



## ICAO GLOBAL SYMPOSIUM ON AIR TRANSPORT LIBERALIZATION

(Dubai, United Arab Emirates, 18-19 September 2006)

### BULLETIN NO. 1

Further to the invitation letter (State letter EC 2/16.4.27-06/10 dated 20 January 2006) to your Government/Organization, this Bulletin, in English only, is to provide important information regarding administrative arrangements for participants attending the ICAO Global Symposium. This, and subsequent updated information, can also be found at the meeting website: [www.icao.int/dubai2006](http://www.icao.int/dubai2006).

#### 1. Meeting Venue

1.1 The Symposium will take place on 18 and 19 September 2006 in the Al Multaqa Ballroom at the Dubai International Convention and Exhibition Centre, which is located at the heart of Dubai's business centre on Sheikh Zayed Road, a ten-minute drive from Dubai International Airport (website: [www.dicc.ae](http://www.dicc.ae)).

#### 2. Registration of Delegates

2.1 All participants are required to register in order to have access to the Symposium. Pre-registration is encouraged and can be easily completed online.

#### 2.2 For delegates nominated by ICAO Contracting States and invited organizations

2.2.1 As requested in the invitation letter, your nominations (including name, position, contact information) should be notified to ICAO by letter or fax (+1 514 954 6744), or e-mail ([Duabai2006@icao.int](mailto:Duabai2006@icao.int)). Once this notification has been done, there are no further additional registration requirements. Your ID badge will be issued against the names as they appear in the official nomination notification. Any change to the nominations should be notified to ICAO soonest possible. Any delegate without an official nomination by his/her Government/Organization shall be treated in the same way as other participants described in 2.3 below.

#### 2.3 For all other participants (i.e. delegates other than those nominated by ICAO Contracting States and invited organizations)

2.3.1 Each such delegate shall pay a moderate fee of USD\$200 for attendance and access to the Symposium functions and meeting proceedings. They may register by:

- a) completing the registration form online via the internet (at [www.icao.int/dubai2006/registration](http://www.icao.int/dubai2006/registration)); or
- b) sending the completed registration form by fax to ICAO (+1 514 954 6744); or
- c) completing the registration form on site in Dubai before the Symposium.

Delegates registered through a) and b) will receive a confirmation from ICAO within five working days. **Cancellation may be made with a full refund before 31 August 2006, after which no refund shall be made.**



### 3. **Passport and Visa Entry Requirements**

3.1 Nationals from the following States do not require a visa to enter Dubai as they can obtain the entry permit upon arrival:

**Gulf Cooperation Council States:** Bahrain, Kuwait, Oman, Qatar, Saudi Arabia

**Asia/Pacific:** Australia, Brunei, Hong Kong SAR of China, Japan, Malaysia, New Zealand, Singapore, Republic of Korea

**Europe:** Andorra, Austria, Belgium, Denmark, Finland, France, Germany, Greece, Iceland, Ireland, Italy, Liechtenstein, Luxembourg, Monaco, Netherlands, Norway, Portugal, San Marino, Spain, Sweden, Switzerland, United Kingdom and the Vatican

**North America:** Canada, United States

3.2 For all other citizens, a visa must be obtained prior to arrival in the United Arab Emirates. Once you have booked your hotel accommodation, your hotel will send you a visa application form and confirmation of the application processing fees. The visa rates applicable are between AED 180 to AED 340 depending on the processing time (Normal process or Urgent process). Please note that these fees are non-refundable. Please allow 7-10 working days in order to process a visa (**note** that Thursdays and Fridays are the public holidays in the UAE). To obtain your visa, you must provide the following documents: a clear photocopy of your passport, a visa form duly completed and signed and a photocopy of the front and back of a valid credit card. Keep in mind that your passport must be valid at least six months beyond your intended stay.

3.3 The information given above is subject to change without prior notice. For up-to-date information on visa requirements, please visit the UAE Department of Naturalization and Residency website: [www.dnrd.gov.ae/dnrd/VisitVisaInformationEng.htm](http://www.dnrd.gov.ae/dnrd/VisitVisaInformationEng.htm) or contact the UAE Embassy or its representation in your country for further details.

