



International
Civil Aviation
Organization

Organisation
de l'aviation civile
internationale

Organización
de Aviación Civil
Internacional

Международная
организация
гражданской
авиации

منظمة الطيران
المدنى الدولى

国际民用
航空组织

File Ref.: AN 12/4.2-13/234

15 September 2013

Subject: **Third Meeting of the Collaborative Arrangement for the Prevention and Management of Public Health Events in Civil Aviation ***
(CAPSCA-MID/3)
(Cairo, Egypt, 18 – 20 November 2013)

Action Required: **Reply not later than 28 October 2013**

Sir,

I have the honour to inform you that the Third Meeting of the Middle East Regional Collaborative Arrangement for the Prevention and Management of Public Health Events in Civil Aviation (CAPSCA-MID/3) will be held at the ICAO Middle East Regional Office, Cairo, Egypt, 18-20 November 2013. The Meeting will be organized by the ICAO Middle East Regional Office in association with the World Health Organization Regional Office, in Cairo.

Your Administration/Organization is kindly invited to participate in this meeting. It is strongly recommended that your delegation to the meeting includes Officers from Civil Aviation Regulatory Authorities and Public Health Authorities, Airport and Airline representatives and other stakeholders who have an interest in preparedness planning in the aviation sector in the Middle East Region. Participation by representatives of both Public Health and Aviation Authorities is particularly encouraged. To this end, you are kindly requested to forward this invitation to your counterpart in the Ministry of Health and other concerned stakeholders.

CAPSCA is a global, collaborative arrangement between International Organizations, including ICAO, WHO, UNWTO, WFP, IATA, ACI, etc. It aims to improve preparedness plans in the aviation sector for public health emergencies, or potential emergencies, that can arise from communicable disease such as the Middle East Respiratory Syndrome Coronavirus. Further information on CAPSCA project objectives is available on the CAPSCA Website: www.capsca.org.

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In this regard, you may be interested to see the working paper on CAPSCA (A38-WP/35) that will be discussed in the 38th Session of the ICAO Assembly. It is available on the ICAO website: [http://www.icao.int/Meetings/a38/Pages/WP_Num.aspx?Category=\(TE\)](http://www.icao.int/Meetings/a38/Pages/WP_Num.aspx?Category=(TE)).

A List of Topics to be discussed at the Meeting is at **Attachment A** to this letter. Your comments/suggestions, if any, would be appreciated. The Bulletin describing administrative arrangements for the Meeting including the hotel list is at **Attachment B**.

This letter and all its relevant attachments including the Bulletin and the Hotel list will be posted in PDF format on the ICAO MID Website www.icao.int/mid.

I would appreciate it if you could, as soon as possible, preferably **not later than 28 October 2013**, confirm the participation of your Administration/Organization to the Meeting by exchange of correspondence with the ICAO MID Regional Office at the following e-mail address: icaomid@icao.int, with copy to: aramlawi@icao.int or Fax number +20 2 22674843, giving the name(s) of your delegate(s) using the Registration Form at **Attachment C** to this letter.

Accept, Sir, the assurances of my highest consideration.



Mohamed R. M. Khonji
ICAO Regional Director, Cairo

Attachments

* *N.B. Previously named the “Cooperative Arrangement for the Prevention of Spread of Communicable Disease through Air Travel” (CAPSCA)*



INTERNATIONAL CIVIL AVIATION ORGANIZATION

**COLLABORATIVE ARRANGEMENT FOR THE PREVENTION AND MANAGEMENT OF PUBLIC HEALTH
EVENTS IN CIVIL AVIATION (CAPSCA)**

**3RD CAPSCA MIDDLE EAST SEMINAR/MEETING
(CAIRO, 18-20 NOVEMBER 2013)**

LIST OF POTENTIAL TOPICS TO BE DISCUSSED

- Status and Follow-Up of CAPSCA-MID Outstanding Conclusions (ICAO).
- Report on the 3rd Global Coordination Meeting of the Regional Aviation Medicine and Public Health Teams (ICAO).
- Highlights of activities of the CAPSCA Project in the other ICAO Regions (ICAO).
- International Health Regulations and public health emergencies recent developments, IHR (2005) Implementation Progress (WHO).
- MERS CoV: Challenges in preparedness (WHO).
- Recent changes in WHO recommendations on Influenza Risk Management: a review of changes affecting the aviation sector in “Pandemic Influenza Risk Management – WHO Interim Guidance” (WHO).
- Towards a Safer World: an update (UNSIC).
- Recent initiatives in airport preparedness planning (ACI).
- Recent initiatives in airline preparedness planning (IATA).
- Presentations from States on preparedness planning (States).
- Presentations from airport operators and airlines on preparedness planning (Operators).
- BioDiaspora-Evidence-Based Decision-Making: an update (Dr Kamran Khan, University of Toronto).

