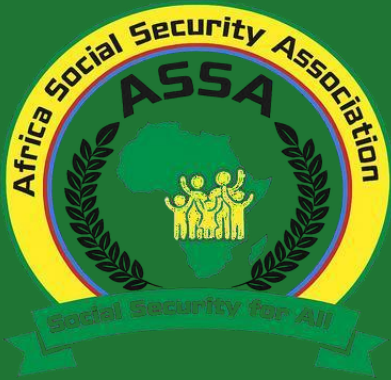




WELCOME TO ADDIS ABABA

DELEGATE GUIDE

*Everything you need for your Addis
experience*

29-30 October 2026

1ST AFRICA SOCIAL
SECURITY SUMMIT



YOUR SUMMIT AT A GLANCE



VENUE

**United Nations
Conference Centre
Addis Ababa, Ethiopia**



DATES

**29 - 30
October
2026**



REGISTRATION/ ACCREDITATION

**Registration will
be opened until
30th September
2026**



BEFORE YOU TRAVEL



Passport

Ensure your
passport is valid
for at least 6
months



Visa

Check visa
requirements
for Ethiopia



Hotel

Book your stay
early



Weather

Average 11–24°C
is in October



Currency

Ethiopian Birr
the local
currency

ARRIVING IN ADDIS

GETTING HERE



BOLE INTERNATIONAL AIRPORT(ADD)

Addis Ababa Bole International Airport is main gateway to Ethiopia and is located approximately 4Km from the city centre



YOUR JOURNEY MADE SIMPLE

AIRPORT

Bole International Airport (ADD)



AIRPORT TRANSFERS

Complimentary airport transfers will be provided for registered delegates staying in official hotels



MEETING POINT

After customs and baggage claim, proceed to the ASSA Welcome Desk in the arrivals hall



HOTEL

Official Summit Hotels



TRANSFER TIME

30 - 45 Minutes to most official hotels and the UNCC



ASSISTANCE

Look out for ASSA Signage and our friendly team



VENUE

UNCC Addis Ababa (5 - 20 mins)

STAYING IN ADDIS

HOTELS NEAR UNCC



Radisson Blu Addis Ababa

Standard Room : US\$158.00

Inclusive of breakfast & all taxes

Kirkos, Addis Ababa

300m from UNCC

Email: reservations.addisababa@radissonblu.com



Elilly International Hotel

Standard Room : US\$ 80.00

Inclusive of breakfast & all taxes

Kirkos, Addis Ababa

300m from UNCC

Email: info@elillyhotel.com



Inter Luxury Hotel

Standard Room : US\$80.00

Inclusive of breakfast & all taxes

Kirkos, Addis Ababa

450m from UNCC

Email: reservation@interluxuryhotel.com



Marriott Executive Apartments

Single Room : US\$160.00 + 26.5% tax

Inclusive of breakfast

Kirkos, Addis Ababa

500m from UNCC

Email: reservation.adder@marriott.com



Hilton Addis Ababa

Garden Wing Rooms: US\$120.00

King Room: US\$132.00

Inclusive of breakfast & all taxes

Kirkos, Addis Ababa 500m from UNCC

Email: reservations.addisababa@hilton.com



The Grand Palace Hotel

Single Standard Room: US\$63.00

Superior Room: US\$70.00

Inclusive of breakfast & all taxes

Kirkos, Addis Ababa 400m from UNCC

Email: info@grandpalaceaddis.com



De Leopoli Hotel

Standard Room : \$50 - \$70

Kirkos, Addis Ababa

800m from UNCC

Email: info@deleopolhotel.com



Hyatt Regency Hotel

Standard Room: US\$180.00 + 26.5% tax

Inclusive of breakfast

Kirkos, Addis Ababa 500m from UNCC

Email: addisababa.regency@hyatt.com



Sheraton Addis

Club Room (single): US\$255.00+ 26.5% tax

Executive Room: US\$366.00+ 26.5% tax

Kirkos, Addis Ababa 1km from UNCC

Email: reservations.addisethiopia@luxurycollection.com



Kaleb Hotel

Standard Single Room: US\$45.00
Inclusive of breakfast & all taxes
Bole area, Addis Ababa
3.1 km from UNCC
Email: reservation@kalebhotels.com



Ambassador Hotel

Standard Room: US\$50.00
Inclusive of breakfast & all taxes
Bole area, Addis Ababa
3.5 km from UNCC
Email: reservation@ambassadorhotelethiopia.com



Harmony Hotel

Queen Room: US\$60.00
Inclusive of breakfast & all taxes
Cameroon Street, Bole, Addis Ababa
3.3 km from UNCC
Email: reservation@harmonyhotelethiopia.com



Magnolia Hotel

Standard Single Room: US\$70.00
Inclusive of breakfast & all taxes
Bole area, Addis Ababa
2.2 km from UNCC
Email: reservation@magnoliaaddis.com