### 4. **Hotels**

4.1 Dubai is a busy cosmopolitan city, which caters to many international events all year around. Participants are therefore strongly recommended to book their accommodations as early as possible. The Dubai International Convention and Exhibition Centre (DICEC), which provides conference services and handles all hotel arrangements for the ICAO event, has secured a number of rooms at each of the hotels listed below at discounted rates for the Symposium participants. Please choose your preferred hotel and follow the booking procedures described below. Please note that **the deadline for hotel bookings is Thursday, 10 August 2006, after which, all accommodation requests will be subject to availability.**

#### 4.2 **Hotel List**

4.2.1 Detailed information concerning the hotels can be found on their respective websites.

#### **5 Star Hotels**

##### **Crowne Plaza Hotel**

Phone: +971 4 3311111  
Fax: +971 4 3315555  
Reservation: [cpdxb@cpdxb.co.ae](mailto:cpdxb@cpdxb.co.ae)  
Website: [www.crownplaza.com](http://www.crownplaza.com)



**Dusit Dubai**

Phone : +971 4 3433333  
Fax : +971 4 3434222  
Reservation : reservations@dusitdubai.com  
Website : [www.dubai.dusit.com](http://www.dubai.dusit.com)

**Grand Hyatt Dubai**

Phone : +971 4 3171234  
Fax : +971 4 3171235  
Reservation : reservations.grandhyattdubai@hyattint.com  
Website : [www.dubai.grand.hyatt.com](http://www.dubai.grand.hyatt.com)

**Movenpick**

Phone : +971 4 3366000  
Fax : +971 4 3366626  
Reservation : reservations@moevenpick-burdubai.com  
Website : [www.moevenpick-burdubai.com](http://www.moevenpick-burdubai.com)

**Shangrila**

Phone : +971 4 3438888  
Fax : +971 4 3438886  
Reservation : [sldb.reservations@shangri-la.com](mailto:sldb.reservations@shangri-la.com)  
Website : [www.shangri-la.com](http://www.shangri-la.com)

**4 Star Hotels**

**Arabian Courtyard**

Phone : +971 4 3519111  
Fax : +971 4 3517744  
Reservation : info@arabiancourt.ae  
Website : [www.arabiancourtyard.com](http://www.arabiancourtyard.com)

**Avari**

Phone : +971 4 2956666  
Fax : +971 4 2959259  
Reservation : reservations@avari-dubai.co.ae  
Website : [www.avari.com](http://www.avari.com)

**Capitol**

Phone : +971 4 3460111  
Fax : +971 4 3460333  
Reservation : caphotel@emirates.net.ae  
Website : [www.capitol-hotel.com](http://www.capitol-hotel.com)



### **Rydges Plaza**

Phone : +971 4 3982222  
Fax : +971 4 3983700  
Reservation : [reservations\\_dubai@rydges.ae](mailto:reservations_dubai@rydges.ae)  
Website : [www.rydges.com/dubai](http://www.rydges.com/dubai)

### **Sea View**

Phone : +971 4 3558080  
Fax : +971 4 3550099  
Reservation : [seaviewh@emirates.net.ae](mailto:seaviewh@emirates.net.ae)  
Website : [www.seaviewhoteldubai.com](http://www.seaviewhoteldubai.com)

### **Towers Rotana**

Phone : +971 4 3438000  
Fax : +971 4 3435111  
Reservation : [towers.hotel@rotana.com](mailto:towers.hotel@rotana.com)  
Website : [www.rotana.com](http://www.rotana.com)

### **3 Star Hotels**

#### **Palm Beach Rotana**

Phone : +971 4 3931999  
Fax : +971 4 3933111  
Reservation : [palmbhtl@emirates.net.ae](mailto:palmbhtl@emirates.net.ae)  
Website : [www.rotana.com](http://www.rotana.com)

#### **Sea Shell Inn**

Phone : +971 4 3934777  
Fax : +971 4 3934466  
Reservation : [shellinn@emirates.net.ae](mailto:shellinn@emirates.net.ae)  
Website : [www.seashellinnhotel.com](http://www.seashellinnhotel.com)

#### **York International**

Phone : +971 4 3555500  
Fax : +971 4 3554499  
Reservation : [yorkintl@emirates.net.ae](mailto:yorkintl@emirates.net.ae)  
Website : [www.yorkdubai.com](http://www.yorkdubai.com)

### **4.3 Hotel Rates**

4.3.1 The hotel rates listed below are applicable for the lowest category of rooms from each hotel. These could be Standard rooms, Superior rooms, or Deluxe rooms, depending on the hotel. Club rooms or Suites are specified, as they come with additional facilities. Hotels will specify the category of room when they confirm your reservation. A higher category of room can be requested but is subject to availability and rate of the day.