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- Comparison of ICAO documentation with WHO documentation – discrepancies/overlaps (ICAO/WHO).
- Safety Oversight Audit Programme (USOAP) update (ICAO).
- Arrival of an “affected” aircraft” – best practice guidelines. Discussion (ICAO).
- Security issues – interface with public health (ICAO).
- CAPSCA Future and Funding (ICAO).
- Training for Technical Advisors (TAs), and potential TAs (ICAO).
- Work Plan for CAPSCA-MID project and Next Steps.



International Civil Aviation Organization

Third Seminar/Meeting of Collaborative Arrangement for the Prevention and Management of Public Health Events in Civil Aviation (CAPSCA-MID/3)

(Cairo, Egypt, 18 – 20 November 2013)

BULLETIN

1. LOCATION

1.1 The Third Meeting of the Collaborative Arrangement for the Prevention and Management of Public Health Events in Civil Aviation (CAPSCA/3) will be held at the Meeting Room of the ICAO Middle East Regional Office in Cairo, Egypt, 18-20 November 2013.

2. SCHEDULE OF THE SEMINAR/MEETING

- 2.1 The opening session of the Seminar/Meeting will be held at 0900 hours on Monday 18 November 2013.
- 2.2 The event will close no later than 1430 on Wednesday 20 November
- 2.3 The daily schedule and the order of the day will be announced at the opening session.
- 2.4 The Seminar/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 Working Group 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 SEMINAR/MEETING

- 4.1 Dr. Anthony Evans, ICAO Chief Aviation Medicine Section and CAPSCA Project Manager
- 4.2 Mr. Mohamed Smaoui, Deputy Regional Director, ICAO MID Office.
- 4.3 Mr. Adel Ramlawi, Regional Officer, Aerodromes and Ground Aids and CASPCA Regional Coordinator.
- 4.4 Mr. David Sterland, Regional Officer, Aviation Security and Facilitation.
- 4.5 Ms. T. Qatami (Administrative Officer) and Mrs. M. Hindi (Finance and Administrative Assistant) from the ICAO Cairo Office will handle the administrative arrangements.
- 4.6 Mrs. Sonia El Sakka (ICT) will handle the Information Communication Technology matters.
- 4.7 Mrs. Hoda Gabriel will provide the secretarial assistance.

5. DOCUMENTATION

5.1 Please note that no documentation will be available in hard copy format, other than the final programme. However, presentations related to the meeting will be uploaded onto the ICAO MID Regional Office website after each day of the seminar/workshop. 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

MID OFFICE LOCATION

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 November 25°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 September 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.

LIST OF OFFICERS IN THE ICAO MID REGIONAL OFFICE, CAIRO

| NAME | TITLE |
|---------------------------|--|
| MR. M.R. KHONJI | ICAO REGIONAL DIRECTOR (ICAORD) |
| MR. M. SMAOUI | DEPUTY REGIONAL DIRECTOR (DEPRD) |
| ADMINISTRATION | |
| MRS. T. QATAMI | ADMINISTRATIVE OFFICER (AO) |
| TECHNICAL OFFICERS | |
| MR. R. GULAM | REGIONAL OFFICER, COMMUNICATIONS, NAVIGATION AND SURVEILLANCE (CNS) |
| MR. A. RAMLAWI | REGIONAL OFFICER, AERODROMES AND GROUND AIDS (AGA) |
| MR. M. ALBLOWI | REGIONAL OFFICER, FLIGHT SAFETY (FLS) |
| MR. E. ELKHOURY | REGIONAL OFFICER, AIR TRAFFIC MANAGEMENT/SEARCH AND RESCUE (ATM/SAR) |
| MR. D. STERLAND | REGIONAL OFFICER, AVIATION SECURITY AND FACILITATION |

