



Arab Experts Meeting for the Development of National Implementation Strategy (NIS) on Using Cloud Computing in Education in Arab Countries
Manama-Bahrain, 21-22 November 2017

Information for participants

VENUE OF THE MEETING

The Meeting will be held on 21-22 November 2017 at the following address:

The Regional Centre for Information and Communication Technology
Building 25, First Floor, BTI
Isa Town, Kingdom of Bahrain

COORDINATORS

ITU Coordinator

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Local Coordinator

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The on-site registration of participants and distribution of documents will take place in the venue on 21 November 2017 at 08:30 am. The opening session will start at 09:00 am. Working hours are from 09:00 to 17:00.

REGISTRATION AND WORKING HOURS

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 **15 November 2017**, with a copy to the Meeting Coordinator, Mr. Ebrahim Salah ,E-mail: Ebrahim120@hotmail.com; Mobile: (+973) 39591810 . Please be aware of the fact that the transportation between the hotels and the airport will be provided only for delegates who are staying in the official recommended hotels.

HOTEL RESERVATION

List of Recommended Hotels:

Hotel Name	Room type	Ministry of Education (Corporate Rate) *		Contact
		Single	Double	
		BHD	BHD	
Art Rotana Amwaj Islands	Classic Room	-	70	Email: res.art@rotana.com Telephone: 97316006666
Downtown Rotana Bahrain	Classic Room	49	59	Email: res.downtown@rotana.com Telephone: +973 13119998
Arjaan by Rotana Manama	Studio	45	50	Email: res.majestic@rotana.com Telephone: 97317370024

The K Hotel	Deluxe Room	40	50	Email: Maki.kadhem@thekhotel.com Telephone : +973 17360000
HANI Royal Hotel	-	40	45	Email: srm@hanihotels.com Telephone: +973 17111015
Al Safir Hotel & Tower	Deluxe Room	30	35	Email: khalil@alsafirhotel.com Telephone : 97366941768
S Hotel	Superior Room	32	36	Email: reservation@s-hotelbahrain.com Telephone : 973-17380380

VISA PROCEDURE

A valid passport and visa are required to enter Bahrain except for nationalities from the following list of countries that DO NOT REQUIRE A VISA: <http://www.evisa.gov.bh/>.

Diplomatic or Official passport holders are requested to contact the nearest Bahraini Embassy or Consular Mission in order get additional information about visa necessity.

Holders of ordinary passport of countries NOT included in the abovementioned list will need a visa to enter into Bahrain. Participants are strongly advised to seek information on requirements applicable in their case from Bahraini diplomatic or consular missions in their home countries at least 15 days prior to the trip. To apply for a visa, participants have to apply at nearest Bahraini diplomatic or consular mission by providing the following documents:

- Valid passport.
- A roundtrip airline or bus ticket. If travelling with a vehicle, title of the car or documentation that proves you are able to drive it.
- Hotel booking in your name or in the name of the person with address/phone number of the place where you will stay.

- If applicable, invitation letter received from Bahrain.

Eventually, the Consular Mission may ask for additional information. Please find the nearest Consular mission: <http://www.mofa.gov.bh/>.

Those participants, whose flights make a stop in other countries, must pay special attention to the requirements of these countries, since they may need an entry or transit Visa to the country or change of airport.

In case of special assistance needed to obtain visa, please contact Mr., the Workshop Coordinator:

Mr: Ebrahim Salah

Tel: (+973) 39591810

Fax: (+973) 172 172 81

Email: Ebrahim120@hotmail.com

Arrival at airport

In order to secure reception at the airport and transportation to hotels, participants are requested to fill the Hotel Reservation Form and send it to the hotel they choose for accommodation.

Most of the hotels listed in the above table provide complimentary airport transfers for guests.

Otherwise, the airport has all necessary amenities to welcome participants.

Airport practical Information:

At the airport, taxi service is available at level 1 of the Arrivals and the fees are reasonable. Typical charges from the airport to: Muharraq 5 BHD, Manama 6 BHD, Saar 10 BHD, Riffa 12 BHD, and Zallaq 15 BHD (1 BHD = approximately USD \$2.63).

Taxi Airport: Name	Telephone	Website
Speedy Motors Service	+973 1768 1999	www.speedymotors.com
Arabian Taxi	+973 1746 1746	http://www.arabiantaxi.bh/

TRANSPORTATION

Hotels officially recommended are located close to the event. For those who wish to take a taxi, it is strongly recommended that you only use black taxis with yellow stripes or white taxi with yellow stripes. The cost of a journey of 10 kilometers is BHD 7 (USD 18.43).

Services available for participants during the Meeting

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 tour 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 meeting room. Participants will also be provided with fax service.

Security:

For security reasons, all participants should be permanently using their badges during the meeting and in all social activities.

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



CURRENCY

The official currency is the Kingdom of Bahrain (**BHD**).

Banks are opened from Sunday till Thursday, from 8.00 to 13.00.

Visa, American Express, Access/MasterCard, Diners Club cards and travelers checks **can be used**.

The exchange current rates in Bahrain as of August 2017 are as follows:

 Dollar	0.380 BHD
 Euro	0.450 BHD

CLIMATE

The meeting will take place in the Bahrain Winter, with temperatures in Manama between 25 and 33°C (average).

ELECTRICITY

AC power voltage in Bahrain is 220 V/50Hz, frequency 50Hz. Find below used outlets (UK plug)



GENERAL INFORMATION

General Information about the Bahrain:

Government	Unitary Parliamentary Constitutional Monarchy
King	Hamed Bin Isa Al Khalifa
Prime Minister	Khalifa Bin Salman Al Khalifa
Area	765 km ²
Population	1.343.000(2014 estimate)
Capital	Manama
Official Language	Arabic