4.3.2 It is advisable to reserve your room as early as possible, as the lower priced hotels tend to fill up quickly. Group reservations for more than 20 rooms in the same hotel are available upon request.



Hotel	Single Occupancy	Double Occupancy	Distance from Airport	Distance from Venue
<b>3 Star Hotels</b>				
Palm Beach Rotana	325 AED	375 AED	20 min. drive	10 min. drive
Sea Shell Inn	585	770	20	10
York International	470	540	20	10
<b>4 Star Hotels</b>				
Arabian Courtyard	730	790	20	10
Avari	650	800	20	10
Capitol	675	745	20	10
Rydges Plaza	590	630	20	5
Sea View	600	600	20	10
Towers Rotana	975	1110	20	5
<b>5 Star Hotels</b>				
Crowne Plaza	1380	1500	20	5
Dusit Dubai	1240	1330	20	5
Grand Hyatt Dubai	1430	1540	15	10
Movenpick	1025	1210	15	10
Shangrila	930	1200	20	5

The above rates are in AED Dirhams per night, per room, inclusive of 10% municipality tax, 10% service charge and buffet breakfast. Airport transfers are not included in the above rates. Some hotels offer complimentary transfer whilst some charge a nominal fee. The rates will be advised with your confirmation. There are local taxis available from the airport, and rates to most hotels will not exceed AED 70.

#### **Cancellation policy:**

30 days prior to the arrival date – No charge  
 29 days to 15 days prior to the arrival date – 1 night charge  
 14 days prior to the arrival date to date of arrival – 2 nights charge  
 No show – 100 % of total stay

#### **4.4 Hotel Booking Process**

4.4.1 Delegates are requested to complete the Hotel Booking Form (provided in the attachment or downloaded from the Symposium Website) and send it directly to DICEC by fax (+971 4 318 8738) or e-mail ([globalsymposium@dwtc.com](mailto:globalsymposium@dwtc.com)) as indicated in the form.



4.4.2 Delegates will receive an acknowledgement of their booking request within 24 hours from the DICEC, which will allocate the rooms and forward the rooming list to the hotels concerned.

4.4.3 The hotel will send a confirmation letter with relevant details to the delegates for their reference. Should the delegate require a visa to enter Dubai, the visa application form along with the credit card authorization will be forwarded by the hotel for visa processing. Should you need any other assistance, please contact the Symposium Secretariat by e-mail ([Dubai2006@icao.int](mailto:Dubai2006@icao.int)).

## 5. Additional information

### 5.1 Business Hours

5.1.1 Banks are usually open Saturday to Thursday, 08.00 to 13.00 hours and are closed on Fridays. Shopping centres are open Saturday to Thursday from 10.00 hours to 20.00 hours and on Fridays, the larger shopping centres are normally open from 16.00 hours to 22.00 hours.

### 5.2 Climate

5.2.1 The UAE has a sub-tropical climate with sunny, hot and dry weather most of the year. Temperatures range from a low of 28 °C (84 °F) to a high of 39 °C (103 °F) in September.

### 5.3 Credit Cards

5.3.1 Visa, MasterCard, American Express and Diners Club are generally accepted in hotels and larger stores but some retailers offer better bargains for cash.

### 5.4 Currency

5.4.1 The UAE Dirham (AED or Dhs) is made up of 100 fils. Coins are in denominations of AED 1, 50 fils, 25 fils, 10 fils and 5 fils. Notes are in denominations of AED 5, 10, 50, 100, 200, 500 and 1000. The Dirham is fully convertible and is pegged to the US dollar at a current exchange rate of US 1.00 = AED 3.67.