LIST OF HOTELS WITH ICAO CORPORATE RATES

24January 2011

| HOTEL | RATE US \$ | ADDRESS | TELEFAX NO. | E-MAIL | TELEPHONE NUMBER(s) | TRANSPORTATION BY TAXI TO MID OFFICE (Minutes) |
|--|---|--|---|---|---------------------------|---|
| Hotel Heliopolis (Fairmont) | Fairmont Room US \$145.00 S or D Fairmont Pool View US\$160.00S or D Delux Room US\$170.00Sor D X | Orouba Street Heliopolis | (202)22678170 <i>Attention:</i> Reservation Dept | hli.reservations@fairmont.com | (202) 22677730/40 | 10 |
| Concord El Salam | Superior Room US\$120.00S or D Superior Pool View US\$130.00S or Club D"legance US\$160.00S US\$170.00D X /*/**/*** | Abdel Hamid Badawi Street Heliopolis | (202) 26226020 <i>Attention:</i> Reservation dept | Reservation.cairo@concorde-eg.com | (202) 22931055 | 10 |
| Radisson Hotel | Standard Room US\$90.00 S&D Business Room US\$140.00 S&D | Abdel Hamid Badawi St. Sheraton Area Heliopolis | (202) 26965657 | Info.cairo@radissonblue.com Or www.radissonblu.com | (202) 26965656 | 10 |
| Meridien (Heliopolis) | Superior Room US\$100.00 S or D Deluxe Room US\$135.00 S or D Royal Club US\$150.00 S or D */**/X | 51, El Orouba Street Heliopolis | (202) 24172492 <i>Attention:</i> Reservation Depart | Reservations.heliopolis@lemeridien.com & Ahmed.maher@lemeridien.com | (20) 24168994 24168995 | 10 |

| HOTEL | RATE US \$ | ADDRESS | TELEFAX NO. | E-MAIL | TELEPHONE NUMBER(s) | TRANSPORTATION BY TAXI TO MID OFFICE (Minutes) |
|--|---|-----------------------------|---|---|--|---|
| Novotel Cairo Airport | US \$100.00S US \$110.00D (B&B) Incl. Service Charges & Taxes | CAIRO AIRPORT | (202)2 2914794/26373530 <i>Attention:</i> Reservation Dept | rso_egypt@accor-hotels.com | (202)22918520 22918573 22918577 | 5 |
| Iberotel (Ex-Movenpick Heliopolis | Superior US\$80.00 S or D Executive club Room US \$110.00 S or D Executive Club suite US\$130.00 */*/*/* | Cairo Airport | (202)2 4180761 <i>Attention:</i> Reservations Dept | Reservation@iberotelcairo.com & waleed.salah@iberotelcairo.com | (202) 22929626 direct reservation or Direct Operator 22919400 | 5 |
| Intercontinental Citystars | Standard US\$140.00 S Business Suite US\$210.00 Supplement \$30.00 will be added for double occupancy (include B&B) High Season from 18/09 to 17/11/2011 | PO Box 1026 Cairo, Egypt | (202) 24800480 | reservations@interconticitystars.com & noha.elbahrawy@interconticitystars.com | (0800-44-333-22) Or (202) 24800100 | 30 |

| HOTEL | RATE US \$ | ADDRESS | TELEFAX NO. | E-MAIL | TELEPHONE NUMBER(s) | TRANSPORTATION BY TAXI TO MID OFFICE (Minutes) |
|--|--|--|--|---|--|---|
| Holiday Inn Cairo Citystars | Standard US\$125.00 S Superior US\$155.00S Executive Room US\$175.00S Supplement \$20.00 will be added for double occupancy (include B&B) | PO Box 1026 Cairo, Egypt | (202) 24800480 | reservations@interconticitystars.com & noha.elbahrawy@interconticitystars.com | (0800-44-333-22) Or (202) 24800100 | 30 |
| Sonesta Hotel | Standard US\$80.00 S or D Executive*/** US\$150.00 S or D Tower Patio View*/** US\$120.00 S US\$130.00D | 3 El Tayaran St. Nasr City | (202) 24039980 Attention: Reservation Depart | reservations@sonestacairo.com | (202) 24031259 After 5 P.M. (202) 22628111 | 25 |
| Baron | US \$100.00S US\$110.00D Incl. open Buffet Breakfast, Service Charges & Taxes | 8, Maahad El Sahari St., Heliopolis | (202) 22907077 Attention: Reservation Dept. or Mr.Osama Kassiem Asst. Sales Manager | resvcai@baronhotels. com or sales@baroncairo.com website: www.baron hotels.com | (202) 22915757 | 15 |
| Hotel Beirut | US\$73.00 (S) US\$90.00 (D) Suite S or D US\$130.00 Incl. Serv./Gov. Tax */** | 56, Beirut Street Heliopolis | (202) 22904065 or (202) 24159422 Attention: Reservation Dept | res.ca@beiruthotelseg.com Website: beiruthotelseg.com | (202) 22911092 24145079 22916048 | 15 |

