39th Meeting of the UNWTO Commission for the Middle East

and

International Conference on

Tourism Safety and Security in the Middle East and North Africa

Cairo, Arab Republic of Egypt, 14-15 September 2014

I. PLACE AND DATE

1. At the invitation of the Ministry of Tourism of Egypt, the thirty-ninth meeting of the Commission for the Middle East will be held in Cairo, Arab Republic of Egypt, on 14 September 2014, in conjunction with the International Conference on Tourism Safety and Security in the Middle East and North Africa on 14 and 15 September 2014.

2. The meetings will be held at:

Fairmont Heliopolis Hotel

P.O. Box 2466 Horreya
Uruba St., Heliopolis,
Cairo, Egypt

Tel +2 02 2267 7730/40

www.fairmont.com/towers-heliopolis-cairo
II. REPLIES TO INVITATIONS

3. Participants of the 39th Commission meeting and the International Conference on Tourism Safety and Security in the Middle East and North Africa are kindly requested to complete the online registration, by 5 September at the latest, at the following link: http://middle-east.unwto.org/webform/participation-form-0

III. STATUS OF PARTICIPANTS

4. The Egyptian Government will take the necessary measures to facilitate the arrival, stay and departure of participants invited by the Organization. Throughout their stay, participants will benefit from the privileges and immunities provided for in the Agreement concluded between the Organization and the Ministry of Tourism of Egypt.

IV. RECEPTION

5. The Egyptian Authorities will organize the reception of participants at Cairo International Airport and will facilitate the free transfer of delegates on arrival and on departure between the airport, the selected hotels and the venue of the meetings.

V. ENTRY FORMALITIES

6. All nationalities would require an entry visa to Egypt, except nationals from the Gulf Countries (GCC), Yemen and Jordan. Delegates who require an entry visa are requested to contact diplomatic or consular missions of Egypt in their countries in order to obtain their entry visas.

7. For more information regarding entry visa please visit the following link: http://moiegypt.gov.eg/arabic/departments%20sites/immigration/certificates/

8. Delegates in whose countries Egypt has no diplomatic mission are requested to contact the Ministry of Tourism of Egypt (inter.rels@tourism.gov.eg) and the UNWTO Regional Programme for the Middle East (cme@unwto.org, cme1@unwto.org, hlouzari@unwto.org) sufficiently in advance, by 1 September 2014 at the latest, indicating all the necessary information below, in order to enable the authorities of Egypt to take the necessary measures in this respect:

- Name and surname - Place and date of birth
- Nationality - Validity of passport (no less than 6 months)
- Number and type of passport - Travel information (date, time and flight number)

VI. ACCOMMODATION

9. A list of hotels with special rates for participants at these meetings is attached as Annex I. Delegates are invited to contact directly the hotels for reservations, indicating that they will participate in the 39th meeting of UNWTO Commission for the Middle East and/or in the International Conference on Tourism Safety and Security in the Middle East and North Africa.

VII. REGISTRATION AND BADGES

10. A registration desk will be open at the Fairmont Heliopolis Hotel on Saturday 13, Sunday 14 and on Monday, 15 September 2014, from 8 a.m. to 1 p.m. and from 3 to 5 p.m. Badges will be issued at the time of registration. Participants are requested to wear their identification badges in the area reserved for the meetings, as well as at all social events.
VIII. **WORKING LANGUAGES**

11. The working languages of the meetings are Arabic and English. A simultaneous interpretation service will be provided.

**Important note:** In compliance with the United Nations system’s environmental protection policy, the working documents will not be distributed on paper at the venue of the event. Therefore, the delegates are requested to bring with them copies of the documents sent to them by email before the meetings.

IX **SOCIAL PROGRAMME**

12. The tentative social programme is attached as Annex II.

X **PRACTICAL INFORMATION**

13. Local Currency and exchange rates: the local currency is the Egyptian Pound. The applicable exchange rate in July 2014 is approximately 9.73 Egyptian Pound for 1 Euro.

14. Weather: in September, Cairo enjoys sunny days. The average maximum temperature is 35° C and the average low is 21° C

15. Official language: the official language of Egypt is Arabic. English is also used in hotels, banks,…

16. Official time: the official time in Egypt is GMT plus 3 hours

17. Electricity: the electricity in Egypt is 230 Volts.
# Annex I

## LIST OF HOTELS

<table>
<thead>
<tr>
<th>Hotel</th>
<th>Rates in US Dollar $ (based on bed and breakfast per person per night)</th>
<th>Contact</th>
</tr>
</thead>
</table>
| **Fairmont Heliopolis ******  
Venue | Single room: 115 $ *  
Double room: 115 $ *  
Suites : 245 $ *  
* Above rates are subject to 12% service charge, 10% sales tax, and L.E 0.16 municipality tax. | Mariette Magdy  
Assistant Director, Sales – MICE  
Tel.: +2 02 2267 7730/40 – Fax: +2 02 2267 8172  
Mobile: +2 0100 6000 478  
E-mail: mariette.magdy@fairmont.com |
| **Citystars Intercontinental ******  
30 min by car from the venue | Single room : 180 $  
Double room: 190 $ | Reservations Department  
Tel.: +20 (2) 24800 100  
res.citystars@ihg.com  
www.ihg.com |
| **Le Meridien Heliopolis ******  
10 min by car from the venue | Single Room: 90 $  
Double Room: 100 $  
Suite: 150 $ | Yousry Abdel Salam (Director)  
Tel.: + 202 2290 50 55 / 2290 18 19  
Fax:+ 202 2290 85 33 – Mobile: +2012 27 74 7174  
yousry.abdelsalam@lemeridien.com |
| **Radisson BLU Heliopolis ******  
15 min by car from the venue | Single Room: 125 $  
Double Room: 140 $ | Marianne Raouf  
Meeting & Events Sales Coordinator  
Tel.: +202 2696 5656 - Ext: 3513  
Fax:+202 2696 5657 - Mobile: +20100600385  
marian.raouf@radissonblu.com |
| **Novotel Cairo Airport Hotel ******  
15 min by car from the venue | Single Room: 60 US $  
Double Room: 70 $ | Mohamed EL Shabasy  
Director of Sales  
Tel.:+202 22 91 8520 - Fax: +202 2291 4794  
Mobile: +20 100 172 7171  
sb@accor.com - novotel.com - accorhotels.com |
| **Baron Hotel Heliopolis ******  
20 min by car from the venue | Single Room: 90 US $  
Double Room: 100 US $ | Ma’ahad Al sahary St.  
Tel.:+202 22915757  
Fax :+202 26902607  
info@baroncairo.com |
Annex II

Social programme (tentative)

Sunday, 14 September 2014
- Lunch hosted by the Ministry of Tourism for delegates of the 39th meeting of the UNWTO Commission for the Middle East, at Fairmont Hotel
- Nile Dinner cruise in Cairo

Monday, 15 September 2014
- Lunch hosted by the Ministry of Tourism for participants at the International Conference on Tourism Safety and Security in the Middle East and North Africa, at Fairmont Hotel
- Dinner hosted by the Ministry of Tourism and Light and Sound Show in the Pyramids

Tuesday, 16 September - Thursday, 18 September 2014: Visit to Al Alamein City (Egyptian Northern Coast)

Tuesday, 16 September 2014
- Travel by bus to the Northern Coast
- Residence in Porto Marina Hotel
- Free afternoon

Wednesday, 17 September 2014:
- Al Alamein City tour

Thursday, 18 September 2014
- Travel back to Cairo