File Ref.: ME 3/56.2 – 13/199

1 August 2013

Subject: Thirteenth Meeting of the MIDANPIRG ATM/AIM/SAR Sub-Group
(Cairo, Egypt, 30 September - 3 October 2013)

Action Required: Reply not later than 10 September 2013

Sir,

I have the honour to inform you that, the Thirteenth Meeting of the MIDANPIRG ATM/AIM/SAR Sub-Group, will be held in Cairo, from 30 September to 3 October 2013. Your Administration/Organization is kindly invited to participate in this meeting.

The Provisional Agenda, Explanatory Notes for the meeting and Terms of Reference of the ATM/AIM/SAR Sub-Group are at Attachments A, B and C respectively. Your comments on the attached provisional agenda, including any amendment(s) you may wish to suggest, would be appreciated.

The Bulletin describing administrative arrangements for the meeting and other useful information for participants, including the Hotel List is at Attachment D.

This letter, all its relevant attachments including the Bulletin describing administrative arrangements for the meeting, the Hotel List and Working/Information Papers (as they become available), will be posted in PDF format on the ICAO MID website at: www.icao.int/mid.

In accordance with the approved procedures, as specified in the MIDANPIRG Procedural Handbook, Sub-Groups of MIDANPIRG shall be composed of experts able to contribute to the work of the Sub-Group. For more effectiveness, I shall be grateful if you could ensure that your delegation consists of experts familiar with ICAO documentations and policies, having the required qualifications and experience in the fields of ATM/SAR and AIM. The attendance of your States’ Military Authority to this meeting is also highly encouraged.

I would also like to highlight that the ATM/SAR/AIS SG/13 meeting will undertake a review and update the list of air navigation deficiencies in the ATM/SAR and AIM fields. In this regard, you are kindly requested to ensure that your designated delegates review the deficiencies related to your State prior to the meeting, with a view to provide the meeting with updated information regarding proposed corrective actions and target dates.

../.
In view of the above, your Administration/Organization is encouraged to participate actively in the work of the meeting by submitting working and/or information papers covering subjects contained in the provisional agenda. I would be grateful to receive your papers in an electronic format prior to 10 September 2013, in order to allow time for processing and advance posting on the web.

I would appreciate if you could, as soon as possible, preferably not later than 10 September 2013, confirm the participation of your Administration/Organization by exchange of correspondence with the ICAO MID Regional Office at the following e-mail address (icaomid@icao.int) with a copy to (ekhoury@icao.int), giving the name(s) of your delegate(s), using the Nomination Form at Attachment E.

Accept, Sir, the assurances of my highest consideration.

Mohamed R. M. Khonji
ICAO Regional Director, Cairo

Attachments
THIRTEENTH MEETING OF THE MIDANPIRG AIR TRAFFIC MANAGEMENT/AERONAUTICAL INFORMATION MANAGEMENT/SEARCH AND RESCUE SUB-GROUP (ATM/AIM/SAR SG/13)

(Cairo, Egypt, 30 September - 3 October 2013)

PROVISIONAL AGENDA

Agenda Item 1: Adoption of the provisional agenda and election of chairperson
Agenda Item 2: Follow-up on MIDANPIRG/13, DGCA-MID/2 and MSG/3 Conclusions and Decisions relevant to the ATM/SAR and AIM fields
Agenda Item 3: Global, Inter and Intra Regional Activities
Agenda Item 4: ATM/SAR issues
Agenda Item 5: RVSM operations and Monitoring activities in the MID Region
Agenda Item 6: AIM issues
Agenda Item 7: Review of Air Navigation deficiencies in the ATM/SAR and AIS/MAP fields
Agenda Item 8: Performance Framework for Regional Air Navigation Planning and Implementation
Agenda Item 9: Future Work Programme
Agenda Item 10: Any other business.

