



ICAO



**COMMEMORATING THE 80TH ANNIVERSARY OF THE CHICAGO CONVENTION (ADDIS ABABA, ETHIOPIA 9 – 12 December 2024)**

**INFORMATION BULLETIN<sup>1</sup>**

**1. Venue**

1.1 The Commemorating of the 80th Anniversary of the Chicago Convention for the ESAF Region and African Aviation Expo 2024 (AfriAEx2024) will take place at Sky Light Hotel, Addis Ababa, Ethiopia from 9 -12 December 2024.

1.2 The contacts of the ESAF Office are:

Eastern and Southern African (ESAF) Office  
New Office Facility, Block 4, South wing, Ground floor  
United Nations Office at Nairobi, Limuru Rd., Gigiri, Nairobi, Kenya  
**Mail:** P.O. Box 46294, 00100 GPO, Nairobi, Kenya  
**Tel.:** +254 20 7622 395, 7622 396  
**Fax:** +254 20 7621 092, 7623 028  
**E-mail:** [icaoesaf@icao.int](mailto:icaoesaf@icao.int)  
**Web-Site:** <http://www.icao.int/esaf>

1.3 The contacts for the event is:

**ICAO ESAF Office Contact**

International Civil Aviation Organization  
**Eastern and Southern African (ESAF) Office Front Office**  
Tel: +254 (0)20 7622395/7622396  
E-mail: [icaoesaf@icao.int](mailto:icaoesaf@icao.int)

**Ethiopia Civil Aviation Authority Contacts**

<sup>1</sup>The Civil Aviation Authority – Ethiopia makes its best effort to provide information to participants in order to facilitate their stay in

Addis Ababa and participation at the event(s) to which they are invited. However, the CAA or its employees shall not be liable for any consequences arising from the use of information or views expressed in this bulletin, including but not limited to any loss or damage resulting from decisions taken on the basis of the information and associated views; or for any inaccuracies, omissions or errors it may contain.

The organizing committee of ICAO 80th Anniversary Celebration & AfriAEx2024  
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[info@merenapromotion.com](mailto:info@merenapromotion.com)

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 Tel. : + 251911020438(Mob.)  
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 Email : [simeneh@ecaa.gov.et](mailto:simeneh@ecaa.gov.et)  
[henemis@yahoo.com](mailto:henemis@yahoo.com)  
[caa.airnav@ethionet.et](mailto:caa.airnav@ethionet.et)

## 2. Registration

- 2.1 Registration of participants will take place on Sunday **8 December 2024** from **2PM to 6:PM** at the **Sky Light Hotel Addis Hotel**.

## 3. Opening session:

- 3.1 The official opening of the event will take place on **Monday 9 December 2024** at **09:00am**.

## 4. Working Language, Instruction and Documentation

- 4.1 The event will be conducted in the **English**. Translation and interpretation facilities will not be available. The event will be paperless. Accordingly, participants are required to bring their own portable computers/laptops for access.

## 5. Transportation

### 5.1 From the Airport

Taxis are available from the Airport to the city centre and nearby hotels and the fare is normally between 300 to 700 birr. (equivalent of three to seven Dollars though this is not fixed and is subject to change depending on the prevailing rates in the market).

Taxi Service Call Centre Contact Address:

1. Feres Taxi, 6090 or 011-558-5869/ 011-558-5870
2. Ride Taxi, 8294
3. The Lucy Taxi, 343 or +251-993-822-529/+251-966-117-812
4. Pick Pick Taxi, 6111
5. Taxiye Taxi, 6055
6. Zay Ride Taxi, 6303
7. Go Green Taxi, 6621

### 5.2 To the Meeting Venue

Participants will make their own arrangements for Transport from hotels to the event venue and back.

## 6. Hotel Information

- 6.1 Participants are requested to make their own hotel reservations and a list of recommended hotels, lodges and guest houses near the venue is attached at the end of this bulletin.

## 7. Entry Visa

While all travellers arriving in Addis Ababa should have a valid passport, Ethiopia entry Visas are not required for nationals from some countries. Participants are therefore advised to ascertain whether or not they are exempt from the Ethiopian entry visa requirements at the respective Ethiopian Embassies. In applying for the visa, it is advisable to produce the State Letter of invitation from ICAO, together with other documents which may be required by the Embassy. **All participants coming from countries in which there are Ethiopian embassies or consulates are strongly advised to obtain their Ethiopian visas prior to arrival in Ethiopia or are advised to apply for e-visa online 72 hours prior to arrival using [www.evisa.gov.et](http://www.evisa.gov.et)**

