

Practical information for Participants

1. Dates and venue of the meeting

Dates:

ITU-T SG3RG-ARB: 30 November and 02 December 2015

Venue:

Ramee Grand Hotel & Spa

Building # 999, Road # 2813, Block Al Seef 428

Al Seef District, Manama 11538, Bahrain

Telephone: (+973) 17 111 999

Fax: (+973) 17 111 998

Website: www.rameegrandbahrain.com/

2. About Seef District, Manama, Bahrain

Seef is a suburban neighborhood in Manama, the capital city of Bahrain. The word 'seef' means coast or shore in the Gulf Arabic lexicon, similar to 'sahel'.

Seef is a result of active land reclamation work starting in the 1980s, which has dramatically changed the Bahrain coastline. Surrounded on three sides by the sea, Seef is a new zone of reclaimed land containing luxury apartments, hotels and shopping malls.

Seef is fast developing into a business centre with many local and multinational companies building their offices in the area. Seef is the location of the Almoayyed Tower, which was the tallest building in the country. However it has been overtaken by many other structures since 2005 such as the Bahrain Financial Harbour.



3. Weather

The meeting will take place in the Bahrain Winter, with temperatures in Manama between 25 and 33°C (average).

4. Hotel Accommodation

Ramee Grand Hotel & Spa (also meeting venue for the events)

This 5-star hotel is within close proximity of Bahrain Fort and Dana Mall.

It has 166 air-conditioned rooms featuring minibars, LED televisions, complimentary wireless Internet access and satellite programming.

Conveniences include safes and desks, and daily housekeeping.

For recreational opportunities, there is an outdoor pool and a fitness center. Additional amenities at this Art Deco hotel include tour/ticket assistance.

The hotel's dining establishments include 4 restaurants and a coffee shop/café as well as 2 bars/lounges.

Featured amenities include a business center and laundry facilities. This hotel has 5 meeting rooms available for events. A roundtrip airport shuttle is provided for a surcharge (available on request), and free valet parking is available onsite.

Website: www.rameegrandbahrain.com/

Address: Building # 999, Road # 2813, Block Al Seef 428
Al Seef District, Manama 11538, Bahrain

Email: reservation@rameegrandbahrain.com

Telephone: (+973) 17 111 999

Fax: (+973) 17 111 998

Name of Hotel	Room specifications	Room rate in BHD	Inclusive of	Visa cost	Airport transfers	Contact Person
Ramee Grand Hotel & Spa *****	Premier Single Room 45m ²	45	Breakfast	BD 40 for 7 day business visa	Complimentary airport transfers / itinerary to be provided 24 hours prior to arrival/departure	Reservations: Ms. Anjali Pillai Ms. Leda Catubay Tel: +973 36897379 +973 17 111 999 Ext. 3203 or 3005 Fax: +973 17 111 998 Email: reservation@rameegrandbahrain.com or sm1@rameegrandbahrain.com
	Premier Double Room 45m ²	55				
	Deluxe Single 56m ²	55				
	Deluxe Double 56m ²	65				