### 5.5 Communications

5.5.1 Global links, including GSM mobile telephones, pagers and internet service are world-class and inexpensive. Local and foreign television, radio, newspapers, magazines and books are readily available.

### 5.6 Dress Code

5.6.1 No restrictions are imposed on visitors but modest dress is recommended in public places. Beachwear is acceptable at beach clubs and hotel pools.

### 5.7 Electricity

5.7.1 The electricity is 220/230 volts A/C and most sockets are three-pin. Although adaptors are available in most hotels, you may want to purchase one at your departure airport.

### 5.8 Health

5.8.1 No specific vaccinations are required to enter the country; however, it would be wise to check beforehand if you are travelling from a health-risk area.





**5.9 Language**

5.9.1 Although Arabic is the official language, English is widely spoken.

**5.10 Liquor**

5.10.1 Alcohol is freely available in hotels, clubs, restaurants and bars; however, many restaurants outside hotels do not have a licence to serve alcoholic beverages.

**5.11 Safety**

5.11.1 The UAE is considered to be one of the safest places in the world to visit with a very crime low. It is, however, advisable to take out travel insurance and to take the normal precautions to safeguard yourself and your valuables.

**5.12 Transportation**

5.12.1 Taxis in Dubai are easily available. They are metered and are a popular and inexpensive way to get around Dubai. Many hotels provide regular shuttles buses that follow set routes around the city. Hiring a car is also easy as European and international driving licences are accepted by most car-hire companies.

**5.13 Time**

5.13.1 The local time in Dubai is GMT + 4 hours. The time does not change in the summer.

**5.14 Tipping**

5.14.1 Tipping practices are similar to most parts of the world. Where no service charge is included, it is customary to leave 10% as a tip to the service staff.

**5.15 Useful Telephone Numbers**

Country dialing code: +971  
Dubai area code: (0) 4  
Fire: 997  
Ambulance: 998  
Police: 999

**5.16 Water**

5.16.1 Tap water is considered safe to use; however, you may prefer the taste of bottled water.

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ICAO Global Symposium on *Air Transport Liberalization*

**Hotel Reservation Form**

*Deadline for hotel reservation: Thursday, 10<sup>th</sup> August 2006!*

Please use **CAPITAL** letters. Please complete and Fax to : + 971 (0) 4 318 8738

OR email to: [globalsymposium@dwtc.com](mailto:globalsymposium@dwtc.com)

**Delegate Details:**

Last name: \_\_\_\_\_  
Mr/Ms/Mrs \_\_\_\_\_  
First name(s) \_\_\_\_\_  
Company: \_\_\_\_\_  
Mailing address: \_\_\_\_\_  
Postal code: \_\_\_\_\_ City: \_\_\_\_\_  
Country \_\_\_\_\_ Phone: \_\_\_\_\_  
Fax: \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

**Accompanying Person Details: (sharing the room, if any)**

Last name: \_\_\_\_\_  
Mr/Ms/Mrs \_\_\_\_\_  
First name(s) \_\_\_\_\_

**Visa Requirements**

Delegate Nationality: \_\_\_\_\_ Do you require a visa? Yes  No   
Accompanying Person Nationality: \_\_\_\_\_ Do you require a visa? Yes  No

**Flight Schedule**

Arriving Flight No. \_\_\_\_\_ Date \_\_\_\_\_ Time: \_\_\_\_\_  
Departure Flight No. \_\_\_\_\_ Date \_\_\_\_\_ Time: \_\_\_\_\_

**Accommodation. Please tick. All hotel bookings will only be processed with credit card details.**

First choice: \_\_\_\_\_  
Second choice: \_\_\_\_\_  
Third Choice \_\_\_\_\_

Please take a copy for your own record!

**Payment Details**

Please use the below mentioned card for the 1<sup>st</sup> night charge as a guarantee. Balance amount will be settled directly upon check out.

VISA  Master Card  Amex

Card Number: \_\_\_\_\_  
Expiry Date \_\_\_\_\_

**Name of cardholder (please use CAPITAL letters!)**

Date: \_\_\_\_\_ Signature \_\_\_\_\_