



**GCF Regional Dialogue with Africa
29 September – 1 October 2025
Addis Ababa, Ethiopia**

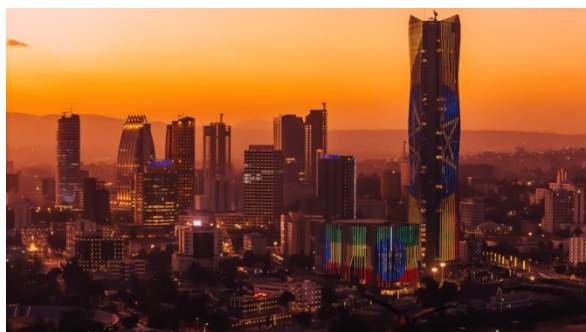
PRACTICAL INFORMATION

VENUE

The GCF Regional Dialogue with Africa will be held on 29 September – 1 October 2025 at the United Nations Conference Centre in Addis Ababa, Ethiopia.

Attendance to the event is by registration only.

Please note the venue location on [Google Maps](#).



VISA

e-Visa: Participants with regular and ordinary passports should apply for a visa online, through the official Ethiopian e-Visa portal at <https://www.evisa.gov.et/visa>.

Please note the following to submit your application:

- Select **'Workshop/Conference Visa'** under the appropriate sub-category, enter the Company Reference Code: **MI144793691488**.
- Accommodation details:
 - Participants confirmed by GCF as self-supporting should make own accommodation arrangements and enter relevant information in the visa application.
 - Participants confirmed by GCF as sponsored, should include the hotel details as indicated further down in this practical information document.
- All registered participants will receive by 24 September a visa support letter from the Ethiopian Authorities that will need to be uploaded under "Application Letter" at the end of the application form.
 - Additionally, "Invitation Letter" refers to the invitation letter originally sent to all NDAs and Entities from the GCF and should be uploaded as a second attachment. Alternatively, participants can upload the same visa support letter here as well.
- Photo specifications: A recent passport-sized photo (3x4 cm), white background, in JPG, JPEG, or PNG format, with a file size less than 120 KB.
- Passport Validity: A minimum of six (6) months validity from the date of entry into Ethiopia is required.
- When applying for a visa through the official Ethiopian e-visa portal, visa applicants will be required a payment of USD52 to complete the form.

Participants are strongly encouraged to initiate their visa application process following the above guidelines (as soon as the visa support application letter is shared to all registered participants) to ensure timely approval and entry into Ethiopia for the GCF Regional Dialogue with Africa.



For further information and assistance regarding visa for Ethiopia, please contact rekikmechal212@gmail.com

Visa on Arrival: Participants holding diplomatic, official, or service passports, as well as those with a UN Laissez-Passer (UNLP), are eligible for a free visa on arrival in Ethiopia. They are not required to complete the e-visa application form. The Government of Ethiopia will send a visa-on-arrival support letter by email to facilitate airline boarding. Therefore, it is imperative that a correct email address be provided.

Vaccination requirements:

Please note that yellow fever and mpox screening are required for passengers traveling from West Africa to Ethiopia. Additionally, here is the document listing the countries whose travelers must present proof of yellow fever vaccination for entry into Ethiopia:

<https://cdn.who.int/media/docs/default-source/travel-and-health/countries-with-risk-of-yellow-fever-transmission.pdf>

Transit Visas

Please note that arranging any required transit visas is a responsibility of the participant. Letters of invitation issued by the Secretariat may be used in support of visa applications, including for transit visas.

HOTEL ACCOMMODATION

Sponsored participants will be accommodated at the **Inter Luxury Hotel**, located at Kazanchis area, Guinea Conakry (Tito) street, Addis Ababa.