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EXPLANATORY NOTES

Agenda Item 1: Adoption of the provisional agenda and election of Chairperson

The meeting will review and adopt, as appropriate, the agenda for the ATM/AIM/SAR SG/13 meeting. The meeting will also elect its Chairperson.

Agenda Item 2: Follow-up on MIDANPIRG/13, DGCA-MID/2 and MSG/3 Conclusions and Decisions relevant to the ATM/SAR and AIM fields

The meeting will review the MIDANPIRG/13, DGCA-MID/2 and MSG/3 Conclusions and Decisions relevant to the ATM/SAR and AIM fields and note the follow-up actions taken by concerned parties.

Agenda Item 3: Global, Inter and Intra Regional Activities

The meeting will be appraised of the latest developments related to global, inter and intra-regional activities such as:

- The outcome of the twelfth Air Navigation Conference;
- The outcome of the DGCA MID/2 meeting;
- The outcome of the MSG/3 meeting;
- The progress achieved in the development of the eANP.

Agenda Item 4: ATM/SAR Issues

The meeting will address the following subjects:

- Review the outcome of the ARN TF/6 meeting and update the implementation status of the MID ATS route network.
- Civil/Military Cooperation and Flexible Use of Airspace.
- Contingency Planning.
- Review the outcome of the MID Region ATM Enhancement Programme Special coordination Meeting (MAEP SCM) and take actions as appropriate.

Agenda Item 5: RVSM operations and Monitoring activities in the MID Region

The meeting will be appraised of the outcome of the MIDRMA Board/12 meeting and the RVSM safety monitoring activities in the MID Region.
Agenda Item 6: AIM Issues

The meeting will review the outcome of the AIM TF/7 meeting. The meeting will also be apprised of the latest developments in the AIM field.

Agenda Item 7: Review of Air Navigation deficiencies in the ATM/SAR and AIM fields

The meeting will review and update the list of air navigation deficiencies in the ATM/SAR and AIM fields, which have been identified in the MID Region.

Agenda Item 8: Performance Framework for Regional Air Navigation Planning and Implementation

The meeting will review the Draft MID Region Air Navigation Strategy and new MIDANPIRG Organizational Structure.

Agenda Item 9: Future Work Programme

The meeting will develop the Terms of Reference of the different Sub-Groups related to ATM and AIM for review and endorsement by MIDANPIRG/14.

The meeting will agree on the future work programme of the different Sub-Groups related to ATM and AIM.

Agenda Item 10: Any Other Business

Any other matters not covered by the agenda, might be addressed under this agenda item.
1. Terms of Reference

1.1 The terms of reference of the ATM/AIM/SAR Sub-Group are:

a) Support a performance based transition to the ATM system envisaged in the Global ATM Operational concept, in consideration of the regional performance objectives, supported by the Global Air Navigation Plan.

b) Ensure that the planning and implementation of ATM, AIM and SAR in the region, is coherent and facilitates the objective of achieving seamlessness through interoperability and harmonization with other Regions.

c) Identify, State by State, those specific deficiencies that constitute major obstacles to the provision of efficient air traffic management, aeronautical information services and search and rescue services and recommend specific measures to eliminate them.

1.2 In order to meet the Terms of Reference, the ATM/AIM/SAR Sub Group shall:

a) Develop ATM and AIM performance objectives in the MID Region and identify achievable Milestones.

b) Provide a platform for harmonization of developments and deployments in the ATM and AIM fields.

c) Monitor and review technical and operational developments in the ATM and AIM fields and foster their implementation in the MID Region in a harmonized manner with a view to ensuring their smooth integration in the operational environment.

d) Identify requirements and improvements for achieving and maintaining an efficient ATS route network in the MID Region.

e) Monitor the RVSM operations and support the continued safe use of RVSM in the MID Region.

f) Ensure the effectiveness of the SSR code allocation system in the MID Region.

g) Assist States in the development and co-ordination of contingency plans and ensure that the Regional contingency plan is maintained up-to-date.

h) Facilitate effective civil/military cooperation and joint use of airspace in the MID Region.

i) Address ATM interface issues with other regions and make specific recommendations to achieve seamlessness and harmonization.
j) Review the requirements and monitor the status of implementation of ATM, AIM and Search and Rescue (SAR) services.

k) Analyse, review and monitor deficiencies in the ATM, SAR and AIM fields.

l) Taking into account human factors studies and available guidance material, make operational recommendations related to ATM and AIM personnel in the changing technological environment.