## 8. Health

- 8.1 All passengers arriving in Addis Ababa travelling from the Monkey Pox affected countries listed in the link below are required to complete a Traveler's Health Screening Form using the link: [https://redcap.link/travelers\\_screening](https://redcap.link/travelers_screening) before arrival at Bole international Airport public Health screening counters.
- 8.2 Travellers Health Screening forms must also be completed by layover passengers staying in hotels in Addis Ababa before continuing their journey.
- 8.3 For more information visit:  
<https://www.ethiopianairlines.com/aa/travel-updates/monkey-pox-regulation-updates>
- 8.4 Ethiopia COVID-19 entry regulations/requirements is lifted effective 28 October 2022. However, please note the following prohibited activities and duties imposed:
- 8.5 It is prohibited for any person who knows he is infected with Corona viruses to enter the country.
- 8.6 Any person showing COVID-19 symptoms has the duty to appropriately wear face mask, get self-test or test at health facility and follow and implement General COVTD 19 preventive measures if tests positive.
- 8.7 Any COVID-19 positive person shall isolate himself either at home or health facility according to the severity of the illness until declared recovered by a health professional.
- 8.8 Presentation of a valid yellow fever certificate at the point of entry is required for persons who originate from or have travelled to States where yellow fever is described by the World Health Organization (WHO), as endemic, For more information participants may wish to visit <https://www.passporthealthusa.com/vaccinations/yellow-fever/> for information on Ethiopia.

## 9 Weather and Local Time Information

- 9.1 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).
- 9.2 Ethiopia local time is GMT+3.

## **10. Local Currency and Foreign Exchange Rates**

- 10.1 The Currency of Ethiopia is Birr. It is divided into 200, 100, 50, 10, 5, 1 bank notes. One United States Dollar is approximately equivalent to 112.40 Birr (Differs on daily basis).
- 10.2 Major Banks have a cash dispenser (ATM), accepting Visa and Master Card.
- 10.3 Foreign currencies can be exchanged at the banks.
- 10.4 Banking Hours – Banks are open from 8:00AM to 5:00PM from Monday to Saturday.

## **11. Telephone**

- 11.1 Worldwide direct connections are available, using the international code or telephone operator as necessary. From outside Ethiopia, dial +251 followed by the area code (for landline numbers) and the required number.
- 11.2 Telecommunication service - Ethio-Telecom and Safaricom Ethiopia are the telecommunication service providers in Ethiopia.

## **12. Security**

- 12.1 Ethiopia is considered a very safe destination, but nevertheless, visitors are advised to take the following general precautions:
  - (a) Do not leave your personal belongings unattended in public places.
  - (b) Avoid carrying large sums of money with you.
  - (c) Avoid displaying expensive jewellery and valuables whilst sightseeing.
  - (d) At night, avoid deserted or poorly lit places.
- 12.2 It is advisable to check with the hotel reception regarding security within the surrounding areas. It is also advisable to use taxis or transport arranged by the hotel reception to visit shopping complexes, to go sightseeing or travel for any other purpose.

## INTERNATIONAL CIVIL AVIATION ORGANIZATION (ICAO)

## A LIST OF RECOMMENDED HOTELS IN ADDIS ABABA, ETHIOPIA

Hotel	Rates	Address/Location	E-mail	Telephone	Distance to Meeting Venue
Ramada By Wyndham Addis	\$119	2 km from Bole International Airport	www.ramadaaddis.com eden.melese@ramadaaddis.com	+251116393939 +251-980-636-086	Drive –8 mins Walk –15 mins
Best Western Plus Pearl Addis	\$70	2 km from Bole International Airport, Cameroon Street BL 03721, Addis Ababa, 40183 Ethiopia	<a href="mailto:marketingmgr@bwpearladdis.com">marketingmgr@bwpearladdis.com</a>	+251 93 091 9191	Drive –10 mins Walk –18 mins
AMBASSADOR HOTEL	\$60	Cameroon street, Bole Sub City, Wereda 03, Bole road opposite to Millennium Hall	<a href="mailto:reservation@ambassadorhotelethiopia.com">reservation@ambassadorhotelethiopia.com</a>   <a href="mailto:info@ambassadorhotelethiopia.com">info@ambassadorhotelethiopia.com</a>   <a href="mailto:mm@ambassadorhotelethiopia.com">mm@ambassadorhotelethiopia.com</a>	+251116188284 +251118296364 +251-116-188-281	Drive– 5 mins Walk –10 mins
SAROMARIA HOTEL	\$70	2.8km from Bole International Airport, Bole Medhanialelem, Cameroon Street,	<a href="mailto:reservation@saromariahotel.com">reservation@saromariahotel.com</a> <a href="mailto:info@saromariahotel.com">info@saromariahotel.com</a> <a href="mailto:stay@saromariahotel.com">stay@saromariahotel.com</a>	+251 116672167/68	Drive–4 mins Walk –8 mins
MOMONA HOTEL	\$50Std Single \$60Deluxe	Bole Road 3 Mints drive from the International Airport	<a href="mailto:reservations@momonahotel.com">reservations@momonahotel.com</a>	+251-116-672201 /07/09	Drive – 5 mins Walk – 4 mins
SAPPHIRE ADDIS HOTEL	\$75Std Single \$80Deluxe	Namibia Avenue, Bole Sub City, Wereda 03, Bole Medanialem toward Urael road Next to Sheger Building.	<a href="mailto:info@sapphireaddishotel.com">info@sapphireaddishotel.com</a> <a href="mailto:marketing@sapphireaddishotel.com">marketing@sapphireaddishotel.com</a>	+251 116 39 39 07	Drive – 6 mins Walk – 13 mins
AZZEMAN HOTEL	\$60Std Single	3 km from Bole International Airport, Namibia Street, Bole, Addis Ababa, Ethiopia	<a href="mailto:GM@AZZEMANHOTEL.COM">GM@AZZEMANHOTEL.COM</a>	+251116393131	Drive – 6 mins Walk – 15 mins
FRIENDSHIP HOTEL	\$60Std Single	3.1 km from Bole International Airport, Africa Avenue, Opposite to Alem Bldg, about 200m Inside	<a href="mailto:marketing@friendshiphotel.com.et">marketing@friendshiphotel.com.et</a>	+251-11-667-02-02	Drive – 4 mins Walk – 7 mins
Golden Tulip	\$115Deluxe	1.6Km from Bole International Airport, Cameroon Street, Bole ADDIS ABABA, Ethiopia	<a href="mailto:reservations@goldentulipaddisababa.com">reservations@goldentulipaddisababa.com</a>	+251 116 183333	Drive – 5 mins Walk – 10 mins

