**Logistic information**

# Venue

# [Majlis Al Salam Ballroom](http://www.jumeirah.com/en/Hotels-and-Resorts/Destinations/Dubai/Madinat-Jumeirah/meetings_events/Venues/Majlis-Al-Salam/)

# [Mina Al Salam Hotel](http://www.jumeirah.com/en/Hotels-and-Resorts/Destinations/Dubai/Madinat-Jumeirah/)

# [Madinat Jumeirah](http://www.jumeirah.com/en/Hotels-and-Resorts/Destinations/Dubai/Madinat-Jumeirah/) ,

# Dubai, UAE

Note: Physical postal address is not used in Dubai.

# Local Organization

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# Accommodation

The venue is located at the magnificent Madinat Jumeirah Resort about 30 minutes from Dubai International airport. Delegates must reserve their rooms directly with their preferred hotels. IIR will not facilitate hotel reservations.

However, IIR has collected the following list of nearby hotels that present a range of room rates. This list is intended to provide hotel recommendations with estimated room rates, delegates are advised to book their rooms as soon as possible.

Please note - Hotels in Dubai are subject to 10% Municipality tax & 10% Service Charge, the estimated rates below are shown in dirhams and do not include taxes or breakfast

|  |  |  |  |
| --- | --- | --- | --- |
| **Hotel** | **Category** | **Distance to Venue** | **Estimated Rate (AED)** |
| Mina Al Salam<http://www.jumeirah.com/en/Hotels-and-Resorts/Destinations/Dubai/Madinat-Jumeirah/>  | 5\* | Venue Hotel | 900 |
| Jumeirah Beach <http://www.jumeirah.com/en/Hotels-and-Resorts/Destinations/Dubai/Jumeirah-Beach-Hotel/>  | 5\* | 5mins | 1,100 |
| Arjan Rotana<http://www.rotana.com/arjaanhotelapartments/unitedarabemirates/dubai/arjaanbyrotanadubaimediacity>  | 5\* | 10mins | 750 |
| Radison Blu<http://www.radissonblu.com/hotel-mediacitydubai>  | 5\* | 10mins | 900 |
| Pullman<http://www.pullmanhotels.com/gb/hotel-7337-pullman-dubai-mall-of-the-emirates/index.shtml>  | 4\* | 15mins | 550 |
| Holiday Inn - Al Barsha<http://www.holidayinn.com/hotels/us/en/dubai/dubhi/hoteldetail>   | 4\* | 15mins | **475** |
| Ramada Chelsea - Al Barsha<http://www.crimsonhotels.com/ramadachelsea/>  | 4\* | 15mins | **325** |
| City Max - Al Barsha<http://www.citymaxhotels.com/hotels/al-barsha.php> | 3\* | 15mins | **300** |
| Ibis Hotel - Al Barsha<http://www.ibishotel.com/gb/hotel-6540-ibis-al-barsha/index.shtml> | 3\* | 15mins | **200** |

# Transportation

Dubai International Airport is the busiest airport in the Middle East and is served by over 100 airlines worldwide. The Airport is located about 20mins from the centre of Dubai and about 30mins from the event venue.

The national airline of Dubai is the now world famous Emirates Airlines which has its own dedicated terminal.

Taxis are readily available directly outside the terminal building.

**Entry Requirements (Visa)**

If you are visiting Dubai for business or vacation then you must have a valid visa to enter Dubai. Dubai visit visa requirements are depending on your nationality.

If you are a passport holder of following countries then you can get a Dubai visa on arrival at the Dubai Airport.

GCC Nationals: Bahrain, Kuwait, Oman, Qatar and Saudi Arabia.

France, Italy, Germany, Holland, Belgium, Luxemburg, Switzerland, Austria, Sweden, Norway, Denmark, Portugal, Ireland, Greece, Finland, Spain, Monaco, Vatican City, Iceland, Andorra, San Mario, Liechtenstein, United Kingdom, USA, Australia, New Zealand, Japan, Brunei, Singapore, Malaysia and Hong Kong.

All other passport holders will need to apply for a visa in advance, and are subject to approval from the U.A.E. authorities and require a longer processing time. The easiest way to do this is through the hotel you will be staying in, ask them to process a visa for you and fax a copy to you before your departure from your home country and the original visa will be held at the U.A.E. airport.

If an invitation letter from the organizers of the event is required, IIR can provide a standard letter.

For more details please go to <http://www.dubai.com/v/visa_requirements/>.

**Please note whether you need a visa or not, delegates must hold a 6-month valid passport to enter Dubai.**

# Currency

The dirham (pronounced dir-ham)(AED) is the official currency of the UAE. Dirham notes are in 5, 10, 20, 50, 100, 200, 500, and 1000 denominations. The dirham is divided into 100 fils, coins include Dh1, 50, 25, 10 and 5 fils (10 and 5 fils are rarely used).

**Exchange**

There are no currency regulations and foreign currency of almost any denomination is readily exchanged in the UAE. The dirham is index linked to the dollar and the official exchange rate is Dh3.671 = US$ 1.00. The best exchange rates are generally available at private moneychangers found throughout the UAE, but especially in the more popular markets and shopping centers.

**Credit Cards**

Most internationally recognized credit cards (e.g. VISA, MasterCard, American Express, Diners) are accepted by car rental companies, larger shops, hotels and some restaurants. However, you should carry some cash for general shopping and eating out at smaller establishments. Some small retailers, even if they do accept credit cards, may charge an additional 5 per cent for processing your payment with a credit card.

# Language

The official language of Dubai is Arabic, however English is widely spoken and understood.

**Getting around**

The most frequently used mode of transport, taxi services, is operated by the Dubai Taxi Corporation, part of the Roads & Transport Authority. Although there are public cab services available, DTC taxis are easily identified by their cream colour. Taxis are easily available and cheap as the fares are metered according to distance traveled.

RTA also operates and maintains an advanced, state-of-the-art Dubai Metro rail system, a much sought after transport option. It is a driverless, fully automated system.

# Time Zone

GMT/UTC +4 hours

# Electricity

The electric current is 220 Volts and three pin plugs are used similar to the ones used the United Kingdom. However some hotels do have two pin sockets but they can always provide an adapter.

# Business Hours

The working week is Sun - Thurs

* Shopping malls: Sun – Thurs - 1000-2200 hrs; Fri – Sat : 1000- 2300 hrs
* Banks: Sat – Thursday – 0900 – 1700
* ATMs 24hrs

# Weather

The workshop will take place in Dubai’s late summer which can be quite humid with temperatures around 35-40 C.

# Dress Code

Lightweight summer clothing is ideal with a wrap, for air-conditioned premises. Although the dress code in the UAE is generally casual, guests in the larger hotels do tend to dress more formally in the evening. Since you are visiting a Muslim country, bikinis, swimsuits, shorts and revealing tops should be confined to beach resorts.

Women are usually advised not to wear short skirts and to keep their shoulders covered in public areas.

# Tipping

Tipping is not mandatory but a 10% tip is usually included in the bill. Taxi drivers do not expect big tips. People usually round up the trip total cost.

# Smoking

Smoking is not allowed in most indoor and enclosed public spaces such as bars and restaurants, clubs, shopping malls, movie theatres, banks, supermarkets, government offices and schools.

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