



**The Meeting of the working group responsible for  
preparing for the work plan of the Arab Technology  
Incubators and Techno parks Network (ARTECNET)  
Smart Village, Egypt 18-20 April 2017**

***Information for participants***

**VENUE OF THE FORUM**

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The meeting will be held from 18-20 April 2017 in Egypt at the following address:  
Address: Smart Villages Development & Management Company, Building 1, Street. 26,  
Smart Village Egypt, Giza, 12577, Egypt

**COORDINATORS**

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**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

**Host Country / Meeting Coordinator**

**Mrs. May Helmy**  
Assistant Vice President Commercial  
Tel : 002035352081  
Fax : 002035352001  
E-mail: may.helmy@smart-villages.com

**REGISTRATION AND WORKING HOURS**

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The registration of the participants of the Meeting and distribution of documents will take place on 18 April 2017 from 04:00 to 4:30 PM. The opening session will start at 4.30PM to 5.30 .

**HOTEL RESERVATION**

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Kindly be advised that it is recommended for participants to reserve their hotel accommodations via telephone, fax or E-mail, directly with the hotels before **10 April 2017**, with a copy to Coordinator(E-mail: may.helmy@smart-villages.com ; phone: 002035352081), to ensure the reception at the airport of Egypt.



## List of Recommended Hotel

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Hotel	Star Rating	Facilities Included	Distance to Venue	Daily Rate (USD)	Contact
Novotel 6th October Hotel	4 stars	Wifi/breakfast/parking...etc Novotel.com   accorhotels.com	average 35 min away from Smart Village	\$ 90	Mostafa Mahmoud Sales Manager 0100 222 8727 H3359-sl@accor.com



## VISA PROCEDURE

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A valid passport & visa are required to enter Egypt. Each participant is requested to consult the Egyptian Embassy in his/her country of origin to obtain the visa.

In case there is no Embassy or Consulate of Egypt in your country, it is recommended to send, at least three weeks before the Meeting, a copy of your passport to Mrs. May Helmy (E-mail: [may.helmy@smart-villages.com](mailto:may.helmy@smart-villages.com) ; phone: +2035352081, Fax: +2035352001 ) in order to assist in issuing your visa.

## TRANSPORTATION FOR PARTICIPANTS

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Transfers to and from the hotel will be provided to the Venue

## PUBLIC TRANSPORTATION

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The officially recommended hotel is 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

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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.

The exchange current rates in Egypt as of March 2017 are as follows:

 Dollar	<b>18.10 EGP</b> (approx.)
 Euro	<b>19.41 EGP</b> (approx.)

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## CLIMATE

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The weather in April is warm. Approximate temperatures will vary between 22°-30°C.

## SECURITY

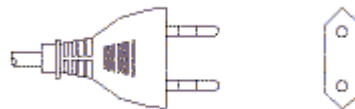
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The crime rate in Egypt is medium on UNDSS security advisory. However, visitors are advised to observe common safety practices while travelling (e.g. storing valuables in a safe, keeping wallets in a secure pocket, etc.). For any security incident,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

## ELECTRICITY

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



## SERVICES AVAILABLE FOR PARTICIPANTS DURING THE EVENT

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### **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 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

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**General Information about the Country of the venue:**

<b>Government</b>	Giza
<b>President</b>	H.E. Abdel Fatah El Sisi
<b>Prime Minister</b>	H.E. Sherif Ismael
<b>Area</b>	6 <sup>th</sup> of October
<b>Population</b>	91 million
<b>Capital</b>	Cairo
<b>Official Language</b>	Arabic
<b>Country Code</b>	002
<b>Time Zone</b>	<b>GMT + 2</b>