LOGISTICS NOTE FOR PARTICIPANTS

AFRICA TRADE DEVELOPMENT FORUM 2026

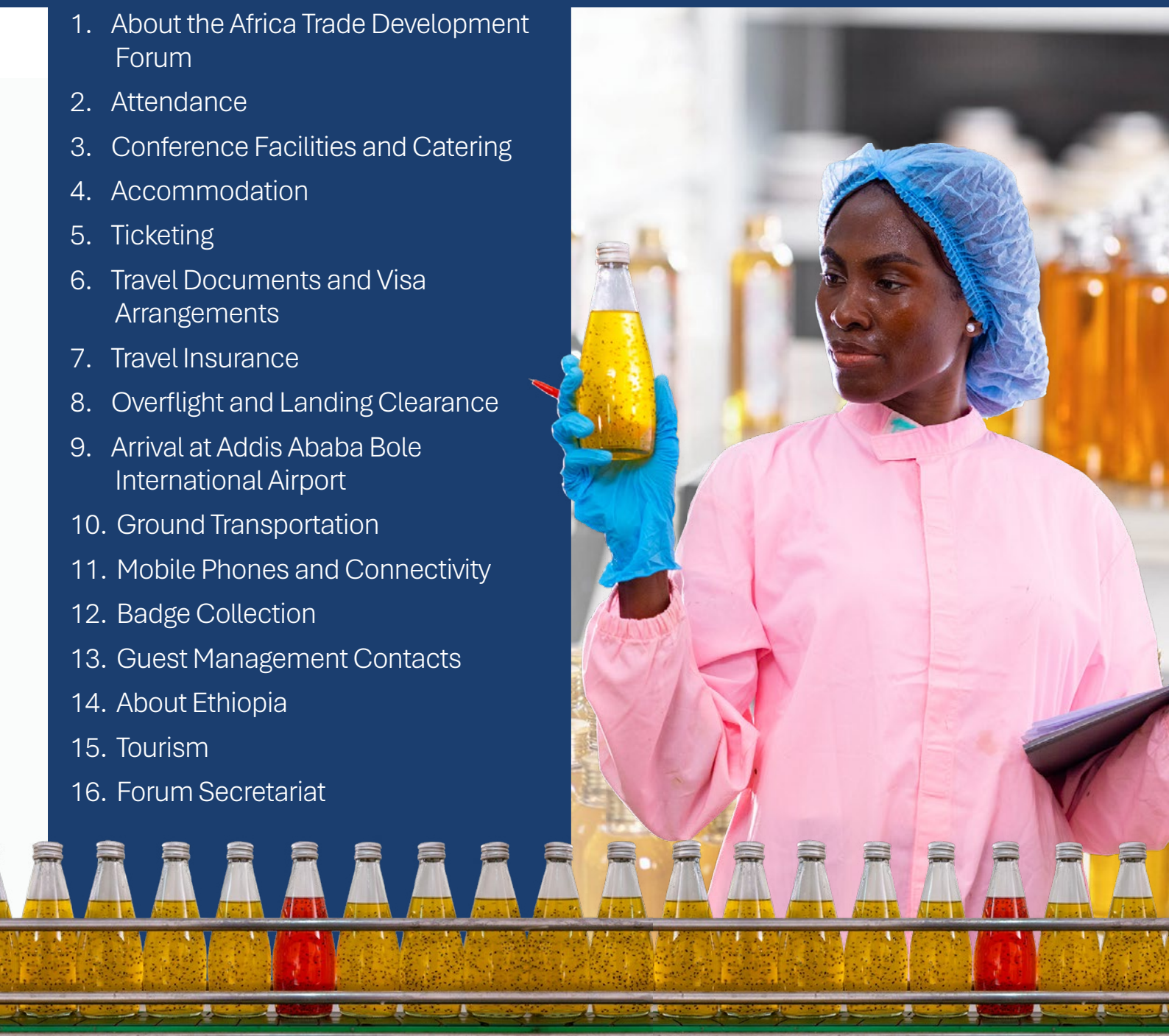
BUILDING AFRICA'S EXPORTS THROUGH QUALITY

BUILDING TRUST. UNLOCKING TRADE. GROWING EXPORTS.