2. **COMPOSITION**

2.1 The Sub-Group is composed of:

a) MIDANPIRG Member States;

b) concerned International and Regional Organizations as observers; and

c) other representatives from provider States and Industry may be invited on ad hoc basis, as observers, when required.
1. LOCATION

1.1 The Thirteenth Meeting of the ATM/AIM/SAR Sub-Group (ATM/AIM/SAR SG/13) will be held at the Meeting Room of the ICAO Middle East Regional Office in Cairo, Egypt, 30 September – 3 October 2013.

2. SCHEDULE OF THE MEETING

2.1 The opening session of the Meeting will be held at 0900 hours on Monday 30 September 2013.

2.2 The schedule and order of the day will be announced at the opening session.

2.3 The Meeting will be conducted in English.

3. REGISTRATION OF PARTICIPANTS

3.1 Participants are requested to register, at the Registration Desk located at the entrance of the Meeting Hall, between 0830 and 0900 hours on the opening day of the Meeting. Participants are also requested to wear the identification badge, which will be issued to them when inside the meeting room.

4. ICAO PERSONNEL CONCERNED WITH THE MEETING

4.1 Mr. Elie Elkhoury, RO/ATM/SAR will act as secretaries of the Meeting.

4.2 Mrs. T. Qatami (Administrative Officer) and Mrs. M. Hindi (Finance and Administrative Assistant) from the ICAO Cairo Office will handle the administrative arrangements.

4.3 Mrs. Sonia El Sakka, ICT Regional Coordinator will handle the Information Communication Technology matters.

4.4 Mrs. Manal Wissa will provide the secretarial/technical assistance.

5. DOCUMENTATION

5.1 Please note that no documentation will be available in hard copy format. However, working and information papers related to the meeting will be available on the ICAO MID Regional Office website at least 15 days prior to the meeting. Accordingly, participants are requested to download the documentation from the web and bring along their own hard copies or their laptops to the meeting, as appropriate.

6. ICAO MIDDLE EAST REGIONAL OFFICE

6.1 The ICAO Middle East Regional Office is located at the Egyptian Ministry of Civil Aviation Complex, Airport Road, Cairo. The telephone numbers are: (202) 2267 4841/5/6, the fax number is: (202) 2267 4843, the e-mail address is: icaomid@icao.int and website is http://icao.int/mid.
WORKING HOURS

6.2 The working hours of the ICAO Regional Office are 0730-1430.

6.3 The list of Officers in the ICAO Regional Office is given in Page 4.

7. ICAO SALEABLE PUBLICATIONS

7.1 ICAO publications, if required by participants, may be purchased from the ICAO HQ.

8. HOTEL RESERVATIONS/RETURN AIRLINE BOOKINGS

8.1 Participants are requested to ensure that their return airline booking is confirmed, soon after their arrival in Cairo, through their respective hotel reception desk, as the MID Regional Office is unable to provide this service due to staffing limitations. A list of hotels with ICAO corporate rates is attached for your convenience with telephone/fax numbers and addresses. Participants do have to arrange own hotel reservation.

9. TRANSPORTATION

9.1 Although we would very much wish to welcome you at Cairo Airport, it will not be possible to meet participants on arrival and provide transportation. Participants are, therefore, requested to make their own arrangements for transportation from the airport to the city and return.

