



ITU Regional Workshop on “Strengthening Capacities in International Internet Governance”

Manama – Kingdom of Bahrain, 1-3 October 2019

Practical Information

VENUE OF THE WORKSHOP

The Workshop will be held from 1 to 3 October 2019 at the following address:

Address: Regional Centre for information and communication Technology (Building 109-25, Road 4109, Block 841,1st Floor, Isa Town- Bahrain Training Institute)

COORDINATORS

ITU Coordinator

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Workshop Coordinator

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REGISTRATION AND WORKING HOURS

The on-site registration of participants and distribution of documents will take place in the venue on 1 October 2019 at 08:30 am. The opening session will start at 09:00 am. Working hours are from 09:00 to 17:00.

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 Sept. 2019**, with a copy to the Workshop Coordinator, Ms. Aysha Khalid Alqattan, E-mail: aysha.alqattan@gmail.com.

List of Recommended Hotels:

Name, Star Rating and Address of hotel	Room Price (BD) per night	Tax	Breakfast	Contact Details
Ramee Grand Hotel , Five star, Seef District, Post Box 11538	Delux Room Single 50 Double 55 Tax not included	10% Service charge 5% government levy 5% VAT	✓	Tarosh Mishra- Assistance Sales Manager Tel: + 973 17111988 Mobile: +973 33590040 Email: asm@rameegrandbahrain.com www.rameehotels.com
K Hotel , Four star, Manama, Post Box 1412	Delux Room Single 35 Double 40 Inclusive tax	10% Service charge 5% government levy 5% VAT	✓	Tel: +973 17360023 reservations@thekhotel.com
IBIS Seef Manama , Four star, Bldg. 456, Road 1010, Block 410	Delux Room Single 25 Double 30 Inclusive tax	10% Service charge 5% government levy 5% VAT	✓	Tel: +973 17386040 Mobie: +973 33660975 www.ibis.com www.accorhotels.com

Note: Please mention that you are going to attend the Regional Workshop in RCICT to the hotel in order to have these special rates.

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 Ms. Aysha Khalid Alqattan,

Tel: +973 17711244

Email: aysha.alqattan@gmail.com

Arrival at airport

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. And provide Transportation free of charge. For those who wish to take a taxi, it is strongly recommended that you only use white taxis with orange stripes. The cost of a journey of 10 kilometers is BHD 7 (USD 18.43).



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 2019 are as follows:

 Dollar	0.376 BHD
 Euro	0.418 BHD

CLIMATE

The workshop will take place in the Bahrain Winter, with temperatures in Manama between 28 and 36°C (average).

ELECTRICITY

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



Services available for participants during the Workshop

Information display

It will be located outside the main workshop 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 workshop room. Participants will also be provided with fax service.

Security:

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

Medical Assistance: Emergency and urgency medical assistance will be provided free of charge within the premises where the workshop 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 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