**ITU-PRIDA Workshop on National Tables of Frequency Allocation (NTFA)**

organized by the International Telecommunication Union in collaboration with the   
Ministry of Innovation and Technology, Addis Ababa, Ethiopia

**20-23 May 2024**   
**Addis Ababa, Ethiopia**

**PRACTICAL INFORMATION FOR PARTICIPANTS**

**Dates and Venue**

ITU-PRIDA Workshop on National Tables of Frequency Allocation (NTFA) organized by the International Telecommunication Union (ITU), will be held from 20 to 23 May 2024, in Addis Ababa, Ethiopia at the **Lexus Addis Trading PLC (Capital Hotel and Spa).**

**Registration and access**

Upon your arrival at the venue you will be able to pick up your event badge. Remember to bring a copy of your confirmation of registration.

**Travel arrangements and visas**

Before making any travel arrangements, please make sure that you have a passport that is valid for at least 6 months from the intended date of entry into Ethiopia.

To receive assistance with your visa application, please register online **before 11 May 2024** using the link available on <http://www.itu.int/go/ITU-R/NTFA-R1-WS-24>. You are kindly asked to send urgently copy of your passport and intended date of arrival to Addis Ababa to **Mr Daniel Jemal,** International Relations Desk Managerand focal point at the Ministry of Innovation and Technology **E-mail:** [**Danidanidan9@gmail.com**](mailto:Danidanidan9@gmail.com) **Tel. +251 913 28 65 07.** Mr. Daniel will be processing the visa approval letter that will be shared to you so that you are able to get your conference visa on arrival.

For the ease of follow up, please put Mr. Dawit Beyene [dawit.beyene@itu.int](mailto:dawit.beyene@itu.int) in cc on the e-mail you send to Mr. Daniel Jemal.

**Note that the visa fee is USD 52.**

**Transportation**

**Between airport and hotel**

Participants can get airport taxi or hotel courtesy shuttles on arrival at and departure from Addis Ababa Bole International Airport. Shuttle service from/to airport/hotels are free of charge and can be arranged when you make your hotel booking.

**Between hotel and venue**

Minibuses and taxis (special hire) are the main means of public transport in Addis Ababa. For public and metered taxies, there are no set taxi prices. All hired taxi fares are subject to negotiation; therefore, it is a good idea to agree on a price before starting any journey.

In addition, ride share services can be called upon. Two common ones include:

8294 Ride  or 6090 Feres FERES

Accommodation Participants will need to book their accommodation directly with the hotels. Details of the hotels recommended are as follows:

