

Arab States Regional Development Forum (RDF-ARB) and Regional Preparatory Meeting for the Arab States region (RPM-ARB) for the World Telecommunication Development Conference (WTDC-2014)

Manama, Bahrain
(From 28 to 31 October 2013)

PRACTICAL INFORMATION

1. DATES AND VENUE OF THE MEETINGS

Dates:

RDF-ARB: 28 October 2013

RPM-ARB: From 29 to 31 October 2013

Venue: Regency Intercontinental Hotel

Address: King Faisal Highway, PO Box 777

Manama - Bahrain

Telephone: (+973) 8000 0880

(+973) 1722 7777

Website: <http://www.ihg.com/intercontinental/hotels/gb/en/manama/bahha/hoteldetail>

2. REGISTRATION

The Arab States Regional Development Forum (RDF-ARB) will be held on **28 October 2013** and the Regional Preparatory Meeting for the Arab States Region (RPM-ARB) from the **29 to 31 October 2013**.

Starting on 22 July 2013, the pre-registration will be carried out exclusively online through Focal Points (DFP) designated by each Administration and entity entitled to participate in the RPM-ARB and RDF-ARB.

Participants registering on-site must present a letter of accreditation from their respective Focal Point. The role of the Focal Point is to handle registration formalities for his/her respective Administration/entity. The list of Focal Points can be accessed using a TIES log-in at this address: <http://www.itu.int/net3/ITU-D/meetings/registration/>

Designated Focal Points can find the registration form on the RPM-ARB website: <http://www.itu.int/net3/ITU-D/meetings/registration/>

If your Administration/Entity does not have a Focal Point, or wishes to modify the contact details and/or change the Focal Point, you are kindly requested to submit the details of his/her last name, first name and e-mail address on an official letter head by fax to: +41 22 730 5545/+41 22 730 5484 or by e-mail to bdt-registration@itu.int

The pre-registration will be carried out exclusively online.

3. VISA REQUIREMENTS

A list of countries that **DO NOT REQUIRE VISA** for entry into Bahrain can be obtained at <http://www.evisa.gov.bh/>.

Possessors of ordinary passport of countries **NOT** included in the previous list will need visa to enter into Bahrain. In this case, participants are strongly advised to seek information on requirements applicable in their case from Bahraini diplomatic or consular missions in their home countries **at least 15 days prior to the trip**. The following documents are required:

- Valid passport.
- A round-trip airline or bus ticket. If travelling with a vehicle, title of the car or documentation that proves you are able to drive it.
- Hotel booking in your name or in the name of the person with address/phone number of the place where you will stay.
- If applicable, invitation letter received from Bahrain.

Eventually, the Consular Mission may ask for additional information. Please find the nearest Consular mission <http://www.mofa.gov.bh/>.

Diplomatic or Official passport holders are requested to contact the nearest Bahraini Embassy or Consular Mission in order get additional information of visa necessity.

Those participants, whose flights **make a stop in other countries, must pay special attention to the requirements of these countries, since they may need an entry or transit Visa to the country or change of Airport.**

In case of special assistance to obtain visa, please contact **Mr. Musab Abdulla** at the Telecommunications Regulatory Authority.

Mr. Musab Abdulla

Tel.: +973 1752 0000

Fax: +973 1753 2125

Email: mabdulla@tra.org.bh

4. ARRIVAL AT AIRPORT

The airport has all necessary amenities to welcome participants properly. It is located 10 minutes from the city and the official hotels of the meeting and the airport is used for arrival and departure of international flights.

Delegates who have informed their flight details, through the corresponding forms, will be greeted at the airport by the staff of the event who, in addition to welcoming, may assist them upon their arrival to solve any problems and guide them on safe transportation to the hotels.

In order to identify the luggage belonging to official delegates in commercial flights and to facilitate the arrival process, attached at the end of this document, you will find a sticker **“Luggage Tag” (Annex 2)**.

Airport practical information:

At the airport you can find taxi service and currency exchange.

Taxi Airport	Speedy Motors Service:	1768 2999 www.speedymotors.com
	Arabian Taxi:	1746 1746

5. TRANSPORTATION

Hotels officially recommended are located close to the event. For those who wish to take taxi, it is strongly recommended that you only use black taxis with yellow stripes or white taxi with yellow stripes. The cost of a journey of 10 kilometers is BHD 7 (USD 18.50).