Getfam Hotel

Superior Queen Room: US\$75.00
Inclusive of breakfast & all taxes
Haile Gebresilasse Road, Addis Ababa
1.9 km from UNCC
Email: reservations@getfamhotel.com



Jupiter International Hotel

Standard Single Room: US\$75.00
Deluxe/Twin Room: US\$90.00/US\$110.00
Inclusive of breakfast & all taxes
Kazanchis, Addis Ababa
0.3 km from UNCC
Email: info@jupiterinternationalhotel.com



Ramada Hotel

Superior Room: US\$90.00
Inclusive of breakfast & all taxes
Bole / Africa Avenue, Addis Ababa
Approx. 3.3 km from UNCC
Email: reservations@ramadaaddis.com



Ethiopian Skylight Hotel

Single Standard Room: US\$93.00
Double Room: US\$109.00
Plus 26.5% tax; Breakfast included
Bole area, Addis Ababa
4.1 km from UNCC
Email: reservation@ethiopianskylighthotel.com



Capital Hotel and Spa

Standard Room: US\$95.00
Inclusive of breakfast & all taxes
Mickey Leland Street, Yeka, Addis Ababa
1.5 km from UNCC
Email: reservation@capitalhotelandspa.com

REGISTRATION & ACCREDITATION

All delegates are requested to **complete their registration and accreditation on or before 30 September 2026** using the official Summit registration link: <https://assa-africa.org/summit-2026>

Accreditation badges will be prepared for registered delegates and may be collected upon arrival at the designated **desk at the Conference Venue**.

Delegates are strongly encouraged to complete their registration within the stipulated deadline to facilitate accreditation, airport reception, transportation, accommodation coordination, and other logistical arrangements.

Delegates must present the identity document used during online registration, such as a valid passport or approved national identity card, for badge issuance.

VISA REQUIREMENTS

All international delegates are advised to ensure that their passports are valid for at least six (6) months from the intended date of entry into Ethiopia.

Delegates requiring visas are strongly encouraged to initiate their visa applications well in advance of their travel. Where applicable, the Organizing Committee will provide the necessary supporting documentation and facilitate visa arrangements in collaboration with the relevant Ethiopian authorities.

Nationals of **Kenya** and **Djibouti** holding valid passports are currently exempt from Ethiopian visa requirements. Delegates from other countries should confirm the visa requirements applicable to their nationality before travelling.

Official Ethiopian visa information and applications are available through the Government of Ethiopia's e-Visa portal evisa.gov.et

For more information and to apply, please visit: <https://www.evisa.gov.et>

CONFERENCE VENUE

The Conference will be held at the: United Nations Conference Centre (UNCC-AA) located at Menelik II Avenue Addis Ababa, Ethiopia



Time Zone

Ethiopia
observes East
Africa Time (EAT)
all year round,
GMT+3.

ACCOMODATION AND HOTEL BOOKING

Delegates are strongly encouraged to make their hotel reservations **as early as possible** due to anticipated high demand during the Conference period.

A list of recommended hotels in Addis Ababa is provided and delegates who choose to stay at the designated Conference hotels may benefit from **negotiated discounted accommodation rates**, subject to room availability

TRANSPORT AND LOGISTICS

Transportation will be provided to **all duly registered delegates** during the official Conference period, including; Airport transfers, Transfers between designated Conference hotels and the Conference venue.

Delegates are requested to provide their confirmed arrival and departure flight details in advance to enable the Organizing Committee to prepare an appropriate transportation schedule

AIRPORT RECEPTION AND HELP DESK

The Organizing Committee will establish a Conference Help Desk at Addis Ababa Bole International Airport during the official arrival and departure periods.

Members of the Organizing Committee will be available at the Help Desk to welcome delegates and provide assistance with transportation, accommodation information, accreditation guidance, and other logistical matters that may arise upon arrival.

Delegates are therefore requested to submit their complete and accurate flight itinerary in advance.

ETHIOPIAN AIRLINES TRAVEL ARRANGEMENTS

Delegates wishing to travel to Addis Ababa using **Ethiopian Airlines** are requested to indicate this when completing their registration. Subject to arrangements with Ethiopian Airlines, registered delegates may be eligible for **special discounted conference fares**. Details regarding the applicable discount, booking procedure, promotional code, and eligible travel dates will be communicated separately once finalized.

HEALTH REQUIREMENTS

Delegates are advised to ensure that they comply with all applicable health and vaccination requirements before travelling to Ethiopia.

Participants travelling from countries where Yellow Fever vaccination certification is required are advised to carry their original and valid Yellow Fever Vaccination Card/Certificate throughout their journey.

INSURANCE

Delegates are responsible for their own travel and health insurance for their journey to, and while in, Ethiopia.

Insurance should cover any health-related expenses in case delegates become ill during their stay and must be valid for both legs of the journey.

