

AFRICAN UNION

الاتحاد الأفريقي



UNION AFRICAINE

UNIÃO AFRICANA

Addis Ababa, ETHIOPIA

P. O. Box 3243

Telephone: 517 700

Fax: 5130 36

website: [www. www.au.int](http://www.wwww.au.int)

Arrival Information Kit for AfIGF Participants

The African Union Commission and the United Nations Economic Commission for Africa wish to welcome you to Addis Ababa for the 4th African Internet Governance Forum, which will take place at AUC Conference Centre in Addis Ababa, Ethiopia, from 6 to 8 September 2015.

Here are some **tips** to facilitate getting to your hotel and with the registration for the meeting.

Leaving Airport: If you are applying for visa on arrival, make sure you have the exact fee amount for the visa in USD, preferably 5 notes of \$10 each. Visa fees vary from \$30 to \$50. When applying for visa on arrival, please advise the authorities that you are coming for the AfIGF and then show them the letter by AUC Protocol Office. Before your travel, we do encourage you to check with your hotel if they have shuttle bus service and if so provide them your arrival time. There will be AU representatives at the airport receiving meeting participants on the 5th of September from 7:00 AM to 10:00 PM. While at the airport, please make sure to go to the exchange bureau to exchange small amount of money for emergencies (~ \$50). Bank exchange rates may vary (1 USD ~ 20.5 Birr). In case your hotel does not have shuttle service or you missed the bus, you can proceed to leave the airport and take a yellow taxi. Before taking a taxi to your destination hotel, a small office next to the taxi line will assist you with the exact rate for your trip to the hotel. Payments are usually made in local currency (Birr). If you carry \$3, 000 USD or more in cash, you are required to declare that amount upon arrival with the airport authorities.

Please note that rooms have been block booked at MN International for AfIGF participants who would like to stay at MN at their own cost. MN telephone numbers are: +251-11 6 62 08 31/33/34/35; mobile: +251 911 120946. MN has a shuttle bus from and to the airport.

To get a SIM Card: The easiest way is to have the hotel arrange this for you but make sure that they are not overcharging (typical SIM fees should not exceed 50 Birr). Alternatively, you can go to the nearest Telecommunication Office and get a SIM card for the exact amount without any additional surcharges. You will be asked to produce a passport copy and a photo.

Getting to AUC (venue of the Conference): Transportation to AUC is available to/from MN International Hotel. If you stay in a different hotel, please arrange transportation to/from AUC with your hotel.

For Registration: Badges for the meeting will be distributed at the AUC new entrance gate located on the east side of the building starting at 7:30 AM on 06 September 2015. A tent is setup there to facilitate this process. You are expected to produce your nomination/ invitation letter and proof of identity.

For Emergencies: Please contact Mr. Adil Sulieman on +251 115182426/ 0924828338 or Ms. Miriam Araya on 0911240407 or Ms. Anna Abebe on 0911220548.