Check In Time: **15:00 hours**

Check Out Time: **12:00 noon**

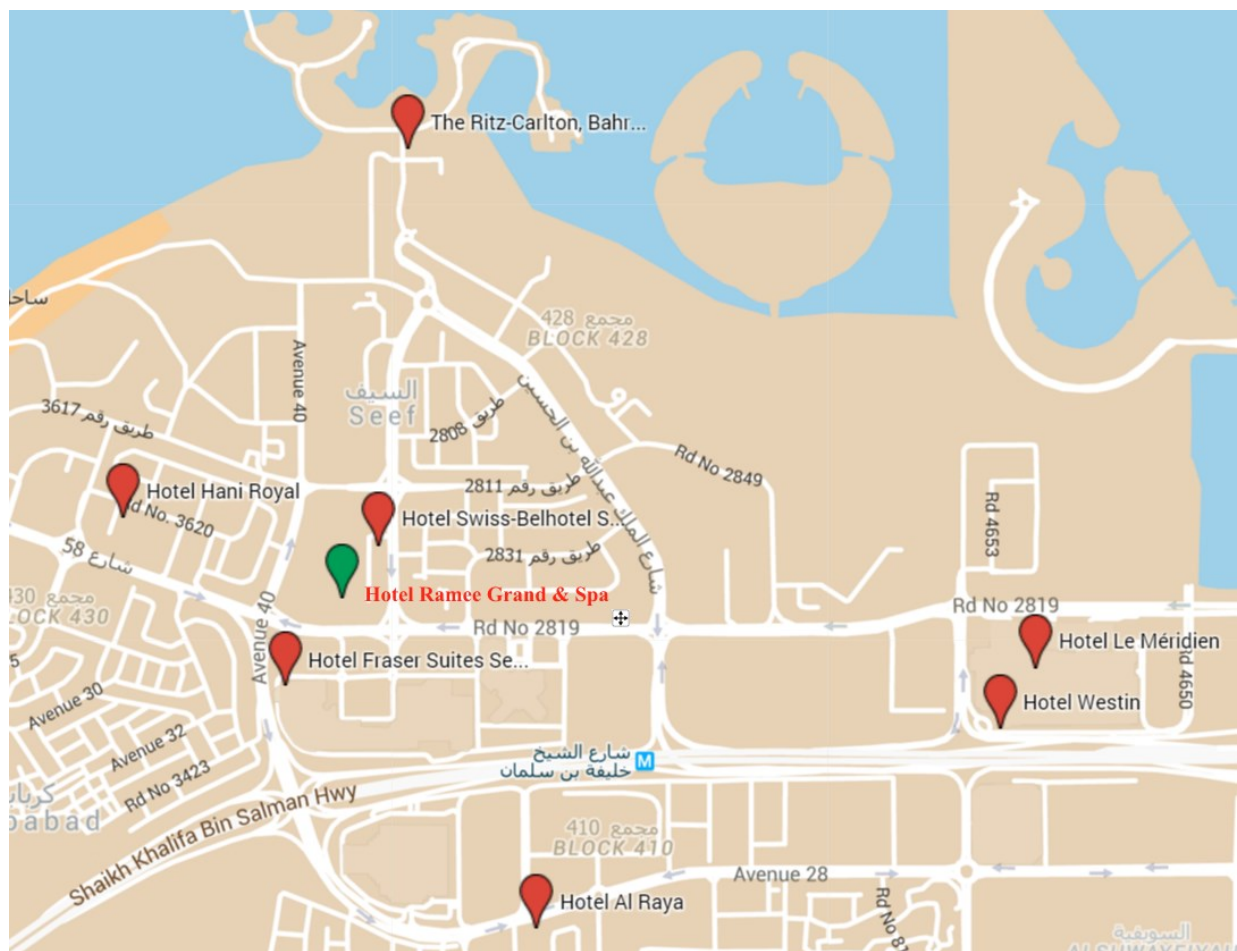
Credit Cards Accepted: **Visa Card, Master Card**

Reservation in Recommended Hotels:

Special rates have been negotiated for participants in the hotels close to the venue of the event. Participants who choose hotels that are shown in table below are kindly requested to fill out the **Hotel Reservation Form (see page 9)** and **email it directly to the contact person of the selected hotel** before **15 November 2015** in order to guarantee preferential rates. The account of the hotel will be paid directly by each participant at the end of the stay.

IT IS STRONGLY ADVISED TO MAKE HOTEL RESERVATION THROUGH THE FORM ATTACHED AND NOT THROUGH INTERNET BOOKING IN ORDER TO ASSURE THE NEGOTIATED RATE AND TO AVOID PROBLEMS IN CASE IT IS CANCELLED.

