



Regional Workshop on Smart Water Management Cairo – Egypt, 1 March 2020

INFORMATION NOTE

VENUE OF THE WORKSHOP

The Workshop will be held on 1st March 2020 at the following address:

Venue: Cairo Marriott Hotel, Salon Vert Hall.

Address: 16 Saray El Gezira St., Zamalek, Cairo, Egypt.

COORDINATORS

ITU Coordinator

Mr. Karim Abdelghani
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Host Country / Workshop Coordinator

Ms. Samar Samer
NTRA
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REGISTRATION ONLINE AND WORKING HOURS

Registration for the workshop will be carried out exclusively online and **will be opened on 5 Feb. 2020 till 25 February 2020**. As part of an ongoing programme to enhance service to members, a new registration system is being gradually introduced to support attendance in ITU events.

The new system called CRM (Customer Relationship Management) is self-registration by participants. This rule requires each participant interested in attending the workshop in person or remotely to complete and submit a registration form to be accessed from a registration link provided for this purpose then his registration will be validated by the DFP. For this workshop, the registration form can be accessed from the following link: [Event website](#) or [here](#).

Under the new system, the role of Designated Focal Points (DFPs) has been simplified. With the introduction of self-registration, Designated Focal Points now only need to review and validate the registration requests submitted through the system by participants from their administration or entity.

Following are the steps for a successful registration:

Step 1 – Participant creates an ITU user account (for those delegates who do not already have one). Those who have TIES access can simply use their TIES credentials (i.e. username and password).

Step 2 – Participant registers and submits registration request.

Step 3 – Focal point receives e-mail notification of registration request.

Step 4 – Focal point approves or rejects registration request.

Step 5 – Participant receives e-mail notification of approval or rejection of registration request.

The list of Designated Focal Points can be accessed using TIES credentials at:

<http://www.itu.int/net3/ITU-D/meetings/registration/>

The onsite registration for the workshop of the participants will take place in the venue on 1 March 2020 at 08:30 hrs. The opening session will start at 9:00am. Working hours are from 09:00 to 17:00.

VISA PROCEDURE

A valid passport is required to enter Egypt. In this case, all participants are strongly advised to seek information on requirements applicable in their case from the Egyptian Embassy / Consulate in their home countries in order to obtain a visa.

Participants who are nationals of countries where there is no Egyptian representation should contact Ms. Samar Samer, NTRA, Tel: +202 3534 4483, Email: (Samarm@tra.gov.eg), for the special arrangements that have been made by the host country to facilitate the delivery of visas or entry permits, as required.

For more information on visas and entry permits, please visit the website of Egypt's Ministry of Foreign Affairs at <https://www.mfa.gov.eg>

ACCOMMODATION

Participants should contact directly the hotels and reserve their own accommodations.

LIST OF PROPOSED HOTELS

Hotel	Star Rating	Distance to the Venue	Rates	Contact
Cairo Marriott Hotel	5 stars	Venue	<ul style="list-style-type: none">• Deluxe Tower room rate for a single occupancy \$135.- (Subject to 28.96% service charge and sales tax) based on free internet bed and breakfast.• Deluxe Tower room rate for a single occupancy \$150.- (Subject to 28.96% service charge and sales tax) based on free internet bed and breakfast.	Mr. Ayman Mansour, Account Sales Manager E-mail: Ayman.mansour@marriott.com Tel: +202 2735 10 90 / 2728 30 00
Ramses Hilton Hotel	5 stars	15 minutes Tahrir Square	<ul style="list-style-type: none">• Single Guest room: 105.- US\$ (City View)• Double Guest room: 120.- US\$ (City View) Including service charge and taxes, based on bed and breakfast	Ms. Mariz Nazmi, Sales Manager E-mail: Mariz.Nazmi@Hilton.com Tel: +202 2577 7444 or Short No. 19009

Golden Tulip Flamenco Hotel	4 stars	15 minutes Zamalek	<ul style="list-style-type: none"> • Single Standard room: US\$ 82.- • Double Standard room: US\$ 92.- Including 24% service charge, taxes and American open buffet breakfast	Mr. Sherif Ghorab, Senior Sales Manager E-mail: s.ghorab@flamencohotels.com Tel: +202 2735 19 63 / 2735 08 15 (Ext. 64 & 431)
Safir Cairo Hotel	4 stars	30 minutes El Misaha Square, Dokki, Giza	<ul style="list-style-type: none"> • Single room: US\$ 60.- • Double room: US\$ 70.- Including service charge, taxes and buffet breakfast	Mr. Mohamed Essmat, Director of Sales E-mail: sales.cairo@safirhotels.com Tel: +202 748 24 24 / 748 28 28

TRANSPORTATION FOR PARTICIPANTS

Participants will be responsible for their own transportation. Uber and Careem are often used in Egypt and are reliable transportation options.

PUBLIC TRANSPORTATION



The officially recommended hotels are located close to the event venue. For those who wish to take a taxi, can use the white national taxis, as well as Uber or Careem transportation services.

CURRENCY

The official currency is the **Egyptian Pound (EGP)**.

Visa and Access/MasterCard can also be used. Foreign currencies may be changed into Egyptian Pounds at banks or private exchange offices. All banks are open from Sunday until Thursday, from 09:00 am to 14.00 pm.

The exchange current rates in Egypt as of Feb. 2020 are as follows:

 Dollar	15.84 EGP
 Euro	19.67 EGP

CLIMATE

The weather in March is moderate cold. Approximate temperatures will vary between 20° to 31°C.

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 122.

ELECTRICITY

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



SERVICES AVAILABLE FOR PARTICIPANTS DURING THE EVENT

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 Workshop and the Training and in all social activities.

GENERAL INFORMATION

General Information about Egypt:

Government	Presidential
President	HE Mr. Abdelfattah El Sisi
Prime Minister	Eng. Moustafa Madbouly
Area	1,001,450 sq km
Population	110 millions
Capital	Cairo
Official Language	Arabic
Country Code	2
Time Zone	GMT + 2

About Cairo

Cairo, Egypt's sprawling capital is set on the Nile River. At its heart is Tahrir Square and the vast Egyptian Museum, a trove of antiquities including the royal mummies and gilded King Tutankhamun artefacts. Nearby, Giza is the site of the iconic pyramids and Great Sphinx, dating to the 26th century B.C.E. In Gezira Island's leafy Zamalek district, the 187m Cairo Tower affords panoramic city views.

Important telephone numbers

General Emergency	112
Fire Department	180
Ambulance	123
Police	122