| HOTEL | RATE US \$ | ADDRESS | TELEFAX NO. | E-MAIL | TELEPHONE NUMBER(s) | TRANSPORTATION BY TAXI TO MID OFFICE (Minutes) |
|---|--|---|---|--|----------------------------|---|
| Cairo Sheraton | Delux US\$140.00S&D Club Level US\$185.00 S US\$205D The above prices are not applicable during the month of July */ X / XX | 1 Midan El Galaa, Dokki | (202) 33364467 <i>Attention:</i> Miss Omneia Wally, Deputy Director of Sales Or (202)33364601/02 Reservation Depart | www.sheraton.com/cairo | (202) 33369700 33369800 | 40 |
| Marriott Hotel | Delux Room US\$135.00 S & D Executive Room US\$175.00 S & D Diplomatic Suite US\$315.00 | Saray El Gezira St., Zamalek, Cairo | (202)27358240 | cairomarriottreservation@marriott.com | (202)27351090 | 35 |
| Flamenco Hotel Reservation code: ICAO UN | Standard Room US \$ 79.00(SB+B) & US \$ 89.00(DB+B) Superior Room US\$89.00 (SB+B) & US\$ 99.00 (DB+B) Incl. Serv./Gov. Tax | 2, El Guezira El Wosta St., Abu El Fedaa, Zamalek | (202) 27359312 273 50819 <i>Attention:</i> Mr. Abdel Fattah El Rahman Senior Sales Manager | rescairo@flamencohotels.com Sales@flamencohotels.com Website:www.flamencohotels.com | (202) 27350815 | 35 |

| HOTEL | RATE US \$ | ADDRESS | TELEFAX NO. | E-MAIL | TELEPHONE NUMBER(s) | TRANSPORTATION BY TAXI TO MID OFFICE (Minutes) |
|------------------|---|---------------------------------|---|---------------------------|--------------------------------|---|
| President | US \$60 (SB) US \$70 (DB) <i>Incl. Buffet</i> Breakfast/Serv/Gov. Tax The above rates applicable until 01/05/2011 | 22 Taha Hussein St., Zamalek | (202) 27361752 <i>Attention:</i> Mr. Essam Safwat | Presidenthotel3@gmail.com | (202) 27350718 27350652 | 35 |

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.**

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)

| HOTEL | RATE US \$ | ADDRESS | TELEFAX NO. | E-MAIL | TELEPHONE NUMBER(s) | TRANSPORTATION BY TAXI TO MID OFFICE (Minutes) |
|--|---|--|--|---|---------------------------------------|---|
| Hotel Heliopolis (Fairmont) | 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) | Orouba Street Heliopolis | (202) 22678170 Attention Reservation Department | Hli.reservations@fairmont.com Cc Hli.sales@fairmont.com | (202) 22677730/40 | 30 |
| Meridien (Heliopolis) | 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 | 51, El Orouba Street Heliopolis | (202) 24172492 Attention: Reservation Depart | Reservations.heliopolis@lemeridien.com & Ahmed.maher@lemeridien.com | (202) 24172492 22905055 | 30 |
| Radisson Hotel | Standard Room US\$90.00 S&D Business Room US\$140.00 S&D Including breakfast | Abdel Hamid Badawi St. Sheraton Area Heliopolis | 202) 26965657 | reservations.cairo@radissonblu.com cc Ihab.Barsoum@radissonblu.com Cc Sales.cairo@radissonblu.com www.radissonblu.com | (202) 26965656 | 30 |
| Novotel Cairo Airport | US \$100.00S US \$110.00D (B&B) Incl. Service Charges & Taxes * | Cairo Airport | (202)2 2914794/26373530 Attention: Reservation Dept | rso_egypt@accor-hotels.com cc h0502-sl@accor.com | (202)22918520 22918573 22918577 | 20 |

