



The Secretary General

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Geneva, 9 January 2012

To :

- Ministers and Directors-General of Administrations of the Arab Region
Regulators of the Arab Region
- ITU Sector Members and other entities of the Arab Region
- Regional organizations including regional development and financing Institutions of the Arab Region
- International Organizations including International Financing institutions
- Operators and ICT companies active in the region

Subject: **Connect Arab Summit, Doha, Qatar, 5-7 March 2012**

Sir/Madam,

Further to my letter DM1015/DM1023, inviting you to the Connect Arab Summit, I have pleasure in providing you with some practical details to enable your participation.

Connect Arab Summit is organized by the International Telecommunication Union (ITU) in partnership with the League of Arab States and is hosted by the State of Qatar, under the patronage of His Highness Sheikh Hamad bin Khalifa Al Thani, Emir of Qatar. The Summit will take place 5-7 March 2012 at the Sheraton Hotel in Doha, Qatar.

The Summit will bring together all the countries of the Arab region represented by Heads of State and Government, Ministers, Heads of Regulatory Authorities as well as CEOs and senior officials from industry, regional and international organizations including financial institutions, and leading ICT analysts and investors from around the world.

The Summit will feature high-level roundtables on key policy issues, and networking sessions and announcements of new public-private partnerships.

The tentative programme of the Summit, a description of its format as well as practical details concerning registration, visas, and hotel reservations can be found in **Annex**.

I very much look forward to your participation in the Summit.

Yours faithfully,

[Original signed]

Dr Hamadoun I. Touré

Annexes: 3

Annex 1
CONNECT ARAB SUMMIT
DRAFT SCHEDULE

5 MARCH 2012

- 10:00-13:00 Expert Meeting to review the projects and partnership announcements
- 15:00-17:00 Meeting of Arab States delegations to review the draft Communiqué

6 MARCH 2012

- 10:00-12:00 **Opening Ceremony**
- 12:30-14:30 **Lunch**
- 15:00-16:30 **Roundtable 1**
- 16:30-18:00 **Roundtable 2**
- 20:00 **Summit Gala Dinner (TBC)**

7 MARCH 2012

- 10:00-11:30 **Roundtable 3**
- 11:30-13:00 **Roundtable**
- 13:00-15:00 **Lunch**
- 15:00-16:00 **Policy Statements**
- 16:30-17:00 **Summit Communiqué and Closing**

Annex 2

The Summit in Doha, Qatar

The Summit will bring together countries of the Arab States region represented by Heads of State and Government, Ministers, Heads of Regulatory Authorities, as well as CEOs and senior officials from industry, regional and international organizations including financial institutions. The Summit will also attract representatives from the press, as well as leading ICT analysts and observers

The Summit includes several phases and meetings at the Head of State, and Government, Ministerial, and Expert levels.

Expert Meeting

The purpose of the Expert Meeting is to review the projects and the partnership agreements reached in light of the identified priorities and themes, leading to their announcement during the Summit on the *Partnership Announcement Platform*. The Expert Meeting will be open to all stakeholders (both from within and outside the Region).

Meeting of Arab States Delegations

The purpose of the Meeting of Arab States delegations is to review and endorse the Summit Communiqué before its presentation during the Closing Ceremony.

Since the Communiqué is to be issued in the name of the Heads of State and Governments of the Arab States Region, this meeting will only be open to national delegations and ITU officials.

Policy Statements

It is anticipated that several Member States of the Arab Region will be represented by Heads of State and Heads of Government.

The Policy Statement section of the programme will provide a platform for VVIPs to deliver their message to the Summit.

Roundtables

The roundtables provide a platform to engage government and industry leaders and other stakeholders on major issues of the Summit and to explore a common way forward. This includes securing stakeholder commitments for shared actions as well as the support of Heads of State and Governments. The programme of the roundtable will be based on the Background White Papers prepared by the ITU/LAS Working Groups during the Summit preparatory process. The roundtables also provide visibility for projects highlighted by the Summit and stakeholders involved in their success.

Partnership Announcements

The Summit will provide an excellent opportunity to showcase multi-stakeholder partnerships. For this purpose, the Summit premises will include a *Partnership Announcement Platform* where press meetings, signing ceremonies and interviews can be conducted during the three days of the Summit.

Networking Platform

The Summit in Doha will provide an opportunity for intense networking for all those invited to attend.

Specific attention will be given to VVIP Bilateral Meetings, i.e. meetings between Heads of State and Governments, as well as VIP Bilateral Meetings (meetings at Minister and C-level).

In the same spirit, the Summit format will provide an opportunity for other participants to gather and network.

To this end, a *Networking Platform and Service* will be put in place, including meeting rooms for bilateral services, a networking lounge, as well as the associated pertinent protocol service.

The networking platform will also provide a mechanism to facilitate the access of stakeholders to the Press covering the event on site.

Annex 3

Organizational arrangements

Registration

Pre-registration will start on 4 January 2012 and will be **carried out exclusively online through focal points** designated by each administration and entity entitled to participate in the Summit.

The list of focal points can be accessed using a TIES log-in at this [address](#) and Designated Focal points can find the registration form [here](#).

If your entity does not have a focal point or a TIES log-in, please contact: bdtmeetingsregistration@itu.int .

To modify the contact details of a focal point, or to change a focal point, an official fax from an authorized official should be sent to the BDT Registration Service at +41 22 730 5545 or +41 22 730 5484, providing the updated details of the new focal point: last name, first name and e-mail address.

Hotel reservations

Early January 2012, an official Event operator will be appointed as a unique point of contact for all travel arrangements (air tickets, hotel, airport transfers, and visas). Details on the procedure and contact details of the agency will be available on our website at <http://www.itu.int/ITU-D/connect/arabstates/practicalinfo/index.asp>

In the meantime, the hotels proposed for the Summit are listed to facilitate the planning of your travel. Please note that prices will be included in January 2012 as they are currently subject to review.

Visas

With the exception of nationals from countries of the Gulf Cooperation Council, all participants are required to obtain entry visas for Qatar.

Nationals from the following countries can be granted visas upon arrival: Andorra, Australia, Austria, Belgium, Brunei, Canada, Denmark, Finland, France, Germany, Greece, Iceland, Ireland, Italy, Japan, Korea (Rep. of), Lichtenstein, Luxembourg, Malaysia, Monaco, Netherlands, New Zealand, Norway, Portugal, San Marino, Singapore, Spain, Sweden, Switzerland, the Vatican, United Kingdom, United States.

Participants holding a Hong Kong passport can also obtain entry visas upon arrival.

All others must apply in advance to get an entry visa.

To apply for visas, participants must submit the following documents:

- Visa application form
- Clear copy of the passport. The passport must have a validity of at least 6 months following the intended date of arrival to Qatar
- Registration ID number for the Connect Arab Summit
- Confirmation of hotel booking

Airport transfers and transportation

Shuttle buses will be provided to registered participants from the Doha International Airport to the designated official hotels.

During the event, shuttle buses will be provided at scheduled times between the official hotels and the venue.

Interpretation

Simultaneous interpretation will be provided in English, French and Arabic.

For further details on the event visit our **website** at www.itu.int/ITU-D/connect/arabstates/