WEATHER

Late October falls at the tail end of Addis Ababa's rainy season and is a mild, pleasant time to visit. A typical day ranges from a high of around 71°F (22°C) to a low of around 46°F (8°C), with occasional light rain and cool evenings.

Addis Ababa sits at roughly 2,350 metres above sea level, so the air is noticeably thinner and cooler than in most coastal African capitals.

CURRENCY

The local currency is the Ethiopian birr (ETB). The approximate exchange rate is: \$1 ≈ 161 ETB/ €1 ≈ 186 ETB.

Delegates should check the current exchange rate close to travel rather than relying on older figures. ATMs are available in Addis Ababa but can be unreliable; carrying some US dollars in cash for incidentals is advisable.

Major hotels and many establishments accept international credit and debit cards.

DELEGATION CONTACT INFORMATION

To facilitate effective communication before and during the Conference, all delegates are requested to provide accurate and active contact details, particularly: Mobile/WhatsApp number, including international country code; Email address; Emergency contact, Flight details; and Hotel details.

EMERGENCY CONTACTS

The Government of Ethiopia and Summit organisers are committed to the safety and security of all delegates throughout the meeting.

Participants are kindly requested to comply with security procedures, including screening at hotels, the conference venue, and other designated locations.

In case of a security emergency, please contact the designated Summit security focal point or the relevant emergency services below.

General emergency: **911**: Police: **991**: Ambulance / Red Cross: **907**: Fire and Rescue: **939**

POWER OUTLET

In Ethiopia, type C, E, and F plugs and sockets are used (two round pins, with or without grounding).

The mains voltage is 220V at a frequency of 50 Hz. Visitors from countries using 110–127V should check that their devices are dual-voltage, and a travel adapter is recommended.



CONFERENCE PROGRAM AND MATERIALS

In support of efficient communication and environmentally responsible conference management, the Conference Programme and other official Conference materials will primarily be provided electronically.

Registered delegates will receive the relevant documents through their registered email addresses and/or other designated digital communication platforms.

LANGUAGE TRANSLATION

The official working languages of the Conference will be:

English | French | Arabic | Portuguese

Interpretation services will be provided for the official Conference sessions, as applicable

THE DESIGNATED CONFERENCE CONTACT PERSONS WILL BE:

Contact Person 1: [Sylvia Kitawa](#)

Telephone/WhatsApp:
[+255 752 779 596](#)

Email: sylvia@assa-africa.org

Contact Person 2: [Dawit Abebayehu Sisay](#)

Telephone/WhatsApp:
[+251 93 029 3864](#)

Email: dawit.sisay@un.org

Contact Person 3: [Leo Ndema](#)

Telephone/WhatsApp:
[+255 744538208](#)

Email: leo@assa-africa.org

ABOUT ETHIOPIA

Ethiopia is an East African country bordered by Eritrea to the north, Djibouti and Somalia to the east, Kenya to the south, and South Sudan and Sudan to the west.

It is the second-most populous country in Africa, with an estimated population of around 135–139 million (2026 estimate).

Addis Ababa, meaning “new flower,” is both the capital and largest city, and serves as the political and diplomatic heart of the continent as headquarters of the African Union and home to the UN Economic Commission for Africa (UNECA).

Head of State: H.E. Taye Atske Selassie, President of the Federal Democratic Republic of Ethiopia

Head of Government: H.E. Abiy Ahmed, Prime Minister

Capital: Addis Ababa

Country Code: +251

Official Language: Amharic (federal); English is widely used in business, diplomacy, and tourism

THINGS TO DO IN ADDIS ABABA

Set on a high plateau at around 2,350 metres above sea level, Addis Ababa is one of the highest capital cities in the world. It blends modern high-rises, sprawling markets, and a rich coffee culture, with sweeping views across the surrounding hills. The city is regarded as the diplomatic capital of Africa, hosting the African Union headquarters and the UN Conference Centre, venue for the Summit.



National Museum of Ethiopia: Located about 4 km from the UNCC, just a 9–10-minute drive from the home of “Lucy,” the 3.2-million-year-old hominin fossil, this museum offers exhibits tracing Ethiopia’s history and imperial heritage.



Holy Trinity Cathedral: the resting place of Emperor Haile Selassie, with striking stained glass and stonework.



Entoto Hill: for panoramic views over the city, eucalyptus forests, and Emperor Menelik II's former palace.



Merkato: reputed to be the largest open-air market in Africa, filled with textiles, spices, and crafts.



Ethiopian coffee ceremony: a traditional roasting and brewing ritual, widely available at cafes across the city.



Unity Park: a vibrant cultural and leisure destination within the National Palace grounds, offering a glimpse into Ethiopia's royal heritage, traditional cultures, and native wildlife, including the iconic black-maned lion.



ASSA FOR A STRONGER AFRICA