| HOTEL | RATE US \$ | ADDRESS | TELEFAX NO. | E-MAIL | TELEPHONE NUMBER(s) | TRANSPORTATION BY TAXI TO MID OFFICE (Minutes) |
|--|--|-----------------------------|--|--|--|---|
| Le Passage | Superior US\$95.00 S or D Delux Room US \$115.00 S or D Executive Club Room US\$135.00 */*/*/*/* | Cairo Airport | (202)2 4180761 <i>Attention:</i> Reservations Dept | Reservations@lepassage-hotels.com & wsalah.sm@lepassage-hotels.com | (202) 22929626 direct reservation or Direct Operator 22919400 22670099 | 20 |
| Intercontinental Citystars | Standard US\$103.00 Bed only US\$118.00 Bed & Breakfast Club Intercontinental Room & Business Suite US\$173.00 Bed only US\$188.00 Bed & Breakfast Eecutive Suite US\$223.00 Bed only US\$238.00 Bed & Breakfast Supplement of US\$30.00 for double occupancy per room & US\$70.00 for Club Intercontinental per night | PO Box 1026 Cairo, Egypt | (202) 248000480 | res.citystars@ihg.com cc noha.elbahrawy@ihg.com | (202)24800100 Ext 38 | 50 |
| Holiday Inn Cairo Citystars | Standard US\$75.00 Bed only US\$86.00 Bed & Breakfast supplement US\$105.00 Bed only US\$116.00 Bed & Breakfast Executive Room US\$125.00 Bed only 136.00 Bed & Breakfast Superior Suite US\$150.00 Bed only US\$161.00 Bed and Breakfast Supplement of US\$20.00 for double occupancy& 50.00 for Executive Suites Per night | PO Box 1026 Cairo, Egypt | (202) 24800480 | res.citystars@ihg.com cc noha.elbahrawy@ihg.com | (202)24800100 Ext 38 | 50 |

| HOTEL | RATE US \$ | ADDRESS | TELEFAX NO. | E-MAIL | TELEPHONE NUMBER(s) | TRANSPORTATION BY TAXI TO MID OFFICE (Minutes) |
|------------------------------------|---|--|--|--|--|---|
| Baron | US \$100.00S US\$110.00D Incl. open Buffet Breakfast, Service Charges & Taxes * | 8, Maahad El Sahari St., Heliopolis | (202) 22907077 <i>Attention:</i> Reservation Dept. <i>or</i> Mr.Osama Kassiem Asst. Sales Manager | resvcai@baronhotels. com or sales@baroncairo.com website: www.baron hotels.com | (202)22907077 22915757 | 40 |
| Hotel Beirut | US\$73.00 (S) US\$90.00 (D) Suite S or D US\$130.00 <i>Incl. Serv./Gov. Tax</i> */** | 56, Beirut Street Heliopolis | (202) 22904065 or (202) 24159422 <i>Attention:</i> Reservation Dept | res.ca@beiruthotelseg.com Website: beiruthotelseg.com | (202) 22911092 24145079 22916048 | 40 |
| Sofitel Cairo El Gezira | Superior US\$125.00 (S) US\$145.00(D) Luxury US\$145.00(S) US\$165(D) Including open buffet breakfast Club Millesime US\$175.00(S) USD195.00(D) Including buffet breakfast * | 3 El Thawra Council St. Zamalik | (202) 27398298 <i>Attention</i> Reservation Dept. <i>Or</i> Mr. Ayman Helal Sales Manager | h5307-re3@sofitel.com <i>Or</i> H5307-re4@sofitel.com <i>Cc</i> H5307-s16@sofitel.com <i>Website</i> www.sofitel-cairo-elgezira.com | (20) 27373737 | 60 |
| Marriott Hotel | Delux Room US\$135.00 S & D Diplomatic Suite US\$315.00 Special rate for group more than 10 persons direct deal with Marriott | Saray El Gezira St., Zamalek, Cairo | (202)27358240 | caiomarriottreservation@marriott.com | (202)27351090 | 60 |

| HOTEL | RATE US \$ | ADDRESS | TELEFAX NO. | E-MAIL | TELEPHONE NUMBER(s) | TRANSPORTATION BY TAXI TO MID OFFICE (Minutes) |
|---|---|---|--|---|----------------------------|---|
| Flamenco Hotel Reservation code: ICAO UN | Standard Room US \$ 82.00(SB+B) & US \$ 92.00(DB+B) Superior Room US\$92.00 (SB+B) & US\$ 102.00 (DB+B) Tripple Superior Room US\$129.00 Incl. Serv./Gov. Tax | 2, El Guezira El Wosta St., Abu El Fedaa, Zamalek | (202) 27359312 <i>Attention:</i> Mr. Abdel Fattah El Rahman Senior Sales Manager | rescairo@flamencohotels.com salescairo@flamencohotels.com Sales@flamencohotels.com Website:www.flamencohotels.com | (202) 27350815 | 60 |
| President | US \$55.00 (SB) US \$65.00 (DB) 75.00 (TPL) <i>Incl. Buffet</i> Breakfast/Serv/Gov.Tax | 22 Taha Hussein St., Zamalek | (202) 27361752 <i>Attention:</i> Mr. Essam Safwat | Presidenthotel3@gmail.com | (202) 27350718 27350652 | 60 |

GENERAL CONDITIONS:

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- 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.**

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