



*Arab regional workshop on ICTs for
youth employment and entrepreneurship &
ARTECNET Meeting*

7-9 April 2014

Smart Village, Cairo, Egypt.



Information for participants

VENUE OF THE FORUM

The meeting will be held from 7-9 April 2015 in Egypt at the following address:
Address: Smart Villages Development & Management Company, Building 1, Street. 26,
Smart Village Egypt, Giza, 12577, Egypt

COORDINATORS

ITU Coordinator

Mr. Slaheddine MAAREF
ITU Arab Regional Office
Tel: +202 35 37 17 77
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E-mail: slaheddine.maaref@itu.int

Host Country / Meeting Coordinator

Mrs. May Helmy
Assistant Vice President Commercial
Tel : 002035352081
Fax : 002035352001
E-mail: may.helmy@smart-villages.com

REGISTRATION AND WORKING HOURS

The registration of the participants and distribution of documents will take place on 7 April 2015 from 08:00 to 09:00 am. The opening session will start at 09:00am. Working hours are from 09:00 to 17:00.

HOTEL RESERVATION

Kindly be advised that it is recommended for participants to reserve their hotel accommodations via telephone, fax or E-mail, directly with the hotels of preference (ranging from 2 to 5 stars) indicating their arrival schedules before **26 March 2015**, with a copy to Coordinator (E-mail: may.helmy@smart-villages.com ; phone: 002035352081), to ensure the reception at the airport of Egypt. Please be aware of the fact that the transportation between the hotels and the airport and between the hotels and the venue will be provided only for delegates who are staying in the official recommended hotels.

List of Recommended Hotels

Hotel	Star Rating	Facilities Included	Distance to Venue	Daily Rate (USD)	Contact
Pyramids Park Resort Cairo	5 stars	Wifi/breakfast/parking...etc www.pyramidsparkresort.com	average 30 min away from Smart Village	\$ 45	Waleed Abd Elghani, Sales Manager Tel: +20 2 383 88 300 Fax: +20 2 383 88 885 Mobile: 010 20084490 waleed.ghani@pyramidsparkresort.com
Mövenpick Hotel & Casino Cairo-Media City	5 stars	Wifi/breakfast/parking...etc www.moevenpick-hotels.com	average 45 min away from Smart Village	\$ 80	Mohamed Abdelmeguid Assistant Director of Sales Phone: +20 2 38555001 Fax: +20 2 38555003 Mob: +20 1001118011 Mohamed.abdelmeguid@moevenpick.com
Swiss Inn Pyramids Golf Resort	5 stars	Wifi/breakfast/parking...etc www.swissinn.net	average 45 min away from Smart Village	\$70	Nabil KAHIL Director of Sales Tel: +20 (2) 38 55 33 11 Fax: +20 (2) 38 55 33 13 Mobile: +20 (100) 160 03 62 nabil.kahil@swissinn.net
Novotel 6th October Hotel	4 stars	Wifi/breakfast/parking...etc Novotel.com accorhotels.com	average 35 min away from Smart Village	\$ 90	Mostafa Mahmoud Sales Manager 0100 222 8727 H3359-sl@accor.com

VISA PROCEDURE

A valid passport & visa are required to enter Egypt. Each participant is requested to consult the Egyptian Embassy in his/her country of origin to obtain the visa.

In case there is no Embassy or Consulate of Egypt in your country, it is recommended to send, at least three weeks before the Meeting, a copy of your passport to Mrs. May Helmy (E-mail: may.helmy@smart-villages.com ; phone: +2035352081, Fax: +2035352001) in order to assist in issuing your visa.

TRANSPORTATION FOR PARTICIPANTS

Transfers to and from Egypt Airport and official hotels will be provided to participants who have provided their flight details through the identified channels.

The airport has all necessary amenities to welcome participants properly. It is located [90] minutes from the official hotels of the Meeting.



PUBLIC TRANSPORTATION

The officially recommended hotels are located close to the event venue. For those who wish to take a taxi, it is strongly recommended that delegates only use [white national taxis].

CURRENCY

The official currency of Egypt is the **Egyptian Pound**. Visa, American Express, Access/MasterCard can also be used. Banks are opened from Sunday till Thursday, from 8.30 to 14.00.

The exchange current rates in Egypt as of January 2015 are as follows:

 Dollar	7.18 EGP (approx.)
 Euro	8.71 EGP (approx.)

CLIMATE

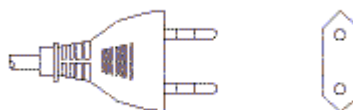
The weather in April is warm. Approximate temperatures will vary between 22°-25°C.

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 123.

ELECTRICITY

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



SERVICES AVAILABLE FOR PARTICIPANTS DURING THE EVENT

Information display:

It will be located outside the main Meeting room and will provide information on many issues of interest of the participants and will forward to other services, such as city tours and transfers, mail, medical care, communications, etc. It will also be the place where you should deliver or collect lost items.

Communication Center:

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 Forum and in all social activities.

Medical Assistance:

Emergency and urgency medical assistance will be provided free of charge within the premises where the Forum will take place. Nevertheless it is advised to take out international travel insurance to cover any medical expenses in case of medical treatment.

GENERAL INFORMATION

General Information about the Country of the venue:

Government	Giza
President	H.E. Abdel Fatah El Sisi
Prime Minister	H.E. Ibrahim Mehleb
Area	6 th of October
Population	90 million
Capital	Cairo
Official Language	Arabic
Country Code	002
Time Zone	GMT + 2