23 AND 24 NOVEMBER 2026

ETHIOPIAN SKYLIGHT HOTEL, ADDIS-ABABA

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1. About the Africa Trade Development Forum

It is a pleasure to welcome you to the Africa Trade Development Forum (ATDF) in Addis Ababa. We are honoured to co-host this significant gathering alongside the Government of Ethiopia, through the Ministry of Trade and Regional Integration and the Ministry of Finance.

Your presence and expertise are integral to advancing practical dialogue and action on standards, quality infrastructure and sanitary and phytosanitary systems as drivers of Africa's trade competitiveness and export growth. We look forward to a productive and rewarding Forum.

Forum Overview

The Forum will bring together Heads of Government, ministers, private-sector leaders, regulators, development partners and global standards institutions. Participants can expect high-level policy dialogue, practical discussions, networking and innovation showcases focused on strengthening Africa's exports through standards, quality infrastructure, sanitary and phytosanitary systems, mutual recognition and digital conformity. The Forum will also feature the launch of the flagship report, ***Trust is Trade - Standards as Strategic Infrastructure.***

Below is the logistics guide as you prepare to attend the Forum.

Event name:	Africa Trade Development Forum
Theme:	Building Africa's Exports Through Quality
Date:	23-24 November 2026
Event Microsite:	https://atdf.trademarkafrica.com/
	Delegates are encouraged to regularly visit the ATDF microsite for programme updates, speaker announcements, registration information, venue details, and other important participant communications. This will serve as the primary source of event information before and during the Forum.



Forum Highlights

- High-Level Opening Ceremony
- Presidential Dialogue
- Ministerial Roundtables
- Launch of the flagship report **Trust is Trade: Standards as Strategic Infrastructure**
- Innovation Showcase
- Networking and Bilateral Meetings

2. Attendance

Attendance at Africa Trade Development Forum is by invitation and/or accreditation only. Delegates who have confirmed attendance can proceed with registration on the event microsite. Those wishing to request accreditation should submit their details via the same online platform by 30 October 2026.

Please note that TMA does not provide remuneration, honoraria, or cover travel, accommodation, or other related expenses for participants attending the Forum in-person. Virtual participation is free.

3. Conference Facilities and Catering

1. **Venue:**
   Skylight Hotel, Addis Ababa, Ethiopia.

2. **Conference:**
   All conference facilities and meeting rooms are equipped with Wi-Fi and air conditioning.

3. **Catering:**
   Morning and afternoon tea/coffee, snacks, and lunch are provided for all registered participants. Please ensure all dietary restrictions are clearly indicated during the online registration process. For any last-minute adjustments, contact the logistics team at atdf@trademarkafrica.com at least 72 hours before arrival

4. **Translation Services:**
   Simultaneous interpretation services will be provided in English, French, and Portuguese.

5. **Dress Code:**
   Business formal- the venue is large and will require walking, please wear comfortable shoes.

4. Accommodation

A block reservation has been secured at the Skylight Hotel on a half-board basis.

Hotel Name:	Skylight hotel, Addis Ababa, Ethiopia
Hotel Link:	www.ethiopianskylighthotel.com
Telephone:	+251 11 517 7777
Rate (Inc. Tax):	$139
Return Transfers:	Complimentary for delegates staying within the hotel





Self-Sponsored Delegates: Due to high citywide hotel occupancy, block reservations at the Skylight Hotel and adjacent facilities are now full. Delegates requiring alternative lodging are strongly advised to secure their stay independently through preferred booking portals immediately. When booking, select properties with strong recent reviews, responsive host communication, and clear check-in instructions to ensure a seamless stay.





5. Ticketing

ATDF 2026 has partnered with Ethiopian Airlines to extend exclusive flight discounts to Forum participants. To access special fares, use:

Promo Code: TMA26

Booking Portal: Ethiopian Airlines Event Page

Expenses Covered

- **TMA/TCA-Sponsored Delegates:** TMA/TCA covers your return airfare, hotel accommodation (half-board), airport transfers, and the conference package. To facilitate per diem issuance, please submit a copy of your boarding pass and all visa application receipts to the logistics team upon arrival.
- **Self-Sponsored Delegates:** Participants are responsible for all travel, meals outside of the conference program, accommodation, and incidental costs.
- **Incidentals:** Any room extras or services outside the provided meal plan must be settled directly with the hotel prior to checkout.