9.2 Airport taxi services (Misr Limousine) operate private limousine services from the airport to Cairo city, at L.E. 90.00 approx. per vehicle. Public taxi service is also available, at a cost of approximately L.E. 60.00 (negotiable), at the taxi stand at the airport.

9.3 Free Bus Transportation

9.3.1 Free bus services will only be provided to and from the venue of the Meeting according to the following:

Itinerary to the venue of the Meeting

Departure from Intercontinental, City Stars at 07:30
Departure from Beirut Hotel at 08:00
Departure from Le Meridien Heliopolis at 08:15
Departure from Fairmont Hotel Heliopolis (ex-Sheraton) at 08:20
Departure from Radisson Hotel at 8:25
Departure from Iberotel Le Passage (ex Movenpick) and Novotel Hotel at Heliopolis at 08:30

Note: Due to hotel rules, participants have to wait for the bus outside the premises of the hotel.

Itinerary from the venue of the Meeting

Buses will be available after the close of the daily sessions. Departures are tentatively scheduled at 14:30

N.B.

i Bus will be identified by the ICAO sign.

ii Due to security measures participants are requested to be available outside the main entrance of the premises in which the Regional office is located. Punctuality will be much appreciated since departure times are fixed.

10. INSURANCE

10.1 Participants are advised to have insurance coverage for any unexpected contingency including transport hazards (taxi, buses, rented cars etc.) and Medical Coverage.
11. SOME USEFUL TRAVEL INFORMATION

PASSPORT

11.1 All foreign nationals entering Egypt must possess valid passports or other valid documents for travel.

VISA

11.2 It is mandatory that all participants obtain official visas from the Egyptian Embassy or Consulate in their country prior to their departure for Egypt.

CUSTOMS

11.3 The following items may be brought into Egypt duty free:

- Personal effects, such as necessary clothing
- 200 cigarettes or 250 gr. of cigars or tobacco
- 1 liter alcoholic beverages
- Perfume for personal use

Additional quantities of the above items may also be purchased from Cairo Airport duty free shop after clearing customs.

WEATHER CONDITIONS

11.4 The main daily maximum and minimum temperatures for the month of September 32°C and 20°C.

12. CURRENCY, CREDIT CARDS AND BANKING SERVICES

12.1 The unit of currency in Egypt is the Egyptian Pound (L.E.), which in denominations of 100, 50, 20, 10, 5 and 1 L.E. 1 pound comprises 100 piasters. Current UN rate of exchange for US $ is approx. US $ 1 = L.E. 7.00 for August 2013.

12.2 International Credit Cards, such as American Express, Diners Club, Visa, Master Charge, Carte Blanche, etc. are usually accepted at most hotels, department stores and restaurants.

