

20th International Conference of Ethiopian Studies - Mekelle University, Ethiopia

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ICES20 Main Organizing Committee, Main Campus, Mekelle University, Mekelle, Ethiopia

Website: <http://www.ices20-mu.org/> Email: ices20@mu.edu.et



“Regional and Global Ethiopia –Interconnections and Identities”

1-5 October 2018

EIGHTH CIRCULAR FOR ICES20 – Registration/Visa, Conference programme, travel guidance, panel organization, funding

08 September 2018

Dear Participants,

This is the eighth circular from the Organizing Committee of the 20th International Conference of Ethiopian Studies (ICES20) to take place in Mekelle University in October 2018. This circular contains information on Registration/Visa, Conference programme, general travel guidance, panel organization (to panel organizers), and funding.

1. Registration and Visa

If you are attending ICES20 as a presenter/panel organizer/audience, **please register from our website** (<http://www.ices20-mu.org/registration.html>). Registration fee can be paid in Ethiopian birr when you come to Mekelle. **IF you have already paid the registration fee via bank transfer, please put the relevant information, such as transaction number in "Payment Reference Information" column in your registration**, so that we can surely link the payment data with you.

(1) **[URGENT] To Foreign nationals requiring support in visa processing**

PLEASE REGISTER BY 12 September morning (12 noon in **Ethiopia**). ICES20 will **NOT** process any visa requests for people who register after this deadline. **Also, support for visa processing will only be given to those who register with FULL names written as in your passport, passport numbers and copies of the passports.** Please login from “Modify Registration” function (http://www.ices20-mu.org/modify_registration.php) to make sure that you have correctly entered this information. ICES20 will NOT check the consistency of these information with your passports.

The latest information is that **you do not need to individually apply for e-VISA or through the Ethiopian embassy in your country.** However, as the ownership of this process is with the Ethiopian Immigration and the situation/requirement may change, so **PLEASE CLOSELY FOLLOW OUR COMMUNICATION ON VISA PROCESSING**, especially on the week of 12 September. We will communicate to you through the website as well as with emails as soon as new information becomes available.

Also, please note that **we can only support the processing of business visa application for the dates of the conference** (29 September to 6 October including travel dates, as written in the invitation letters you can download after you register). Although the conference business visa is usually for 30 days, **if you are arriving much earlier or staying until much later in Ethiopia for other purposes, we kindly ask you to obtain your visa in some other means.**

(2) **To participants NOT requiring visa processing**

Please register by **15 September (05/01/2011EC)** at the latest, so that we can surely prepare conference-related materials (such as the book of abstract) for you. Although it would be possible to register even on the conference day, please note that if you register after this date, we may run out of some of the conference-related materials for you, as these materials will be prepared based on the estimated number of participants. As you don't need visa processing, there is no need to fill out your passport-related information in the registration form.

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2. Conference Programme/Book Launch/Book Display

Preliminary conference program is available at our website (<http://www.ices20-mu.org/program.php>). Please note that the **opening ceremony is scheduled on Sunday, 30 September**, due to the great number of presentations. Each presenter will be allocated **20 minutes for presentation** and **5 minutes for discussion**. The discussion time may be grouped together for several presentations, according to the discretion of the panel organizers. The program *within* each panel will be arranged by the panel organizers.

During the conference, we plan to have an occasion for **book launches**. If you would like to present your publications in book launch, please contact the organizing committee at ices20@mu.edu.et. There will also be a possibility to simply display your books during the conference, but you will be responsible for arranging a person to manage your publications. ICES20 organizing committee will only provide the space for displaying the books, and will NOT be able to assign a personnel to manage your publications. Although this is of course not mandatory, Mekelle University would be very grateful for donations of books presented during the conference.

3. General Travel Guidance

Each participant is reminded that he/she is expected to make their own travel arrangements and hotel reservations. Please refer to our website (<http://www.ices20-mu.org/travel.html>) for general travel guidance and the list of hotels. Also, if you have already made a reservation with less expensive hotels, **we recommend you to confirm the reservation with the hotel towards the start of the conference** (such as 1-2 weeks before the conference), as some of these hotels may not be used to managing reservations that are made well in advance.

We would also like to bring following three points from to your attention for people flying into Mekelle (for more details, please refer to <http://www.ices20-mu.org/travel.html>).

- (1) Although we will not have a chartered flight from Addis, **Ethiopian Airlines have informed us that based on the demand, it may be possible to increase the number of flights from/to Addis at the time of the conference**. Thus, please inform the organizing committee at ices20@mu.edu.et if you have a problem booking the domestic flight. (Refer to <http://www.ices20-mu.org/travel.html#2-1> for more details.)
- (2) Due to security measures enforced at Mekelle airport, **you will be required to demonstrate that you can start all your electronic equipment (such as smartphones/tablets/laptops), when you fly out of Mekelle airport**. You will **NOT** be allowed to fly out with an electronic equipment that cannot be started for any reasons. (Refer to <http://www.ices20-mu.org/travel.html#2-6> for more details.)
- (3) There is no foreign currency exchange service available at Mekelle airport, so we recommend you to exchange some money in Addis Ababa airport, but please beware that it is very difficult to exchange Ethiopian birr into foreign currency when you leave. (Refer to <http://www.ices20-mu.org/travel.html#3-1> for more details.)

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4. Note on Panel Organization (to the panel organizers)

We are very grateful for the great input by panel organizers and their amazing commitment. We wish to underline again, just for clarity, that we ask the panel organizers to decide on the best and correct order of papers within their panel. After abstracts had been accepted, our aim was to make sure that they are placed in the best panels fitting to their topics, and also to fulfill wishes of panel organizers within the organizational framework of the conference. But we do not decide on the order of papers, as this is best done by panel organizers. Please do also communicate with all the participants of your panel, make sure that all questions are clear (reminder: their emails are accessible in the panel lists provided to you after the selection of abstracts was completed). You will chair the panels as it is the custom in the ICES, but you can appoint several other chairs especially in bigger panels, particularly when you do your own paper presentation. The time accorded to each paper is the basis for the time frame, but discussions in their different forms are important to be organized too by the panel organizers according to the need of their panel.

5. Funding

As this is a self-funded conference where the participants are expected to manage all conference and travel-related costs on their own, we understand that some participants are faced with financial difficulties. We recommend participants from Ethiopian universities to try contacting their respective universities for sponsorship; a joint letter by ICES20 and the Institute of Ethiopian Studies, AAU was issued to all Ethiopian universities in support of their staff attending ICES20. Thus, please explore the possibilities from your universities. Also, we would like to ask the panel organizers to inform their participants if there is any possibility of funding specific to the participants of the panel.

Please try to regularly check our website for any updates towards the start of the conference. We look forward to seeing you in Mekelle.

Best Regards,

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Mitiku Gabrehiwot Tesfaye
Chair, 20ICES