For social events, the event organizers will provide transport to participants from the recommended hotels or venue of the meeting to the corresponding place in accordance to the agenda of activities.

6. HOTEL RESERVATION

Special rates have been negotiated for participants in the hotels close to the venue of the event. Participants who choose hotels that are shown in the table below are kindly requested to fill out the attached form and **email it directly to the selected hotel** copying the following email: rpm13@tra.org.bh.

However, it is required to send the reservations form (**Annex I**) before **14 October 2013** in order to guarantee preferential rates. The account of the hotel will be paid directly by each participant at the end of your stay.

Find below a list of recommended hotels to the meeting including the distance from each one to the meeting.

IT IS STRONGLY ADVISED TO MAKE HOTEL RESERVATION THROUGH THE FORM ATTACHED AND NOT THROUGH INTERNET BOOKING IN ORDER TO ASSURE THE NEGOTIATED RATE AND TO AVOID PROBLEMS IN CASE IT IS CANCELLED.

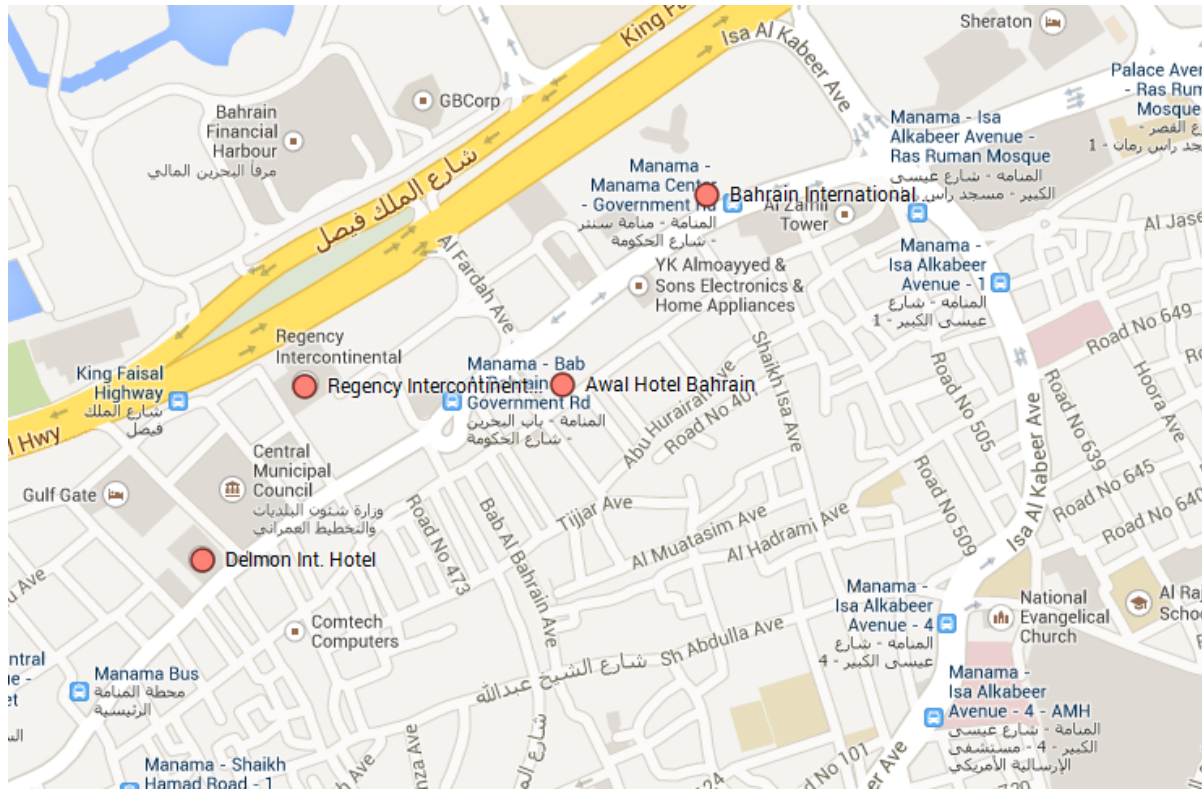
Recommended hotels for which special rates have been negotiated for RDF-ARB and RPM-ARB