<b>Hotel</b>	<b>Rates</b>	<b>Address/Location</b>	<b>E-mail</b>	<b>Telephone</b>	<b>Distance to Meeting Venue</b>
Hotel Lobelia	\$36StdSingle \$ 47 Sweet room	Cameron Street, Bole Addis Ababa, Bole Medehanealem, Behind Ugo Church	<a href="mailto:Reservation@hotellobeliasaddis.com">Reservation@hotellobeliasaddis.com</a>	+251 929 922939	Drive – 5 mins Walk – 10 mins
Radisson Blue Hotel	\$ 190 Std Single \$ 320 Sweet room	kazanchise, 6.6 KM from Bole international airport	<a href="mailto:addisababa@radissonblu.com">addisababa@radissonblu.com</a>	+251 115 170400	Drive – 15 mins
Dream Liner Hotel	\$ 40 Std Single \$ 50 Sweet room	5.8 KM from Bole international airport	<a href="mailto:reservation@dreamlinerhotel.com">reservation@dreamlinerhotel.com</a>	+251 114 674000	Drive – 15 mins
Harmony Hotel	\$ 70 Std \$ 180 Sweet room	1.9 km from Bole International Airport, Behind Ednamol	<a href="mailto:reservation@harmonyhotelethiopia.com">reservation@harmonyhotelethiopia.com</a>	+251 116 183100	Drive 10 mins
Best Western Plus Addis Ababa	\$100 Std single \$ 180 Sweet room	1.9 km from Bole International Airport, Besides Ednamol	<a href="mailto:reservation@bwplusaddisababa.com">reservation@bwplusaddisababa.com</a>	+251 116 671414	Drive 10 mins
Deleopol Hotel	\$75 Std single \$90 delux \$125 sweet	2.5 km from Bole International Airport, Next to Bambis Supermarket	<a href="mailto:info@deleopolhotel.com">info@deleopolhotel.com</a>	+251 115 507777	Drive 20 mins
The Hub Hotel	\$70 Std single \$80 Deluxe	1.5 km from Bole International Airport, Monaco road, near Bole Medehanealem church		+251 973 545454	Drive 5 mins
Cassiopeia Hotel	\$90Std single \$ 100 Deluxe	1.6 km from Bole International Airport , Behind Ednamol and next to Beer Garden	<a href="mailto:reservation@hotelcassiopeia.com">reservation@hotelcassiopeia.com</a>	+251 933 660033	Drive 10 mins
TH Bon Royal Hotel	\$ 60 Single \$ 65 Deluxe	1 km from Bole International Airport, on the road to Bole Michael , Infront of Airport Cargo	<a href="mailto:Info@thbonroyalhotel.com">Info@thbonroyalhotel.com</a>	+251 116 171111	Drive 5 mins
Sabon Hotel	\$50 Std single \$70 Deluxe \$80Sweet room	Namibia Street, 3.1 KM from Bole international airport	Sabonhotel.com	+251 116 393535	Drive 10 mins

<b>Hotel</b>	<b>Rates</b>	<b>Address/Location</b>	<b>E-mail</b>	<b>Telephone</b>	<b>Distance to Meeting Venue</b>
Jupiter International Hotel	\$75 Std single \$ 100 deluxe	Cazanchise, 6.6 KM from Bole international airport	<a href="mailto:Info@jupiterinternationalhotel.com">Info@jupiterinternationalhotel.com</a>	+251 115 527333	Drive 25 mins

*Note: The above rates are as of August 2024 and are subject to change by the hotels without notice.*

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