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| **Name of the Hotel** |
| https://capitalhotelandspa.com/wp-content/uploads/2023/07/footer-logo-copy-1.png **Tel**  **VENUE:**  Tel: +251-116-192-000/ +251 116-672-100  **General Inquiries:**  info@capitalhotelandspa.com  **For reservation:**  reservation@capitalhotelandspa.com |
| Elilly International Hotel**Elilly International Hotel**  **Address:** In front of UNECA Gate 2  **Contact person:** Tigist Temesgen  **Tel.:-** +251 115 58 7777 / +251 911451211  **Email: -** [tigist.temesgen@elillyhotel.com](mailto:tigist.temesgen@elillyhotel.com) / [Info@elillyhotel.com](mailto:Info@elillyhotel.com)  **Website:** [www.elillyhotel.com](http://www.elillyhotel.com) |
|
| **Radison Blu**  **Address:** Kazanches business district  **Contact person:**  **Tel:** +251 115-170400  **Email:** [- info.addisababa@radissonblu.com / reservations.addisababa@radissonblu.com](mailto:-%20info.addisababa@radissonblu.com%20%20%20/%20reservations.addisababa@radissonblu.com%20%20%20%20%20)  **Website**: [www.radissonhotels.com/en-us/hotels/radisson-blu-addis-ababa](http://www.radissonhotels.com/en-us/hotels/radisson-blu-addis-ababa) |
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| Inter Luxury Hotel **Inter Luxury Hotel**  Address: Kazanchis area  Contact person: Mahlet Shewangzaw Email: [mahlet.shewangzaw@interluxuryhotel.com](mailto:mahlet.shewangzaw@interluxuryhotel.com)  Tel. :- +251 11 518 04 44 / +251921-56-56-88  Email: - [reservation@interluxuryhotel.com](mailto:reservation@interluxuryhotel.com) / [info@interluxuryhotel.com](mailto:info@interluxuryhotel.com)  Website: [www.interluxuryhotel.com](http://www.interluxuryhotel.com) |
| [Jupiter International Hotels](https://www.jupiterinternationalhotel.com/) **Jupiter International Hotel**  **Address:** Near UNECA Compound  **Tel:** +251 11 552 7333/ [+251116616969](tel:+251116616969)  **Email:** [info@jupiterinternationalhotel.com](mailto:info@jupiterinternationalhotel.com)  **Website:** [www.jupiterinternationalhotel.com](http://www.jupiterinternationalhotel.com) |
| Hyatt Regency Addis Ababa**HYATT Regency**  **Contact person:** - Ms. Eyerusalem Bekele  **Email**: - [eyerusalem.bekele@hyatt.com](mailto:eyerusalem.bekele@hyatt.com)  **Tel.** :- +251 115 171 234/ +251948330809  **Website:** [hyattregencyaddisababa.com](https://eur03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.hyatt.com%2Fen-US%2Fhotel%2Fethiopia%2Fhyatt-regency-addis-ababa%2Faddra&data=05%7C01%7CMeskerem.Yadete%40itu.int%7C724ee71720f842c8596508db999e3023%7C23e464d704e64b87913c24bd89219fd3%7C0%7C0%7C638272677228958599%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=G09WZqv9%2BHBCZIevAgp021B%2FZGZ8z3PZOzABy6lLoM4%3D&reserved=0) |
| A close up of a logo  Description automatically generatedAphrodite International hotel  **Tel.: -** +25111 557 2220/28/29 +251913797670  **Email: -** [aphroditeinthotel@gmail.com](mailto:aphroditeinthotel@gmail.com) / [info@aphroditeaddis.com](mailto:info@aphroditeaddis.com)  **Website:-** [**www.aphroditeaddis.com**](http://www.aphroditeaddis.com) |
| Hilton Addis Ababa  [**Tel:-**](Tel:-) +25111 5170000 /+251 11 5518400  **Email:** [reservation.addisababa@hilton.com](mailto:reservation.addisababa@hilton.com)  **Website: -** <https://www.hilton.com/en/hotels/addhitw-hilton-addis-ababa/> |

Payment of hotel bill can be made using credit card and in cash.

**Currency and banking**

Currency is Ethiopian Birr (ETB). Exchange services are available at the Bole International Airport. Banks operate in person from Monday to Saturday from 8:00 a.m. to 5:30 p.m. ATMs are available 24/7.

As information the exchange rate is **1 USD = 56.82 ETB**

A close-up of a plug

Description automatically generated**Electricity**

Ethiopia uses an electricity supply rated at 220 V AC, 50 Hz. The power sockets that are used are of type C / E / F / L. Delegates are advised to bring along universal adapters.

**Climate**

Ethiopia is found in the tropical zone, between the Equator and the Tropic of Cancer, and enjoys abundant sunshine all year round. Ethiopia’s temperatures are moderate throughout the year. In Addis Ababa, average daily temperatures range from 18°C to 24° C (65°F to 75° F).

**Religion**

Religions in Ethiopia are predominantly Orthodox Christian, and Muslim.

**Language**

Official Language is Amharic and English is also widely spoken.

**Time Zone**

Time Zone - GMT + 3.00 hours

**Dialling Code**

The international dialling code for Ethiopia is +251 area/service code number, followed by a 7 digit local number.

**Contacts for Fire and Police**

Contacts for Fire and Police are: 939 and 991 respectively.

***We look forward to welcoming you in Ethiopia!***