



**ITU Centres of Excellence Training Workshop
on “VSAT and Satellite Systems”
for Arab Countries - Cairo, Egypt
21 - 25 September 2014**

INFORMATION NOTE

A. VENUE OF THE MEETING

The Training Workshop will be held from **21 - 25 September 2014** in **Cairo, Egypt**, at the following address:

Novotel Cairo 6 of October (5 stars)

Ext. 26t Th of July st., 6th of October city

Egypt

Phone: +201000 456 523 | ☐ +202 38 37 72 00 | ☐ +202 38 37 20 70 |

E-mail: hss59-sl@accor.com

B. COORDINATORS

ITU Arab Regional Office

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Training Coordinator

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C. REGISTRATION AND WORKING HOURS

The registration of the participants and distribution of documents will take place in the meeting venue on Sunday, **21 September 2014**, at 8.30 am. The opening session will start at 9.00 a.m. Proposed working hours are from 9.00 a.m. to 5.00 p.m.

D. PROPOSED ACCOMODATION

Kindly be advised that it is recommended for participants to reserve their hotel accommodations via fax or e-mail, by sending the Hotel Reservation Form (Annex) directly to the hotel chosen, with copy to Ms. Samar Sobeih; e-mail: samars@tra.gov.eg and Ms. Maha Bad; e-mail: mahab@tra.gov.eg. Please fill in the Hotel Reservation Form indicating your arrival schedules and return it by **15 September 2014**.

E. LIST OF PROPOSED HOTELS

1- Novotel Cairo, 6 of October (5 stars)

Ext. 26t Th of July st., 6th of October city
Egypt

Phone: +201000 456 523 | ☐ +202 38 37 72 00 | ☐ +202 38 37 20 70 |

NTRA special rate is:

Single room 75\$ on BB basis.

Double room 85\$ on BB basis.

2- Mövenpick Hotel & Casino Cairo-Media City (5 stars)

El Hay El Motamayez 12451, P.O. Box 39 | 6th of October City, Giza- Egypt

Phone: +20 23 855 50 01 | Mob: +20 100 111 80 11 | Fax: +20 23 855 50 03

E-mail: mohamed.abdelmeguid@moevenpick.com |

Web: www.moevenpick-hotels.com

NTRA special rate is:

Single room USD 80.00 on BB basis.

Double room USD 90.00 on BB basis.

Please ensure that your hotel accommodation is booked and confirmed at the earliest.

F. VISA FORMALITIES

A valid passport is required to enter EGYPT. Visas can be issued from any Consulate or Embassy of EGYPT in your country of origin.

In case there is no Embassy or Consulate of EGYPT in your country, it is recommended to send, at least two weeks before the training workshop a clear scanned copy of your passport to the workshop Coordinator in order to assist in issuing your visa.

Participants are advised to contact their travel agencies to advise in cases where there is no Embassy or Consulate of EGYPT in their country.

G. CLIMATE

The weather in September will be moderate and approximate temperatures will vary between 30-38 degrees Celsius.

H. TIME DIFFERENCE

GMT + 3.

I. CURRENCY

The official currency is the Egyptian Pound. **1 US\$ = 7 EGP (approx.)**

Banks are opened from Sunday till Thursday, from 8.30 to 17:00.

Visa, American Express, Access/MasterCard, Diners Club cards and travelers checks can't be used.

J. DETAILS OF ARRIVAL AND TRANSPORT

In order to arrange for transportation to the hotels and meeting venue, delegates are requested to send their flight details and hotel preferences, **at least two weeks before the meeting**, to Ms. Maha Badr; e-mail: mahab@tra.gov.eg and to Ms. Samar Sobeih; e-mail samars@tra.gov.eg

NTRA-EGYPT will provide transportation from the airports to hotels and to the Meeting venue and vice versa.