

# Telecommunication Development Sector



## Regional Preparatory Meeting for the Arab States (RPM-ARB)

Damascus, Syrian Arab Republic (17-19 January  
2010)

Document RPM-ARB09/ADM01-E  
30 November 2009

### Venue

The Regional Preparatory Meeting for the Arab States (RPM-ARB) will be held in Damascus, Syria, from 17-19 January 2010, at:

Syrian Telecom Establishment (STE) Hall  
Mezzah Autostrade  
Fayez Mansour Street  
P. O. Box 35108  
Damascus

### Participation

The Meeting is membership-and contribution-driven and is open to:

1. Administrations of ITU Member States of the region
2. Recognized operating agencies, Scientific and industrial organizations, financial or development institutions and other entities dealing with telecommunications which are member of the ITU-D Sector and are from the region
3. Regional telecommunication organizations of the Arab region
4. International telecommunication, standardization, financial or development organizations
5. Intergovernmental organizations operating satellite systems
6. United Nations and its specialized agencies and the International Atomic Energy Agency

Proposals may be submitted by members only, using the official online template available at:

[www.itu.int/ITU-D/conferences/rpm/2009/documents/template.html](http://www.itu.int/ITU-D/conferences/rpm/2009/documents/template.html).

### Registration

#### Pre-Registration

Pre-registration and fellowship requests will be carried out exclusively online. You will find the pre-registration and fellowship request form [here](#).

Only fellowship requests that have fulfilled all conditions will be considered. To view the conditions, click [here](#)

Pre-registrations should be confirmed no later than **12 January 2010** except for fellows who need to register and submit their signed and approved fellowship request form latest by **17 December 2009**. Should you need assistance, please call the Fellowships Unit at: Telephone: +41 22 730 5095.

#### Onsite registration

A registration desk will be set up in the Syrian Telecom Establishment (STE) Hall and will operate during the following hours:

- 16 January: from 09h00 to 18h00
- **17-18 January**: from 08h00 to 12h30 and from 13h30 to 18h00
- **19 January**: from 08h30 to 12h30

<b>Meeting agenda</b>	The agenda will be adopted by the Meeting. The draft agenda is found <a href="#">here</a>
<b>Time Management Plan</b>	<p>A time management plan is available to help participants. It is constantly updated to take account of changes needed as the Meeting will unfold. Please make sure to refresh the page to ensure that you access the latest available version.</p> <p>The time management plan is available <a href="#">here</a></p>
<b>Security and Access</b>	<p>Access to the meeting rooms will be strictly limited to persons wearing an official RPM-ARB badge. Participants are advised that all delegates, observers, media representatives, ITU and Host Country Secretariat staff, and all technical support staff, will only be admitted to the RPM-ARB premises upon presentation of this badge.</p> <p>It is recommended that participants coming to the venue limit their hand luggage to one small briefcase. Anything larger than cabin luggage will not be permitted inside the RPM-ARB premises.</p> <p>Participants are reminded to safeguard their personal belongings at all times while in the meetings premises and hotel area.</p>
<b>Documentation</b>	<p>The Meetings will be largely paperless.</p> <p>RPM-ARB working documents are posted at:  <a href="http://www.itu.int/ITU-D/conferences/rpm/2009/arb/alldocuments.html">http://www.itu.int/ITU-D/conferences/rpm/2009/arb/alldocuments.html</a></p> <p>In order to facilitate efficient meeting management and document access handling process, participants are encouraged to bring their own laptops for the meeting.</p> <p>For the RPM-ARB, proposals are to be submitted exclusively through the website, using the template made available at  <a href="http://www.itu.int/ITU-D/conferences/rpm/2009/documents/template.html">www.itu.int/ITU-D/conferences/rpm/2009/documents/template.html</a></p> <p>During the Meetings, participants are requested to hand-deliver a soft <u>and</u> hard copy of each document to the RPM-ARB Document Control Service for approval and processing. The RPM-ARB Document Control Service is the only service authorized to release for distribution documents to participants.</p> <p>A special designated area will be reserved for the distribution of meeting-related documentation, i.e. materials relevant to the Meeting agendas and objectives but which are not official meeting documents. Such documents include telecommunication information pamphlets, brochures, other printed and/or electronic materials from duly registered participants.</p> <p>This area will be accessible to all participants on a self-service basis and will be supervised by the RPM-ARB Secretariat. An authorization is required to distribute materials in this area. Materials distributed without authorization will be removed. Authorization can be obtained by contacting the RPM-ARB Document Control Service.</p> <p>While the Meetings will largely be paperless, one set of documents per delegation will handed out at the time of registration to the Head of Delegation. Documents received afterwards or in-session documents will be distributed in the meeting room.</p>
<b>Meeting Room management and reservations</b>	Delegations wishing to reserve a room may contact the office of the RPM-ARB Secretariat (Secretariat I) during the event. Requests will be processed on a first come first served basis.
<b>Visa requirements</b>	A valid passport is required to enter Syria. Each participant (not holding an Arab passport) is requested to consult the Syrian Embassy in his/her country of origin

to obtain the visa.

