I. PLACE AND DATE

1. At the invitation of the Government of the United Arab Emirates and under the patronage of H.H. Sheikh Nahyan Bin Mubarak Al Nahyan, Minister of Culture, Youth and Social Development and Chairman of the National Council of Tourism and Antiquities, the fortyeth meeting of the UNWTO Commission for the Middle East and the Ministerial Forum on intra-Arab Tourism: Addressing the challenges and seizing the opportunities, will be held in Dubai, United Arab Emirates, on 5 May 2015.

2. The meetings will be held at:

| Al Multaqua Ballroom  |
| Arabian Travel Market (ATM)  |
| Dubai - UAE  |

Tel +971 4 332 1000

www.dwtc.com
II. REPLIES TO INVITATIONS

3. Participants of the 40th UNWTO Commission meeting and the Ministerial Forum on intra-Arab Tourism: Addressing the challenges and seizing the opportunities are kindly requested to complete the online registration, by 25 April 2015 at the latest, at the following link:
   http://middle-east.unwto.org/webform/participation-form-1

III. STATUS OF PARTICIPANTS

4. Throughout their stay, participants invited by the Organization will benefit from the privileges and immunities provided for in the Agreement concluded between the Organization and the National Council for Tourism and Antiquities of the UAE.

IV. ENTRY FORMALITIES

5. All nationalities would require an entry visa to the United Arab Emirates, except nationals from the Gulf Countries (GCC). Delegates who require an entry visa are requested to contact diplomatic or consular missions of the UAE in their countries in order to obtain their entry visas.

6. For more information regarding entry visa please visit the following link: http://www.mofa.gov.ae

7. Delegates in whose countries the United Arab Emirates has no diplomatic mission are requested to contact the UNWTO Regional Programme for the Middle East (rpmme@unwto.org) sufficiently in advance, by 20 April 2015 at the latest, indicating all the necessary information below, in order to enable the authorities of the UAE to take the necessary measures in this respect:

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

V. ACCOMMODATION

8. 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 40th meeting of UNWTO Commission for the Middle East and/or in the Ministerial Forum on intra-Arab Tourism.

9. Special rates for participants are also offered for transfer services. Participants who may wish to book a transfer, are invited to fill in the Transfers Reservation Form attached as Annex II and send it directly to the specified email addresses in the form.

VI. REGISTRATION AND BADGES

10. A registration desk will be open at Al Multaqua Ballroom on Monday, 4 and on Tuesday, 5 May 2015, from 9 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.
VII. WORKING LANGUAGES

10. 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.

VIII. PRACTICAL INFORMATION

12. Local Currency and exchange rates: the local currency is the Dirham. The applicable exchange rate in March 2015 is approximately 0.256 AED for 1 Euro / US$1 = Dhs3.679.

13. Weather: Dubai enjoys sunny days in May. The average maximum temperature is 35º C and the average low is 21º C.

14. Official language: the official language of the UAE is Arabic. English is also widely spoken and understood and used in business and commerce.

15. Official time: the official time in the UAE is GMT plus 4 hours

16. Electricity: the electricity in the UAE is 230 Volts.
## Annex I

### LIST OF HOTELS

<table>
<thead>
<tr>
<th>Hotel</th>
<th>Rates in AED (based on bed and breakfast per person per night)</th>
<th>Contact</th>
</tr>
</thead>
</table>
| **The Palace Down Town Hotel****  | Single room: 1295 AED Double room: 1390 AED                    | Address: The Old Town Island - Mohammed Bin Rashid Boulevard, Downtown - Dubai - UAE  
Phone: +971 4 428 7888  
Email: ISrapyan@theaddress.com  
info@theaddress.com |
| **The Address Dubai Mall Hotel*****| Single room 1295 AED Double room: 1390 AED                    | Address: Dubai Mall  
P.O. Box 31166, Dubai, UAE  
Phone: + 971 4 438 8888  
Fax: + 971 4 438 7888  
Email: ISrapyan@theaddress.com  
dubaimall@theaddress.com |
| **The Address Down Town Hotel*****| Single Room: 1415 AED Double Room: 1510 AED                   | Address: Sheikh Mohammed bin Rashid Blvd - Dubai - UAE  
Phone: +971 4 436 8888  
Email: ISrapyan@theaddress.com  
downtowndubai@theaddress.com |
| **The Radisson Royal Hotel*****    | Single Room: 850 AED Double Room: 950 AED                     | Address: Plot 49, Sheikh Zayed Road, Trade Centre District - Dubai - United Arab Emirates  
Phone: +971 4 308 000  
Email: christine.tablante@radissonblu.com  
Contact us: http://www.radissonblu.com/contact-us |
| **Hyatt Regency Dubai Creek Heights***** (New Property, 10 minute drive, near to Grand Hyatt)** | Single Room: 780 AED Double Room: 840 AED                     | Address: Dubai - UAE  
Phone: +971 4 553 1234  
Fax: +971 4 553 1235  
Email: rajesh.pandita@hyatt.com  
dubaicreekheights.regency@hyatt.com |
| **Vida Down Town Hotel****        | Single Room: 915 AED Double Room: 990 AED                     | Address: Mohammed Bin Rashid Boulevard, The Old Town, Downtown Dubai - UAE  
Phone: +971 4 428 6888  
Email: ISrapyan@theaddress.com  
info@vidahotelsandresorts.com |
<table>
<thead>
<tr>
<th>Hotel Name</th>
<th>Room Types</th>
<th>Address</th>
<th>Phone</th>
<th>Fax</th>
<th>Email</th>
</tr>
</thead>
</table>
| Rose Rayhaan Rotana Hotel****    | Single Room: 720 AED  
Double Room: 720 AED | Shk Zayed Road, Dubai             | +97143230111                  | NA                   | rose.rayhaan@rotana.com      |
| The Emirates Grand Hotel****     | Single Room: 400 AED  
Double Room: 450 AED | Shk Zayed Road, Dubai Trade Centre - 2 | +97143230000                  | NA                   | info@emiratesgrandhotel.com  |
| Avenue Hotel ****                | Single Room: 380 AED  
Double Room:380AED | Al Rigga Street, Deira Dubai     | +97142970808                  | NA                   | groups@whitesands.ae         |
| Flora Grand Hotel ****          | Single Room: 400 AED  
Double Room:400AED | Al Rigga Street, Deira Dubai     | +97142233344                  | NA                   | groups@whitesands.ae         |

* Above rates are per room per night basis.  
* Inclusive of applicable tax and services charges.  
* Tourism Dirham’s Fee of 20 AED /- Net per room per night is applicable for 5-star hotels, above the nights rates.  
* Tourism Dirham’s Fee of 15 AED /- Net per room per night is applicable for 4-star hotels, above the nights rates.  

All these hotels are easily accessible to the Arabian Travel Market venue using Metro [http://dubaimetro.eu/dubai-metro-map](http://dubaimetro.eu/dubai-metro-map)
Annex II

TRANSFER SERVICE

Airport Transfers:
Private Transfer one way, using luxury cars (BMW/MERCEDES) @ 150 AED
Private Transfer one way, using 7 seater minivan (Toyota – 5 pax) @ 250 AED

Airport Transfer by Coach
15 Seater, Private Transfer, one way, 300 AED
28 Seater, Private Transfer, one Way, 400 AED
49 Seater, Private Transfer, one way, 650 AED

All quoted rates and payments to be made in UAE Dirhams. The approx. rate of exchange 1 US$ = 3.67 AED

For booking transfer service, please fill in the Transfer Reservation Form and send it directly to vipin@whitesands.ae / groups@whitesands.ae