6. Travel Documents and Visa Arrangements

All travellers must hold a valid passport (with at least six months of validity remaining from the date of entry). Ethiopia utilises an electronic visa (e-Visa) system. Please apply via the Official Government Portal well in advance. All foreign travelers to Ethiopia must secure their visas before traveling. You are strongly encouraged to apply for your conference visa online rather than at the Embassy in your city of residence. The online application process takes 5-7 working days.

Please carefully read the following steps:

- First, register for the conference.
- Once your registration is validated, log in to your portal, follow the instructions for the conference visa application, and download the necessary documents.
- Conference visas are only valid for 30 days from expected arrival, so apply accordingly.
- The following passports are exempt from visa applications: Diplomatic, Service, Kenya, and Djibouti.
- Be advised that there are no third-party agents authorized to manage your visa application; please use only the official site to ensure security and prevent overcharging.
- Delegates holding diplomatic or official passports travelling for official duty should consult their local Ethiopian embassy regarding potential visa exemptions or specific requirements.

7. Travel Insurance

While not mandatory for entry, it is strongly recommended that all participants secure comprehensive travel insurance covering medical emergencies, trip cancellations, and lost or stolen luggage. Please ensure your policy explicitly includes provisions for medical evacuation.

8. Overflight and Landing Clearance

Requests for overflight and landing clearance for VIP flights must be submitted through a Note Verbale to the Ministry of Foreign Affairs of Ethiopia **at least 72 to 96 hours before the intended flight.** Ensure operational requirements and navigation fees are coordinated with the Ethiopian Civil Aviation Authority.

9. Arrival at Addis Ababa Bole International Airport

An ATDF Information Desk will be available at Addis Ababa Bole International Airport to assist delegates with arrival formalities, transport enquiries and general event information. Event signage and visa support services will be available within the arrivals terminal.

Addis Ababa Bole International Airport is located a short distance from the Skylight Hotel, with an estimated transfer time of approximately 10-20 minutes depending on traffic conditions.

The Ministry of Foreign Affairs and the Federal Police will oversee ground handling for VIPs and information will be shared directly with concerned persons.

10. Ground Transportation

- **Arrivals:** Complimentary pool-shared transfers are provided by the Skylight Hotel. Upon arrival, delegates should look for the official ATDF signage in the arrivals hall or proceed to the ATDF Information Desk located near the airport exit.
  If not staying at Skylight Hotel, don't forget to arrange your airport transfer service directly with the hotel you booked as there will be no central airport shuttle service.
- **Departures:** For your return, please confirm your pick-up time with the hotel concierge at least 24 hours before your flight to ensure you arrive at the airport with sufficient time for check-in and security protocols.
- **Independent Travel:** The best way to get around Addis Ababa is by taxi. Reputable ride-hailing services and official airport taxis are available for participants making independent arrangements. You will also see various yellow taxis around hotels. You should always negotiate and be prepared to pay in cash in the local currency. Not all taxis are metered.

Alternatively, you can download the app for the following taxi-hailing services and order your ride: RIDE, FERES, YANGO

Many of the drivers will call to reconfirm your pickup location. Cash payment is encouraged.

11. Mobile Phones and Connectivity

Please ensure your mobile device is unlocked to buy a local SIM card.

EthioTelecom and **Safaricom** sell SIM cards in the airport's arrival terminal. Each company also has retail shops in the city.

12. Badge Collection

Information on badge collection will be shared through your registered email address closer to the Forum dates. Delegates are encouraged to complete registration as early as possible to facilitate badge production and expedite on-site collection.

13. Guest Management Contacts

Skylight Hotel:

- **Name:** Ayehu Gesesse
- **Email:** ayehug@ethiopianairlines.com
- **WhatsApp Number:** +251.944.337.060/ +251.913.603.472

Ethiopian Holidays:

- **Name:** Nega Ababor
- **Email:** negaa@ethiopianairlines.com
- **WhatsApp Number:** +251 11 517 4205



14. About Ethiopia



- **Time:** GMT+3
- **Climate:** November is pleasant and dry, with temperatures ranging from 10°C to 23°C (50°F to 73°F). To ensure a comfortable and prepared stay, delegates are advised to pack versatile clothing for layering - breathable base pieces, lightweight mid-layers (like cardigans or fleeces), and a compact outer shell.
- **Language:** Amharic is Ethiopia's official working language. English is widely used in business, hospitality and international meetings.