Self-supporting participants are invited to consider the following options of accommodation:

HOTEL	Type of Room	UN Rate
HILTON HOTEL Tel: (251-11) 5 51 84 00/17 00 00 Tel: (251-11) 5 51 00 64 Fax: (251-11) 5 51 17 18 Contact: Mr. Daniel Gelaw Email: reservations.addisababa@hilton.com	Garden Wing Rooms (standard) King Room	US\$ 95.00 US\$ 120.00 <i>Inclusive of breakfast & all taxes</i>
HYATT REGENCY HOTEL Tel: (251-11) 5 17 12 34 E-mail: addisababa.regency@hyatt.com	Standard Room	US\$ 180.00 <i>Plus 26.5% tax</i> <i>Breakfast included</i>
INTER LUXURY HOTEL Tel: (251-11) 5 50 50 66/18 04 44 Fax: (251-11) 5 54 00 90/96 Contact: Jacqueline Solomon E-mail: reservation@interluxuryhotel.com nardos.fente@interluxuryhotel.com Website: www.intercontinentaladdis.com	King Deluxe (Standard)	US\$ 80.00 <i>Inclusive of breakfast & all taxes</i>



GREEN
CLIMATE
FUND

RADISSON BLU HOTEL Tel: (251-11) 5-15 76 00/ 17 04 00 Fax: (251-11) 5-15 76 01 Contact: Ms. Elleni Surafel E-mail: reservations.addisababa@radissonblu.com elleni.surafel@radissonblu.com Website: www.radissonblu.com	Single Standard Room	US \$120.00
	Executive	US \$ 196.00
	Suite	US \$260.00 <i>Inclusive of breakfast & all taxes</i>

ARRANGEMENTS FOR SPONSORED PARTICIPANTS

Sponsored participants will be provided with flight tickets, accommodation, and a partial daily subsistence allowance (DSA) for the duration of their stay in line with the GCF travel policy. The DSA shall be paid to the eligible participants by cash on site.

All relevant arrangements are being coordinated by the Delivery Partner for the event, United Nations Economic Commission for Africa (UNECA) on behalf of the GCF.

GROUND TRANSPORTATION

Addis Ababa Bole International Airport (ADD) is the main airport of Ethiopia. Upon arrival, participants can take official taxi (yellow color vehicles) or use Yango (ride-hailing platform with an app). The average fare for a ride between the airport and city center should be approx. 300 Ethiopian Birr.

SAFETY AND SECURITY

GCF is informed by its health, safety, and security information provider that medical care in Ethiopia is limited and below international standards. However, there are private facilities in Addis Ababa where healthcare is of a higher standard – if you need medical attention, please contact ****Event Manager**** for guidance. Patients who require more than basic medical care may require international evacuation to Johannesburg, Nairobi, Dubai, or Europe. Participants should ensure that their private health insurance is adequate.

Participants are kindly reminded that there is a risk of opportunistic and petty crime including petty theft, pickpocketing and bag-snatching in areas frequented by tourists, including Menelik II Avenue, Taitu Street, as well as Bole Road.

MISCELLANEOUS

Time Difference

The time zone in Addis Ababa is GMT+3 all year long.

Weather

The average daily temperatures in Addis Ababa in September range between 10°C and 23°C, rains are possible.

Currency

Ethiopian Birr (ETB) is the official monetary currency of Ethiopia. Participants are recommended to



have some amount of ETB in cash for small purchases, as some business may not be able to accept credit cards.

Electricity

Power plugs and sockets (outlets) of type C and type L are used in Ethiopia. The standard voltage is 220V.

Insurance

The organizers cannot accept liability for personal accident, including health-related concerns, travel inconveniences, as well as loss or damage to private property, which may be incurred as a result of participation in the events. Participants are advised to arrange appropriate insurance coverage prior to their travel.

Emergency phone numbers

- Addis Ababa Police Commission: 999 / +251 111110111
- Ethiopian Federal Police: 916 / +251 115526302
- Addis Ababa Fire and Emergency Prevention and Rescue Agency: 939 / +251 118696867

Visiting Ethiopia

For information regarding tourist attractions, please visit <https://visitethiopia.et/>

DRESS CODE

Dress code for the event is smart casual.

EVENT CONTACT

With any queries for information not covered in this document, please contact the GCF events team at GCF-events@gcfund.org.

Any queries of sponsored participants as relates to their arrangements can be addressed to Ms. Kidist Belayneh, PMO, ACPC/CFND, Kidist.belayneh@un.org.