In case there is no Embassy or Consulate of Syria in your country, in order to assist in issuing your visa, it is recommended to send at least two weeks before the RPM-ARB, a copy of your passport to:

Mr. Ramzi Ramadan

Director of Public Relations

Syrian Telecommunication Establishment

Fax: +963 11 612 1645

Tel: +963 11 612 2645

## **Transfers and transportation**

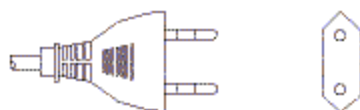
All participants who inform the Syrian Telecommunications Establishment Secretariat of their flight details (on the hotel reservation form) in advance will be met upon arrival at Damascus airport where transportation to nominated hotels only will be provided. Transfers to and from the nominated hotels and the RPM-ARB meeting venue will also be provided.

## **Climate**

In January the temperature in Damascus varies from 10 to 20°C.

## **Electricity**

Syria electrical standard is 220 volts/50 cycles connected via a 2-pin European plug. As elsewhere in the region, British 3-pin and north American flat 2-pin plugs will require an adapter.



## **Banking and currency**

Currency exchange facilities are available at the international terminal of Damascus airport; hotels also provide currency exchange services. The exchange rate fluctuates; at present it is approximately 1 Euro = 67SL (approx) and 1 US\$ = 45 SL (approx). (December 2009). For updates on currency exchange rates, you may consult several currency converter websites including this [one](#).

## **Travel Insurance**

Participants are reminded that it is advisable to obtain travel insurance. Such insurance should cover payment for your medical care in the case of hospitalization as well as the cost of repatriation to your home country if that should become necessary. However ITU is unable to bear the cost of insurance for participants, any medical expenses or any other expenses.

## **Hotel accommodation, catering and booking**

Hotel Reservation Form is available [here](#).

Kindly be advised that it is recommended for participants to reserve their hotel accommodation via telephone or fax, by sending the Hotel Reservation Form directly to the hotel

Please also send a copy to:

Mr. Ramzi Ramadan

Fax No.: +963 11 612 16 45

email: [pub-dir@net.sy](mailto:pub-dir@net.sy)

To ensure your reception at Damascus airport, and transfers to nominated hotel. Please note that if you make your own hotel arrangements in a hotel other than one that is nominated, transfers will not be arranged.

## **List of hotels**

### **Cham Hotel (\*\*\*\*\*)**

Single Room: Euro 100 + 12.5 % government tax

Double Room: Euro 120 + 12.5 % government tax

Tel: +963 11 22 32 300  
Fax: +963 11 22 26 180  
E-mail: [chamresa@net.sy](mailto:chamresa@net.sy)  
Website: [www.chamhotels.com](http://www.chamhotels.com)

**Sheraton Hotel (\*\*\*\*\*)**

Single/Double Room: Euro 105 + 12.5 % government tax

Tel: +963 11 22 29 300  
Fax: +963 11 22 43 607  
E-mail: [Damascus.reservation@sheraton.com](mailto:Damascus.reservation@sheraton.com)  
Website: [www.sheraton.com/damascus](http://www.sheraton.com/damascus)

**Dedeman Hotel (\*\*\*\*\*)**

Single/Double Room: Euro 112 + 12.5 % government tax (Breakfast included)

Tel: +963 11 22 29 200  
Fax: +963 11 22 33 303

**Semiramis Hotel (\*\*\*\*\*)**

Single Room: Euro 90 + 12.5 % government tax  
Double Room: Euro 95 + 12.5 % government tax

Tel: +963 11 21 20 225  
Fax: +963 11 22 16 797

**Blue Tower Hotel (\*\*\*\*)**

Single Room: Euro 100 + 2 % government tax  
Double Room: Euro 110 + 2 % government tax

Tel: +963 11 33 40 240  
Fax: +963 11 33 42 112  
E-mail: [info@bluetowerhotel.com](mailto:info@bluetowerhotel.com)  
Website: [www.bluetowerhotel.com](http://www.bluetowerhotel.com)

**Carlton Hotel (\*\*\*\*)**

Single Room: Euro 80 + 16 % government tax  
Double Room: Euro 90 + 16 % government tax

Tel: +963 11 21 22 000/1/2/3/4/5/6  
Fax: +963 11 21 22 007  
E-mail: [carlton\\_hotel@net.sy](mailto:carlton_hotel@net.sy)  
Website: [www.carltonhotel-syria.com](http://www.carltonhotel-syria.com)

**Al-Iwan Hotel (\*\*\*\*)**

Single Room: US\$ 75 +13% government tax  
Double Room: US\$ 94 +13% government tax

Tel: +963 11 23 21 476  
Fax: +963 11 23 15 224

**Al-Salam Hotel (\*\*)**

Single Room: SL 1700 government tax & breakfast included  
Double Room: SL 2500 government tax & breakfast included

Tel: +963 11 22 16 674  
Fax: +963 11 22 15 031

**Al-Sultan Hotel (\*\*)**

Single Room: US\$ 35 + 10% government tax (breakfast included)  
Double Room: US\$ 50 + 10% government tax (breakfast included).

Tel: +963 11 22 25 768  
Fax: +963 11 2240372

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