12.3 All commercial banks exchange major foreign currencies and are open 0830-1400 hours Sundays through Thursdays.

13. OTHER USEFUL INFORMATION

SHOPPING

13.1 Be prepared to bargain in small shops, sidewalk vendors etc. In large stores, however, the prices are fixed.

TAP WATER

13.2 It is recommended that all visitors drink only bottled water/beverages.

TELEPHONE CARDS

13.3 Cards are available in the Egyptian Market for international calls.

14. OTHER ASSISTANCE

14.1 The ICAO Regional Office will be glad to assist participants with any advice they may require.

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# LIST OF OFFICERS IN THE ICAO MID REGIONAL OFFICE, CAIRO

<table>
<thead>
<tr>
<th>NAME</th>
<th>TITLE</th>
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<tbody>
<tr>
<td>MR. M.R. KHONJI</td>
<td>ICAO REGIONAL DIRECTOR (ICAORD)</td>
</tr>
<tr>
<td>MR. M. SMAOUI</td>
<td>DEPUTY REGIONAL DIRECTOR (DEPRD)</td>
</tr>
<tr>
<td>MRS. T. QATAMI</td>
<td>ADMINISTRATIVE OFFICER (AO)</td>
</tr>
<tr>
<td>MR. R. GULAM</td>
<td>REGIONAL OFFICER, COMMUNICATIONS, NAVIGATION AND SURVEILLANCE (CNS)</td>
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<tr>
<td>MR. A. RAMLAWI</td>
<td>REGIONAL OFFICER, AERODROMES AND GROUND AIDS (AGA)</td>
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<tr>
<td>MR. M. ALBLOWI</td>
<td>REGIONAL OFFICER, FLIGHT SAFETY (FLS)</td>
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<tr>
<td>MR. E. ELKHOURY</td>
<td>REGIONAL OFFICER, AIR TRAFFIC MANAGEMENT/SEARCH AND RESCUE (ATM/SAR)</td>
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<tr>
<td>MR. D. STERLAND</td>
<td>REGIONAL OFFICER, AVIATION SECURITY AND FACILITATION</td>
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</tbody>
</table>
# LIST OF HOTELS WITH ICAO CORPORATE RATES

3 June 2013

Participants are required to make their own reservation(s). (ICAO Mid Regional Office does not take any responsibility for hotel reservation or conflict(s) between participants and the hotel)