Recommended hotels location map:



Recommended hotels with special negotiated rates:

Name of Hotel	Room specifications	Room rate in BHD	Inclusive of	Visa cost	Airport transfers	Contact Person
Ramee Grand Hotel & Spa *****	Please see hotel details on page 2					
Swiss BelHotel ****	Superior Room single	45	Breakfast / 24 hours of wireless internet	BD 35 for 7 days visa to be provided with requested documentation	Complimentary airport transfers / itinerary to be provided 24 hours prior to arrival/departure	Reservations: Tel: +973 66310031/32 Email: reservationsbse@swiss-belhotel.com
	Superior Room Double	50				
Hani Hotels ****	Single room	40	Breakfast / Internet	BD 50 for 7 days visas	Complimentary airport transfers / itinerary to be provided 24 hours prior to arrival/departure	Reservation Agent: Ms. Katherine Capili Tel: +973 17581144 Mobile: +973 32122771 Email: reservation@hanihotels.com Sales and Reservation Manager: Ms. Jenny Bejer Tel: +973 17581144 Mobile: +973 36040327 Email: srm@hanihotels.com
	Double room	45				
Alraya Suites *****	Twin Bed room single	35	Complimentary tea and coffee facility in the room	BD 50 for 7 days visa subject to minimum stay of 3 nights	None	Reservations: Tel: +973 17 555888 +973 17 383738 Email: reservations@alraya-suites.com
	Twin Bed room double	40				
	Studio single	40				
	Studio Double	45				
	Deluxe room single	45	Complimentary bottle of water			
	Deluxe room double	50				
	One bedroom suite	60				
	Two bedroom suite	100		Free Wi-Fi		

Name of Hotel	Room specifications	Room rate in BHD	Inclusive of	Visa cost	Airport transfers	Contact Person
Fraser Suites ****	Studio Suite single	62	Breakfast and Wi-Fi	BD 35 for 7 day business visa	Airport transfers	Reservations: Tel: +973 17171626 Email: sales.bahrain@frasershospitality.com
	One bedroom Suite Deluxe	66			Shuttle bus BD 12 per head	
Ritz Carlton *****	Deluxe Room (Single or double occupancy)	131	Room only	BD 50 for 7 day Business	None	Reservations Manager: Mrs. Avegail Alvarez Dulay Direct Tel: +973 17 586866 Email: avigail.dulay@ritzcarlton.com
	Club room (single occupancy)	173				
	Club room (double occupancy)	215				
Westin *****	Superior Single Room	109	Breakfast	BD 40 for 7 day Business Visa	Airport transfers are chargeable	Complex Reservations Manager: Ms. Catherine David Tel: +973 17171111 Email: catherine.david@starwoodhotels.com
	Superior Double Room	115				
Le Meridien *****	Superior Single Room	85	Breakfast			
	Superior Double Room	91				

5. Visa Information

A valid passport and visa are required to enter Bahrain except for nationalities from the following list of countries that **DO NOT REQUIRE A VISA**: <http://www.evisa.gov.bh/>.

Diplomatic or Official passport holders are requested to contact the nearest Bahraini Embassy or Consular Mission in order get additional information about visa necessity.

Holders of ordinary passport of countries **NOT** included in the abovementioned list will need a visa to enter into Bahrain. Participants are strongly advised to seek information on requirements applicable in their case from Bahraini diplomatic or consular missions in their home countries **at least 15 days prior to the trip**.

To apply for a visa, participants have two options:

Option 1: Apply at nearest Bahraini diplomatic or consular mission by providing the following documents:

- Valid passport.
- A roundtrip airline or bus ticket. If travelling with a vehicle, title of the car or documentation that proves you are able to drive it.
- Hotel booking in your name or in the name of the person with address/phone number of the place where you will stay.
- If applicable, invitation letter received from Bahrain.

Eventually, the Consular Mission may ask for additional information. Please find the nearest Consular mission: <http://www.mofa.gov.bh/>.

Those participants, whose flights **make a stop in other countries, must pay special attention to the requirements of these countries, since they may need an entry or transit Visa to the country or change of airport.**

In case of special assistance needed to obtain visa, please contact **Mrs. Rekha Vijay** at the Telecommunications Regulatory Authority:

Mrs. Rekha Vijay

Tel.: +973 1752 0000

Fax: +973 1753 2125

Email: rvijay@tra.org.bh

Option 2: The Telecommunication Regulatory Authority of Bahrain (TRA) made arrangements with the hotels cited in the table above to provide delegates with visa assistance.