Hotel	Rates in USD	Services included	Cancellations
Regency Intercontinental Hotel (5 stars) (Venue) Tel: (+973) 17227777 Email: reservation@icbahrain.com	USD 190.00	WiFi	

Other Hotels:

Hotel	Rates in USD	Services included	Cancellations
Delmon International Hotel (4 stars) (550 meters to venue) Tel: (+973) 17224000 Email: delmonbn@batelco.com.bh	USD 92.80	Breakfast, WiFi, Airport transfer (pickup + dropoff)	
Bahrain International Hotel (3 stars) (650 meters to venue) Tel: (+973) 17211313 Email: byhot@batelco.com.bh	USD 66.30	Breakfast, WiFi, Airport transfer (pickup + dropoff)	
Awal Hotel Bahrain (2 stars) (400 meters to venue) Tel: (+973) 17211321 Email: awalhotel@batelco.com.bh	USD 53.00	Breakfast, WiFi	

Recommended hotels location map:



7. SERVICES AVAILABLE FOR PARTICIPANTS DURING THE MEETINGS

Information display:

It will be located outside the main meeting room and will provide information on many issues of interest of the participants and will forward to other services, such as city tour and transfers, mail, medical care, communications, etc. It will also be the place where you should deliver or collect lost items.

Communication Center:

Internet Access free of charge will be available at the event meeting room. Participants also will be provided with fax service.

Interpretation service:

Interpretation services will be available in English, French and Arabic.

Security:

For security reasons, all participants should be permanently using their badges during the meeting and in all social activities.

Medical Assistance: Emergency and urgency medical assistance will be provided free of charge within the premises where the meeting will take place. Nevertheless it is advised to take out international travel insurance to cover any medical expenses in case of medical treatment.

8. CURRENCY

The official currency of Bahrain is the “*Bahrain Dinar (BHD)*”. American dollars are usually accepted in the market. Foreign currencies may be changed into Bahraini Dinar at banks or private exchange offices. Most banks are open from 8 am to 1pm, with some also open from 4 pm to 6 pm.

The exchange rate in Bahrain is pegged to the dollar, other currencies rate can be consulted at <http://www.bbkonline.com/Pages/CurrencyConvertor.aspx> or www.xe.com. As of August, 2013:

 Dollar	0.376
 Euro	0.510

9. GENERAL INFORMATION

General Information about Bahrain:

Government:	Unitary Constitutional Monarchy
King:	King Hamad bin Isa Al Khalifa
Crown Prince:	Sh. Salman bin Hamad Al Khalifa
Prime Minister:	Sh. Khalifa bin Salman Al Khalifa
Area:	765.3 sq.km.
Population:	1,234,000 (approx.)
Capital:	Manama
Language:	Arabic

Weather:

The meeting will take place in the Bahrain Winter, with temperatures in Manama between 25 and 33 ° C (average).

Time Zone:

Bahrain is GMT + 0300 hours.

Electricity:

AC power voltage in Bahrain is 220 V, 50 Hz.

Find below all outlets used.



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Regional Preparatory Meeting for the Arab States (RPM-ARB) for the World
Telecommunication Development Conference (WTDC-2014)**

**Manama, Bahrain
(28-31 October 2013)**

HOTEL RESERVATION FORM

Name:			
Tel:	Country:	E-mail:	
Chosen Hotel:			
Selected rate:			
Type of room	<input type="checkbox"/> Double room <input type="checkbox"/> Single room	Check-in (dd/mm/aa):	Check-out (dd/mm/aa):
Travel information:			
Place and arrival date:			
Airline and flight number:			
Place and departure date:			
Airline and flight number:			
Credit Card Information:			
Type of card:		Number:	
Expiration date:		Name (as it is written on the card):	
Venue:			
Date:			
Signature:			

We kindly ask you to fill out this form and send it to the chosen hotel before 14 October 2013 copying the following email address: rpm13@tra.org.bh

LUGAGGE TAG

**Arab States Regional Development Forum
(RDF-ARB) and Regional Preparatory Meeting for
the Arab region for the WTDC-14 (RPM-ARB)**

**Manama, Bahrain
28-31 October 2013**

COUNTRY	
NAME :	
HOTEL:	
TELEPHONE NUMBER:	