<table>
<thead>
<tr>
<th>Hotel</th>
<th>Rate US $</th>
<th>Address</th>
<th>Telefax No.</th>
<th>E-Mail</th>
<th>Telephone Number(s)</th>
<th>Transportation by Taxi to Mid Office (Minutes)</th>
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<td>Hotel Heliopolis (Fairmont)</td>
<td>Fairmont Room $110.00S-$125.00D Fairmont Pool View $125.00S-$140.00D Heliopolis Suite $220.00S-$235.00D Above Rates include Breakfast basis (Special rates for group more than 9 persons-deal directly with the hotel)</td>
<td>Orouba Street Heliopolis</td>
<td>(202) 22678170 Attention Reservation Department</td>
<td><a href="mailto:Hli.reservations@fairmont.com">Hli.reservations@fairmont.com</a> Cc <a href="mailto:Hli.sales@fairmont.com">Hli.sales@fairmont.com</a></td>
<td>(202) 22677730/40</td>
<td>30</td>
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<tr>
<td>Meridien (Heliopolis)</td>
<td>Superior Room US$100.00 S or D Deluxe Room US$120.00 S or D Royal Club US$145.00 S or D */**/X</td>
<td>51, El Orouba Street Heliopolis</td>
<td>(202) 24172492 Attention: Reservation Depart</td>
<td><a href="mailto:Reservations.heliopolis@lemeridien.com">Reservations.heliopolis@lemeridien.com</a> &amp; <a href="mailto:Ahmed.maher@lemeridien.com">Ahmed.maher@lemeridien.com</a></td>
<td>(202) 24172492 22905055</td>
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<tr>
<td>Radisson Hotel</td>
<td>Standard Room US$90.00 S&amp;D Business Room US$140.00 S&amp;D Including breakfast</td>
<td>Abdel Hamid Badawi St. Sheraton Area Heliopolis</td>
<td>202) 26965657</td>
<td><a href="mailto:reservations.cairo@radissonblu.com">reservations.cairo@radissonblu.com</a> cc <a href="mailto:Ihab.Barsoum@radissonblu.com">Ihab.Barsoum@radissonblu.com</a> Cc <a href="mailto:Sales.cairo@radissonblu.com">Sales.cairo@radissonblu.com</a></td>
<td>26965656</td>
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<tr>
<td>Novotel Cairo Airport</td>
<td>US $100.00S US $110.00D (B&amp;B) Incl. Service Charges &amp; Taxes</td>
<td>Cairo Airport</td>
<td>(202)2 2914794/26373530 Attention: Reservation Dept</td>
<td><a href="mailto:rso_egypt@accor-hotels.com">rso_egypt@accor-hotels.com</a> cc <a href="mailto:h0502-sl@accor.com">h0502-sl@accor.com</a></td>
<td>(202)22918520 22918573 22918577</td>
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<td>Le Passage</td>
<td>Superior US$95.00 S or D</td>
<td>Cairo Airport</td>
<td>(202) 2 4180761</td>
<td><a href="mailto:Reservations@lepassage-hotels.com">Reservations@lepassage-hotels.com</a> &amp; <a href="mailto:wsalah.sm@lepassage-hotels.com">wsalah.sm@lepassage-hotels.com</a></td>
<td>(202) 22929626 direct reservation or Direct Operator 22919400 22670099</td>
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<td>Intercontinental Citystars</td>
<td>Standard US$103.00 Bed only</td>
<td>PO Box 1026 Cairo, Egypt</td>
<td>(202) 248000480</td>
<td><a href="mailto:res.citystars@ihg.com">res.citystars@ihg.com</a> cc <a href="mailto:noha.elbahrawy@ihg.com">noha.elbahrawy@ihg.com</a></td>
<td>(202)24800100 Ext 38</td>
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<tr>
<td></td>
<td>US$118.00 Bed &amp; Breakfast</td>
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<td>Holiday Inn Cairo Citystars</td>
<td>Standard US$75.00 Bed only</td>
<td>PO Box 1026 Cairo, Egypt</td>
<td>(202) 24800480</td>
<td><a href="mailto:res.citystars@ihg.com">res.citystars@ihg.com</a> cc <a href="mailto:noha.elbahrawy@ihg.com">noha.elbahrawy@ihg.com</a></td>
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<td>US$86.00 Bed &amp; Breakfast supplement US$105.00 Bed only US$116.00 Bed &amp; Breakfast Executive Room US$125.00 Bed only 136.00 Bed &amp; Breakfast</td>
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<td>Baron</td>
<td>US $100.00S</td>
<td>8, Maahad El Sahari St., Heliopolis</td>
<td>(202) 22907077</td>
<td><a href="mailto:resvcai@baronhotels.com">resvcai@baronhotels.com</a> or <a href="mailto:sales@baroncairo.com">sales@baroncairo.com</a></td>
<td>(202)22907077</td>
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<td>US$110.00D</td>
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<td>or Mr.Osama Kassiem</td>
<td>website: <a href="http://www.baronhotels.com">www.baronhotels.com</a></td>
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<td>Incl. open Buffet Breakfast, Service Charges &amp; Taxes *</td>
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<tr>
<td>hotel Beirut</td>
<td>US$73.00 (S)</td>
<td>56, Beirut Street Heliopolis</td>
<td>(202) 22904065 or (202) 24159422</td>
<td><a href="mailto:res.ca@beiruthotelseg.com">res.ca@beiruthotelseg.com</a></td>
<td>(202) 22911092</td>
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<td>US$90.00 (D)</td>
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<td>or (202) 24159422</td>
<td>Website: beiruthotelseg.com</td>
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<tr>
<td>Sofitel Cairo El Gezirah</td>
<td>Superior</td>
<td>3 El Thawra Council St. Zamalik</td>
<td>(202) 27398298</td>
<td><a href="mailto:h5307-re3@sofitel.com">h5307-re3@sofitel.com</a> Or <a href="mailto:h5307-re4@sofitel.com">h5307-re4@sofitel.com</a></td>
<td>(20) 27373737</td>
<td>60</td>
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<tr>
<td></td>
<td>US$125.00 (S)</td>
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<td>or Mr. Ayman Helal</td>
<td>Cc <a href="mailto:H5307-s16@sofitel.com">H5307-s16@sofitel.com</a></td>
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<td>US$145.00(D)</td>
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<td>Sales Manager</td>
<td>Website <a href="http://www.sofitel-cairo-elgezirah.com">www.sofitel-cairo-elgezirah.com</a></td>
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<td>Luxury</td>
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<td>Including open buffet breakfast</td>
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<td>Club Millesime</td>
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<td>US$175.00(S)</td>
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<tr>
<td>Marriott Hotel</td>
<td>Delux Room</td>
<td>Saray El Gezira St., Zamalek, Cairo</td>
<td>(202)27358240</td>
<td><a href="mailto:cairomariottreservation@marriott.com">cairomariottreservation@marriott.com</a></td>
<td>(202)27351090</td>
<td>60</td>
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<td>US$135.00 S &amp; D</td>
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<td>(27351090)</td>
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<td>Diplomatic Suite</td>
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<td>US$315.00</td>
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<td>Special rate for group more than 10 persons direct deal with Marriott</td>
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<tr>
<td>HOTEL</td>
<td>RATE</td>
<td>ADDRESS</td>
<td>TELEFAX NO.</td>
<td>E-MAIL</td>
<td>TELEPHONE NUMBER(s)</td>
<td>TRANSPORTATION BY TAXI TO MID OFFICE (Minutes)</td>
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<tr>
<td>Flamenco Hotel</td>
<td>Standard Room US $ 82.00(SB+B) &amp; US $ 92.00(DB+B)</td>
<td>2, El Guezira El Wosta St., Abu El Feda, Zamalek</td>
<td>(202) 27359312 Attention: Mr. Abdel Fattah El Rahman Senior Sales Manager</td>
<td><a href="mailto:rescairo@flamencohotels.com">rescairo@flamencohotels.com</a> <a href="mailto:salescairo@flamencohotels.com">salescairo@flamencohotels.com</a> <a href="mailto:Sales@flamencohotels.com">Sales@flamencohotels.com</a> Website:www.flamencohotels.com</td>
<td>(202) 27350815</td>
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<td>Superior Room US$92.00 (SB+B) &amp; US$ 102.00 (DB+B) Tripple Superior Room US$129.00 Incl. Serv./Gov. Tax</td>
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<td>Tripple Superior Room US$129.00 Incl. Serv./Gov. Tax</td>
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<tr>
<td>President</td>
<td>US $55.00 (SB) US $65.00 (DB) 75.00 (TPL) Incl. Buffet Breakfast/Serv/Gov.Tax</td>
<td>22 Taha Hussein St., Zamalek</td>
<td>(202) 27361752 Attention: Mr. Essam Safwat</td>
<td><a href="mailto:Presidenthotel3@gmail.com">Presidenthotel3@gmail.com</a></td>
<td>(202) 27350718 27350652</td>
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</table>

