



## The Arab Economic and Financial Forum on Telecommunications

Kuwait, 23 November 2014



### INFORMATION NOTE

#### A. VENUE OF THE FORUM

The Forum will be held on 23 November 2014 in Kuwait in partnership with MOC/Kuwait at the following address:

##### **Crown Plaza Hotel**

P.O. Box 18544 Farwaniya Kuwait, 81006 Kuwait

Hotel Front Desk: 965-0-24742000

Hotel Fax: 965-0-24732020

Hotel E-mail: [hotel@crowneplaza.com.kw](mailto:hotel@crowneplaza.com.kw)

#### B. COORDINATORS

##### ITU Coordinator

##### **Mr. Slaheddine Maaref**

ITU Arab Regional Office

Tel: +202 35 37 17 77

Fax: +202 35 37 18 88

E-mail: [slaheddine.maaref@itu.int](mailto:slaheddine.maaref@itu.int)

##### MOC/Kuwait Coordinator

##### **Mrs. Laila Hussain**

External Relations Dept.

Tel: + 965 2482 03 78

Fax: +965 2482 70 58

E-mail: [Lhussain.moc@gmail.com](mailto:Lhussain.moc@gmail.com)

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##### **Mr. Ali Alsalem**

Public Relations Dept.

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Fax: +965 24927485

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#### C. REGISTRATION AND WORKING HOURS

The registration of the participants and distribution of documents will take place in the Forum's venue on 23 November 2014, from **08:00am till 09:00am**. The opening session will start at 09:00am. Working hours are from 09:00 to 17:30 pm.

#### D. PROPOSED ACCOMODATION

Kindly be advised that it is recommended for participants to reserve their hotel accommodations via email or fax, directly with the hotels of preference.

## LIST OF PROPOSED HOTELS in Kuwait

Hotel	Rate per night	Address hotel	Booking address	Remarks
<b>Crown plaza 5 stars</b>	Single room 60 KD + 15% service + Shuttle service from/to the airport	Al-farwaniya	Tel: +965 96961416 Fax: +965 25759809 Email: Etidal.bakri@ing.com	Venue of the forum and it is recommended
	Double room 70 + KD+15% service breakfast included + Shuttle service from/to the airport			
<b>Regency Kuwait 5 Stars</b>	Single room 70 KD + 15% service + Shuttle service from/to the airport	Al Bida'a, Al Tawoon Street, Salmiya	Tel: +965 2576666 Fax: +965 25766999 Email: info@theregencykuwait.com	Away from the venue 20 minutes
	Double room 80 KD + 15% service + breakfast included + Shuttle service from/to the airport			
<b>Movenpick Kuwait 5 Stars</b>	Classic Single room 45 KD inclusive of service charge & buffet breakfast	Free Trade Zone, P.O. Box 713 Safat 13008 Kuwait	Tel: +965 246 100 33 +965 246 102 77 Mobile: +965 66 99 15 79 Email: <a href="mailto:reservation.kuwait@moevenpick.com">reservation.kuwait@moevenpick.com</a> <a href="mailto:iyad.hajbi@moevenpick.com">iyad.hajbi@moevenpick.com</a>	Away from the venue 20 minutes
	Classic Double room 55 KD inclusive of service charge & buffet breakfast			
<b>Boudl 3 Stars</b>	Delux room 32 KD + 15% service + breakfast included + Shuttle service from/to the airport	Salmiya – Amro ibn Alaas st.	Tel: +965 97349340 Fax: +965 25757886	Away from the venue 25 minutes
	Suite (room & lounge) 38 KD + 15% service + breakfast included + Shuttle service from/to the airport			
<b>Holiday Inn 5 Stars</b>	Single room 30 KD + 15% service + breakfast included + Shuttle service from/to the airport & venue	140 Hamad Al Mubarak Street, Gulf road, Salmiya	Tel: +965 96961416 Fax: +965 25759809 Email: Etidal.bakri@ing.com	Away from the venue 30 minutes
	Double room 45 KD + 15% service + breakfast included + Shuttle service from/to the airport & venue			

## **E. Visa Formalities**

A valid passport & visa are required to enter The State of Kuwait except for nationalities from the following countries that will be issued entry permits upon arrival at the airport in the state of Kuwait:

United states of America, New Zealand, Australia, Canada, Germany, France, Luxembourg, Belgium, Netherlands, Japan, Norway, Sweden, Austria, Switzerland, Greece, Ireland, Portugal, Denmark, Vatican, Monaco, Spain, Finland, Tokhstein, SanMarino, Andorra, Iceland, Hong Kong, Malaysia, Singapore, South Korea, China.

Each participant is requested to consult the Kuwait Embassy in his/her country of origin to obtain the visa.

Please note that the invitation letter will be circulated to all Kuwaiti embassies abroad, in order to facilitate the procedures for obtaining a valid visa, furthermore, you can contact the hotel or tour company you chose to apply for the visa at the following official website:

<http://www.e.gov.kw/MOI.en/Pages/ServiceContent/V2693StateVisit.aspx>

Should you have any queries regarding obtaining a valid visa or need further assistance please feel free to contact:

### **Mr. Ali Alsalem**

Public Relations Dept., MoC

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E-mail: [al.saleem@hotmail.com](mailto:al.saleem@hotmail.com)

### **Very important Note:**

To facilitate the procedures for obtaining a visa, you should send a copy of your passport (data page and validity of the passport page (special visas countries e.g. Yemen, Somalia, etc.) and send it to the above mentioned fax and E-mail by **30 October 2014**, along with the Hotel Reservation Form fully completed.

### **Official Working hours:**

Working days: Sunday - Thursday (From 8.00 am to 2.00 hrs. pm)

Weekends: Friday & Saturday (holidays).

## **F. Climate:**

The weather in November will be moderate and approximate temperatures will vary between 20°-25°C.

## **G. Time Difference:**

Standard time zone: UTC/GMT +3 hours

## **H. Currency:**

The official currency is the Kuwaiti Dinar. **1 Euro = 0.383 KWD** (approx.).

**1 US\$ = 0.282 KWD** (approx.).

Banking hours are from 8.30am to 3.00pm, from Sunday to Thursday.

Some branches open from 4pm to 6pm.

## **I. Details of Arrival and Transport:**

In order to secure reception at the airport and transportation to hotels, participants are requested to fill in the Hotel Reservation Form and send it directly to the hotels which they chose for accommodation with copy to the Workshop Coordinators.

The Ministry of Communications will provide transportation only from the hotels above-mentioned to the Forum's venue and vice versa.