



***ITU Regional Forum on “New Technologies for Development”
Cairo-Egypt, 23-24 November 2016***

Information for Participants

VENUE OF THE FORUM

The Forum will be held from 23-24 November 2016 in Egypt at the following address:

Nile University

Juhayna Square, 6th October, Giza, Egypt

COORDINATORS

ITU Coordinator

Mr. Karim Abdelghani

Programme Coordinator

ITU Arab Regional Office

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Host Country / Forum Coordinator

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Specialist ITU Affairs

NTRA, Egypt

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E-mail: Basmaa@tra.gov.eg

REGISTRATION AND WORKING HOURS

The registration of the participants and distribution of documents will take place on 23 November 2016 from 08:30 to 09:00 am. The opening session will start at 09:00am. Working hours are from 09:30 to 15:00. On 24 November 2016 from 09:00 to 15:00.

HOTEL RESERVATION

Kindly be advised that it is recommended for participants to reserve their hotel accommodations via telephone, fax or E-mail, directly with the hotels of preference indicating their arrival schedules before **20 November 2016**, with a copy to Farida Khaled, NTRA (E-mail: faridak@tra.gov.eg ; Tel: +202 35344246).

List of Recommended Hotels

Hotel	Star Rating	Facilities Included	Distance to Venue	Daily Rate (USD)	Contact
Hilton Dreamland	5 Stars	Cost all-inclusive of taxes and breakfast	15 min	155\$ (Single) 165\$(Double)	Mohamed Abdel Aziz – Supervisor E-mail: ahmed.kazem@hilton.com Tel: +2 3855 3333 M:+2 01097828262
Movenpick media center	5 Stars	Cost all-inclusive of taxes and breakfast	15 min	85\$ (Single) 95\$ (Double)	Mohamed Abdel Meguid – Assistant Director of Sales E-mail : Mohamed.abdelmeguid@movenpick.com Tel: +20 2 38555001 Fax: +20 2 38555003 Mob: +20 1001118011
Novotel Cairo 6 th of October	5 Stars	Cost all-inclusive of taxes and breakfast	5 min	90\$ (Single) 100\$ (Double)	Karim Hemdan – Réservation Agent E-mail : H3359@accor.com Tel: +202 38247474 Fax: +202 38247416

VISA PROCEDURE

A valid passport & visa are required to enter Egypt. Each participant is requested to consult the Egyptian Embassy/Consulate in his/her country of origin to obtain the visa. For visa support letters from the host country, please contact:

Mr. Basel El Tabie
Content Manager, International Relations Department
The National Telecom Regulatory Authority
Mobile: +20 1001556168
E-mail: Beltabie@tra.gov.eg

TRANSPORTATION FOR PARTICIPANTS

Transportation will only be provided between the hotels and the venue for delegates who are staying in the official recommended hotels.

The airport is located [90] minutes from the official hotels of the Forum.

PUBLIC TRANSPORTATION

The officially recommended hotels are located close to the event venue. For those who wish to take a taxi, it is strongly recommended that delegates only use [white national taxis].

CURRENCY

The official currency of Egypt is the **Egyptian Pound**. Visa, American Express, Access/MasterCard can also be used. Banks are opened from Sunday till Thursday, from 8.30 to 14.00.

You can check the current exchange rate at <http://www.cbe.org.eg/en/Pages/default.aspx>.

CLIMATE

The weather in November is cold. Approximate temperatures will vary between 22^o-25^oC.

SECURITY

The crime rate in Egypt is medium on UNDSS security advisory. However, visitors are advised to observe common safety practices while travelling (e.g. storing valuables in a safe, keeping wallets in a secure pocket, etc.). For any security incident, visitors should contact the police on 123.

ELECTRICITY

AC power voltage in Egypt is 220V, frequency ~50Hz. Most electrical outlets are as shown below.



SERVICES AVAILABLE FOR PARTICIPANTS DURING THE EVENT

Information display:

It will be located outside the main Forum room and will provide information on many issues of interest of the participants and will forward to other services, such as city tours 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 room.

Security:

For security reasons, all participants should always wear their badges during the Forum and in all social activities.

Medical Assistance:

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

GENERAL INFORMATION

General Information about the Country of the venue:

Government	Presidential/Parliamentary
President	H.E. Mr. Abdel Fatah El Sisi
Prime Minister	H.E. Eng. Sherif Ismail
Area	1,001,450 sq km
Population	90 million (approx.)
Capital	Cairo
Official Language	Arabic
Country Code	002
Time Zone	GMT + 2