**GENERAL CONDITIONS:**
- To benefit from ICAO corporate kindly make sure to mention in your reservation request that you are a Participant in an ICAO Meeting, Seminar or Workshop.
- All above rates are subject to 12% service charge, 10% sales tax and 2% municipality tax.
- Method of payment should be stated in reservation request.
- In case of booking on guest account a credit card number as well as its expiry date should be submitted in order to guarantee the reservation.
- Special corporate rates are not valid during conferences or events, in which special conference rates will be applied.

**CONDITIONS APPLICABLE TO CERTAIN HOTELS ONLY:**
* Complimentary meet and assist at Cairo International Airport (upon request 48 hours prior notice and full flight details are clearly forwarded).
** Free transportation from and to Cairo International Airport (scheduled shuttle bus service), full flight details to be provided to ensure the maximum level of service.
*** Complimentary down town shuttle bus transportation several times a day.
X One night cancellation fees will be charged in case of no show. Also, the hotel will reserve the right to release the booking 48 hours before the arrival date in case reservation was not guaranteed by either credit card or payment or a voucher.
XX Meet and assist or transportation Service to/from Cairo Intl Airport can be arranged against charge. Requests can be sent via fax to the Reservation Department with at least 24 hours prior to arrival and need to be guaranteed by credit card.

**N.B.** No ICAO corporate rates will be applicable upon arrival if no PRIOR reservations have been made, following above procedure. Also no reservation is made on the web (online) published rate as this will prevent from obtaining ICAO Corporate rates.