Kindly fill in the **Hotel Reservation Form (see page 9)** and send it by email to the contact person specified for each hotel in the right-hand column of the above table keeping in mind the nominal fee payable in this regard as shown in the **Visa Cost** column of the said table.

6. Arrival at airport

In order to secure reception at the airport and transportation to hotels, participants are requested to fill the **Hotel Reservation Form (see page 9)** and send it to the hotel they choose for accommodation.

Most of the hotels listed in the above table provide complimentary airport transfers for guests.

Otherwise, the airport has all necessary amenities to welcome participants. It is located 20 minutes by car from Seef District and the official hotels of the meeting.

Airport practical Information:

At the airport, taxi service is available at level 1 of the Arrivals and the fees are reasonable. Typical charges from the airport to: Muharraq 5 BHD, Manama 6 BHD, Saar 10 BHD, Riffa 12 BHD, and Zallaq 15 BHD (1 BHD = approximately USD \$2.63).

Taxi Airport:

Name	Telephone	Website
Speedy Motors Service	+973 1768 1999	www.speedymotors.com
Arabian Taxi	+973 1746 1746	http://www.arabiantaxi.bh/

7. Transportation

Hotels officially recommended are located close to the event. For those who wish to take a taxi, it is strongly recommended that you only use black taxis with yellow stripes or white taxi with yellow stripes. The cost of a journey of 10 kilometers is BHD 7 (USD 18.43).

8. Services available for participants during meetings

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 tour 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 meeting room. Participants will also be provided with fax service.

Security:

For security reasons, all participants should be permanently using their badges during the meeting and in all social activities.

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

9. Currency

The official currency of Bahrain is the “*Bahrain Dinar (BHD)*”. American dollars are usually accepted in the market. Foreign currencies may be changed into Bahraini Dinar at the airport, banks or private exchange offices. Most banks are open from 8 am to 1pm, with some also open from 4 pm to 6 pm.

The exchange rate in Bahrain is pegged to the dollar, other currencies rate can be consulted at <http://www.cbb.gov.bh/> or www.oanda.com.

As of October 2015:

1 Euro = 0.425 BHD (approx.).

1 US\$ = 0.374 BHD (approx.).

10. Time Zone:

Bahrain is GMT + 0300 hours.

11. Electricity:

AC power voltage in Bahrain is 220V/50 Hz. Find below used outlets (UK plug):



12. General Information about Bahrain:

Government:	Unitary Parliamentary Constitutional Monarchy
King:	Hamad bin Isa Al Khalifa
Crown Prince:	Salman bin Hamad bin Isa Al Khalifa
Prime Minister:	Khalifa bin Salman Al Khalifa
Area:	765 km ²
Population:	1,343,000 (2014 estimate)
Capital:	Manama
Language:	Arabic

HOTEL RESERVATION FORM

(to be submitted before 15 November 2015)



ITU-T Study Group 3RG-ARB meeting and associated ITU-D Regional Economic and Financial Forum of Telecommunications/ICTs for Arab States
Manama, Bahrain, 29 November to 02 December 2015

(USE CAPITAL LETTERS)

1. Mr. / Mrs. _____ (Family name) _____ (First name) _____
2. Country : _____
3. Address : _____ _____
4. Tel.: _____ Fax: _____ E-mail : _____
5. Name of chosen hotel _____ Selected Rate _____ BHD Booking of a single room <input type="checkbox"/> Booking of a double room <input type="checkbox"/> Check-in (dd/mm/yy): _____ Check-out (dd/mm/yy): _____ Total of nights _____
6. Credit Card Information: Number: _____ Type of card: _____ Expiration date: _____ Name of cardholder (as written on the card): _____
7. Arrival Date : ____ / ____ / 2015 Flight No. : _____ Time : _____ Flight coming from (city): _____
8. Departure date : ____ / ____ / 2015 Flight No. : _____ Time : _____
Date : _____ Signature : _____