



Workshop on Organizing Accessible Meetings, 28 September 2017

AUC, Cairo – Egypt

INFORMATION NOTE

1. VENUE OF THE TRAINING

The training will be held at the premises of American University of Cairo at the following address:

The American University in Cairo

New Cairo Premises, the 90th Road

The Graduate School of Education

Tel: 20.2.2615.1491

E-mail: educprog@aucegypt.edu

Website: www.aucegypt.edu

COORDINATORS

<u>AUC COORDINATOR</u>	<u>ITU COORDINATOR</u>
<p>Mrs. Hala Tadros Instructor and Events Coordinator Graduate School of Education The American University in Cairo Tel : +202.2615.1489 Email : hala.tadros@aucegypt.edu</p>	<p>Eng. Karim Abdelghani Programme Coordinator ITU Arab Regional Office Tel: +202 3537 1777 Fax: +202 3537 1888 E-mail: karim.abdelghani@itu.int</p>

2. ON-SITE REGISTRATION AND WORKING HOURS

The registration of the participants and distribution of documents will take place in the Training venue on 28th of September 2017, at 09:00 hrs. The opening session will start at 09:30 am. Working hours are from 09:00 to 15:00

Registration online

The dead line for registration online is **21/9/2017**

https://www.itu.int/online/edrs/REGISTRATION/edrs.registration.form?_eventid=4000371

3. VISA FORMALITIES

A valid passport is required to enter Egypt. In this case, participants are strongly advised to seek information on requirements applicable in their case from the Egyptian Embassy / Consulate in their home countries **at least 30 days prior to the trip.**

The participants are requested to arrange their entry Visa to Egypt.

4. ACCOMMODATION

Kindly be advised that it is recommended for participants to reserve their hotel accommodations directly via telephone, fax or E-mail.

5. LIST OF PROPOSED HOTELS

All prices include tax & service

JW Marriott Hotel Cairo * * * * *	
Single room	\$170 / night (Bed & Breakfast)
Double room	\$192/ night (Bed & Breakfast)
Tel : + 202 24115588	
Fax : +20-2-24112266	
http://www.marriott.com/hotels/travel/caijw-jw-marriott-hotel-cairo/?scid=bb1a189a-fec3-4d19-a255-54ba596febe2	
Renaissance Cairo Mirage City Hotel * * * * *	
Single room	\$140/ night (Bed & Breakfast)
Double room	\$165 / night (Bed & Breakfast)
Tel : +20-2-2406 3333	
Fax : +20-2-2448 4444	
http://www.marriott.com/hotels/travel/caibr-renaissance-cairo-mirage-city-hotel/?scid=bb1a189a-fec3-4d19-a255-54ba596febe2	
Helnan Landmark Hotel - New Cairo * * * * *	
Single room	\$73 / night (Bed & Breakfast)
Double room	\$89 / night (Bed & Breakfast)
Tel : 02 25371371	
Fax : 02 25371371	
http://www.helnan.com/HelnanLandmarkHotel=28=-219.htm	

6. MEDICAL AND HEALTH

It is advised to take out international travel insurance to cover any medical expenses in case of medical treatment.

Healthy and safe drinking water will be available at training venue, and it is easy to get additional amounts from any shopping point.

7. WEATHER

Autumn starts in September and lasts up to November, and the weather is mostly sunny and hot in the morning and noon to moderate at evening. Approximate temperatures will vary between 25-28 degrees Celsius.

8. INTERNET

Free internet access is available at the training venue. Hotels normally offer free WiFi connectivity.

9. ACCESSING AUC

Coming to AUC is easy thru taking a cab, Uber or Carim transportation. That will not be a problem to do so thru your hotel concierge. When you reach AUC, you will get into gate 1 which is the visitor's gate. Please have your passport with you and make sure you send us your name to leave it at the gate before your arrival.

10. TRANSLATION

Please let us know if translation will be needed into any other language, as the main language of the meeting will be in English.

11. SPECIAL NEEDS

If you will need any special arrangements for special needs please do let us know to make necessary arrangements for that before the day of the conference.

Thank you.