- **Currency:** The local currency in Ethiopia is the Birr. 1 US Dollar (USD) is approximately 160.78 Ethiopian Birr (ETB) at the official mid-market exchange rate.
  - You can exchange major currencies at official banks that offer competitive rates. You will find banks inside the arrival terminal, around the luggage carousels, in hotels, and around the city.
  - You are advised to carry **less than $4,000 in cash upon entry to Ethiopia** and only exchange limited amounts at a time.
  - As a growing city, many restaurants and hotels accept mainly **Visa and MasterCard** as forms of payment. However, many cafes and smaller restaurants only accept cash. Please check with the establishment if they accept card payments before you consume.
  - Many ATMs around the city accept **VISA and MasterCard** – all withdrawals are ONLY in Birr. You will find ATMS in the airport arrival terminal, all hotels, and in the conference venue.

- **Packing Guidance:** To ensure a comfortable and prepared stay, delegates are encouraged to pack:
  - Business attire for Forum sessions and official meetings.
  - A light jacket or sweater for cooler mornings and evenings.
  - Comfortable walking shoes.
  - A universal travel adapter compatible with Ethiopian socket types.
  - Any personal medication and travel essentials required during the stay

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14. About Ethiopia

- **Connectivity:** Ethio Telecom and Safaricom Ethiopia are the primary providers. SIM cards are available at the airport or city outlets; a physical passport is required for mandatory SIM registration.
- **Power:** The electricity supply in Ethiopia is 220/240V AC. The country uses Type C, E, and F power sockets. It is advisable to bring a universal travel adapter.
- **Banking:** The local currency is the Ethiopian Birr (ETB). While major hotels accept international credit cards, carrying local currency is essential for smaller vendors and local markets.
- **Business Hours:** Public offices operate 8.30am – 5.30pm. Private businesses typically 8.00am–6.00pm, Monday–Friday. Saturday retail hours are generally 9.00am–1.00pm.

- **Security:** Addis Ababa is generally safe for international visitors. Delegates are advised to:
  - Maintain comprehensive travel insurance.
  - Keep a list of local emergency contacts and their embassy details.
  - Exercise standard urban safety precautions.
  - Remain vigilant in crowded areas.
  - Use only authorised transport services

- **Health and Safety:** Keep routine vaccinations current and provide proof of yellow fever vaccination if arriving from a risk country. Consume only bottled/boiled water. In the event of medical needs, the following facilities are recommended: St. Yared Hospital, Myungsung Christian Medical Center (MCM), and Hayat Hospital.
  - For the latest updates, please consult official resources:
  - Ethiopian Public Health Institute (EPHI)
  - U.S. Embassy in Ethiopia Travel Advisories

- **Emergency Numbers:** In case of emergency, please contact the relevant service below:
- **Police: 991** • **Fire Brigade: 939** • **Ambulance: 907**

- **Note:** As emergency services can sometimes vary by location within Ethiopia, please ensure that your local office or hotel concierge provides you with any site-specific emergency contacts upon your arrival.

- **Recommended Hospitals and Clinics:** For more extensive medical services, please seek treatment at St. Yared Hospital · Myungsung Christian Medical Center (MCM) · Hayat Hospital
- If you are on medication, please carry sufficient supply for the duration of your stay.

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15. Tourism

- Extend your stay and discover Addis Ababa through curated stopover experiences offered by Ethiopian Holidays. A range of half-day tours are available for delegates wishing to explore Ethiopia's history, culture and attractions.
- **Discover, experience, and make your stopover truly memorable.**
- https://www.ethiopianholidays.com/packages/holiday-type/lzk927nw

- **Stopover Addis Offers**
- Adwa Museum and Coffee Tour
- Half Day
- Starting from **USD 30**



- **Package includes:**
  - Ground transportation service
  - Entrance fees to attraction sites
  - English speaking local guide
  - Visit Adwa Museum
  - https://www.ethiopianholidays.com/packages/package-details/r8qv2bko

- Entoto Park and City Tour
- Half Day
- Starting from **USD 30**



- **Package includes:**
  - Ground transportation service
  - Entrance fees to attraction sites
  - English speaking local guide
  - Visit Entoto Natural park
  - https://www.ethiopianholidays.com/packages/package-details/gnzrq2ka

16. Forum Secretariat

- **For more information about the Forum, please contact:**

  a) The TMA Logistics Team: atdf@trademarkafrica.com

  b) Susan Kitaka Tel: +254 799 477 718

- Safe travels and we look forward to welcoming you all in Addis Ababa, Ethiopia.