

CBM Partner Summit 2026

Partnership for Impact: Strengthening Collaboration and Enhancing Accountability

Date: 11-13 November 2026
Location: Addis Ababa, Ethiopia

PARTICIPANT TRAVEL AND LOGISTICS GUIDE

Welcome to Addis Ababa

Practical information for a smooth journey and stay.

Dear CBM Partner Summit 2026 Participant,

Warm greetings from the CBM Partner Summit 2026 Planning Committee. We are delighted to welcome you to Addis Ababa, Ethiopia, and look forward to meeting you at the summit from 11 to 13 November 2026.

We are sharing important travel and logistical information to help ensure a smooth journey and stay.

Before you travel

TRAVEL STATUS, PARTNER SUPPORT AND ENTRY REQUIREMENTS

Travel and Visa Status

Visa-processing documents were shared with all participants by the event organiser, Flawless. Visas have now been issued.

Participants have purchased their return flight tickets and uploaded their travel details. Arrival and departure dates have been recorded. Thank you for your cooperation and support throughout the planning process.

Key Travel Support for Partners

Your CBM Country Director or Summit Focal Contact Person is your primary contact for all travel arrangements within your country, including transport to the airport and local travel support before departure.

Upon arrival in Addis Ababa, the Partner Summit Planning Committee, working closely with Ethiopian Skylight Hotel, will support your transfer from the airport to the hotel.

Entry Requirements for Ethiopia

To facilitate your entry into Ethiopia, please travel with the following documents:

1. **Completed Ethiopian Health Declaration Form.** Complete this online before boarding your flight to Addis Ababa. You will receive a barcode, which health officials may request upon arrival.
2. Printed copy of your approved Ethiopian e-visa
3. Valid international passport. A passport copy is recommended but not mandatory.
4. Letter of Invitation from CBM
5. Yellow Fever Vaccination Certificate, where applicable

Arrival at Bole Airport

ARRIVAL, HOTEL TRANSFER AND CHECK-IN

After Immigration Clearance

1. Proceed to the baggage claim area and collect your luggage from the designated carousel.
2. If your luggage is delayed or missing, report the issue immediately to the airline's baggage services desk before leaving the airport. Retain any reference number provided by the airline and inform a CBM team member when you arrive at the hotel.
3. After collecting your luggage, proceed to the arrivals area and look for the **Skylight Hotel Desk**, or ask airport personnel to direct you to the **Skylight Hotel Airport Shuttle**.

Hotel Information

Ethiopian Skylight Hotel
Airport Road, Addis Ababa 1755, Ethiopia
Phone: +251 11 681 8181

- Complimentary Wi-Fi is available throughout the hotel.
- All Partner Summit meetings and conference sessions will be held at the hotel.
- The main conference venue is the **Abyssinia Conference Hall**.

Airport Transfer

Ethiopian Skylight Hotel operates a complimentary 24-hour airport shuttle service, departing approximately every 15 minutes.

- The journey takes approximately 5 minutes.
- No advance booking is required.
- Reasonable accommodation needs have been considered. The team will contact relevant participants directly.

Hotel Check-In

Tell reception that you are attending the **CBM Partner Summit 2026**. Your name and details have been shared with the hotel. Hotel staff will assist with check-in and direct you to your room.

Summit Planning Committee members will be available at the hotel to answer questions and provide further information.

Useful Items to Bring

WEATHER, CLOTHING, ADAPTERS AND PERSONAL NEEDS

Clothing and Weather

November in Addis Ababa is generally cool, particularly in the mornings and evenings. Temperatures typically range from 10°C to 25°C.

We recommend bringing:

- A light jacket or sweater
- Business attire for meetings and conference sessions
- Comfortable walking shoes

Electrical Adapters

Ethiopia primarily uses Type C plugs with two round pins, as well as Type E, Type F and Type L plugs.

Please bring the appropriate travel adapter for your electronic devices.

Health and Personal Needs

Please remember to bring:

- Assistive devices or mobility aids
- Personal medical supplies

Local Currency

We recommend carrying some cash for immediate expenses upon arrival.

Currency exchange services are available at Addis Ababa Bole International Airport and Ethiopian Skylight Hotel.

Keep essentials in your hand luggage

Carry your passport, visa, invitation letter, health documents, medicines, assistive devices, valuables and one change of clothing in your cabin bag.

Important Contacts

SAVE THESE DETAILS BEFORE DEPARTURE

Contact the team by WhatsApp where possible

Keep these contact details readily accessible throughout your journey.

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Summit Email

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Safe travels

We look forward to welcoming you to Addis Ababa for the **CBM Partner Summit 2026**.

For questions or support before departure, contact your Country Director, CBM Focal Person or one of the team members listed above.

Our warm regards,
The CBM Global Partner Summit Organisation Committee