



ITU- ALECSO Smart Learning forum

Dubai-UAE, 14-16 December 2015

Information for participants

VENUE

The Forum will be held from **14-16 December 2015 in Dubai** at the following address:

Conrad Hotel
Sheikh Zayed Road - Dubai, United Arab Emirates
Tel: +971 4 444 7444

COORDINATORS

ITU Coordinator

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Exhibition Coordinators

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REGISTRATION AND WORKING HOURS

The registration of the participants will take place on 14 December 2015 at 08:30am. The opening session will start at 09:30am. 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. Please note that participants are requested to contact the hotels for Hotel rates and booking is subject to availability and can be booked at the best available rate.

Conrad Hotel * * * * * (Meeting Venue) Tel: +971 4 4447444 E-mail: Conrad.dubai_reservations@conradhotels.com	-Rate is subject to 10 % service charge and 10 % tourism fee. - Booking is subject to availability and can be booked at the best available rate.
Fairmont Hotel * * * * * (Adjacent to Conrad Hotel) Tel: +971 4 3325555 E-mail: dubai.reservations@fairmont.com	-Rate is subject to 10 % service charge and 10 % tourism fee. - Booking is subject to availability and can be booked at the best available rate.
Sheraton Four Points by Sheraton * * * * * (15 Mints walk) Tel: +971 4 3230333 E-mail: reservations.szrdubai@fourpoints.com	-Rate is subject to 10 % service charge and 10 % tourism fee. - Booking is subject to availability and can be booked at the best available rate.
Shangri La * * * * * (20 Mints walk) Tel: +971 4 3438888 E-mail: reservations.sldb@shangri-la.com	-Rate is subject to 10 % service charge and 10 % tourism fee. - Booking is subject to availability and can be booked at the best available rate.
Crown Plaza * * * * * (15 Mints walk) Tel: +971 4 3311111 E-mail: reservations.cpDubai@ihg.com	-Rate is subject to 10 % service charge and 10 % tourism fee. - Booking is subject to availability and can be booked at the best available rate.
Sheraton Four Points by Sheraton * * * * * (15 Mints walk) Tel: +971 4 3230333 E-mail: reservations.szrdubai@fourpoints.com	-Rate is subject to 10 % service charge and 10 % tourism fee. - Booking is subject to availability and can be booked at the best available rate.



<p>Towers Rotana * * * * (15 Mints walk)</p> <p>Tel: +971 4 3438000 E-mail: res.towers@rotana.com</p>	<p>-Rate is subject to 10 % service charge and 10 % tourism fee. - Booking is subject to availability and can be booked at the best available rate.</p>
<p>Rose Rayhan * * * * (15 Mints walk)</p> <p>Tel: +971 4 3230111 E-mail: res.rose@rotana.com</p>	<p>-Rate is subject to 10 % service charge and 10 % tourism fee. - Booking is subject to availability and can be booked at the best available rate.</p>

VISA PROCEDURE

A valid passport is required to enter United Arab Emirates. In this case, participants are strongly advised to seek information on requirements applicable in their case from the United Arab Emirates Embassy / Consulate in their home countries **at least 15 days prior to the trip.**

In case there is no Embassy or Consulate of United Arab Emirates in your country, it is recommended to send, **by 6th December** a clear scanned copy (PDF format) of your passport to the host country Coordinator in order to assist you in issuing your visa. Please note that the host country will not ensure any request for entry visa and No requests will be accepted after 6 December 2015.

COMMUNICATIONS

The telephone network operated by the national telecommunication organizations ETISALAT and DU is superb: local calls are free and direct dialing is available to 150 countries. The international dial code for UAE is +971. Discounts rates for international direct calls apply from 9 p.m. to 7 a.m. and all day on Fridays and public holidays. There is a complete list of rates at the back of each telephone directory.

Here are some useful contacts to have at your fingertips while you are in UAE.

Police: 999

Ambulance: 998

Fire: 997

Telephone Directory Enquiries: 181



MOBILE PHONES IN UAE

If you wish to use your own telephone in UAE with a local SIM card, it will work provided that your telephone is NOT SIM locked.

CURRENCY

The official currency of the UAE is the Arab Emirates Dirham (AED or Dhs). Each Dirham is divided into 100 fils and is held constant against the US Dollar at an average of 3.67. All banks operate from 8.00am to 1.00pm, Saturday through Wednesday and 8.00am to 12.00pm on Thursdays. Currency exchange houses are open until late in the evening. All international credit and debit cards are widely accepted.

CLIMATE

The UAE enjoys extremely pleasant weather during its winter months, from October to April. The rest of the year, temperatures are in the low to mid-40° range. Lightweight summer clothing can be worn for most of the year.

SECURITY

Dubai is a venue for major conferences and presents a low risk to business travelers. However, as with travel to any major city, it is important to take responsibility for your personal safety and exercise common sense security precautions at all times.

For any security incident, visitors should contact the police on 999.

ELECTRICITY

Domestic supply is 220 volts. Sockets suitable for three-pin 13 amp plugs of British standard design are the norm, however it is a good idea to bring an adaptor with you just in case.

Internet Access

Internet Access free of charge will be available at the events meeting room.



ABOUT UAE

The United Arab Emirates is a constitutional federation of seven emirates; Abu Dhabi, Dubai, Sharjah, Ajman, Umm al- Qaiwain, Ras al-Khaimah and Fujairah. The federation was formally established on 2 December 1971.

The United Arab Emirates (UAE) occupies an area of 83,600 sq. km along the south-eastern tip of the Arabian Peninsula. Qatar lies to the west, Saudi Arabia to the south and west, and Oman to the north and east. The capital and the largest city of the federation, Abu Dhabi, is located in the emirate of the same name. Four-fifths of the UAE is desert, yet it is a country of contrasting landscapes, from awe-inspiring dunes to rich oases, precipitous Rocky Mountains to fertile plains. The United Arab Emirates, one of the world's fastest growing tourist destinations, has all the right ingredients for an unforgettable holiday, sun, sand, sea, sports, unbeatable shopping, top-class hotels and restaurants, an intriguing traditional culture, and a safe and welcoming environment.

GENERAL INFORMATION

General Information about UAE:

Government	Federal Government
President	H.H Sheik Khalifa bin Zayed bin Sultan Al Nahyan
Prime Minister	H.H Sheik Mohammed Bin Rashid Al Maktoum
Area	83,600 km²
Population	8,264,000
Capital	Abu Dhabi
Official Language	Arabic
Country Code	+971 / .ae
Time Zone	GMT+4