL	3	39	49	0112758787/56/57 0922444612 0911219421	INFO@EMBILTA-HOTEL.COM EMBILTAHOTEL@YAHOO.COM
55	ETHIOPIA HOTEL	3	50	70	011 4663906 011 4664766	GLOBALHOTEL@ETHIONET.ET GLOBALHOTELADDISABABA@GMAIL.COM
56	HILTON ADDIS ABABA	3	360	400	011 5170000 011 5518400	RESERVATION.ADDISABABA@HILTON.COM
57	KALEB HOTEL	3	64	84	011 6622 200	RESERVATION@KALEBHOTEL.COM

58	KING'S HOTEL	3	34	54	011 3711300 0911699499	KINGSHOTELETHIOPIA.COM
60	PANORAMA HOTEL	3	65	85	0116616070 0911836692	PANORAMAHOTEL@ETHION ET.ET
61	RELIANCE HOTEL	3	31	38	0116672024 0116672002 0116672069	INFO@RELIANCEHOTELAPA RTMENT.COM
62	SIDRA HOTEL	3	26	31	011661 7777 0116618888	INFO@SIDRAHOTEL.COM
63	SEYONAT HOTEL	3	40	50	0911237070 0116626372 0116629746/44	RESERVATION@HOTELSIYO NAT.COM
64	SOLO TE HOTEL	3	35	45	0116670021	INFO@SOLOTEHOTEL.COM
65	SOUTHERN ADDIS HOTEL	3	38	38	011 661 0505 011 661 0515	RESERVATION@SOUTHERNA DDISHOTEL.COM
66	THE RESIDENCE HOTEL	3	18	21	0115571025 0911503125	INFO@THERESIDENCEADDIS .COM
67	TIZEZ HAILE HOTEL	3	44	44	0116392000-2	
68	TOP TEN HOTEL	3	48	56	0116464449 0116460266	GMANAGER@TOPTENETHIO PIA.COM
69	UMMA HOTEL	3	33	45	0113719445 0911214399 0113728440	REQUEST@UMMAHOTELS.C OM
70	WASSAMAR HOTEL	3	66	71	011 6610055/59 0118950489	INFO@WASSAMARHOTEL.CO M
71	ZOLA INTERNATIONAL HOTEL	3	24	32	011 673 33 33 0911243966	HOTELZOLA@YAHOO.COM ZOLA HOTEL.NET
72	SUNNY HOTEL	3	72	90	0116-674596	
73	YADAMZEWUD INTERNATIONAL HOTEL	3	40	48	011265001/03/04 0111265017/10	011265001/03/04 0111265017/10
74	TIRAR HOTEL	3	78	100	0115577150	0115577150
75	THE MOSAIC HOTEL	3	37	42	0116671188	0116671188