

Welcome Letter

The General Authority for Civil Aviation in the Kingdom of Saudi Arabia (KSA) is more than pleased to welcome the delegations participating in the fifth ICAO Air Services Negotiation Conference - ICAN2012 – Jeddah.

Below you will find some important information and we thank you in advance for being committed to them as follows:

- 1) The timing of Makkah shall be the official timing of the Kingdom of Saudi Arabia which is GMT+3.
- 2) The customs and traditions of the Kingdom make it a binding necessity to wear modest clothing while it is better for women to wear an Abaya which is a black long black caftan with a scarf. These clothes will be handed to the delegates for free upon their arrival to the airport by the public relations officer.
- 3) The regulations of the Kingdom prevent entering or carrying all sort of weapons or alcoholic or explosive or narcotic materials or pork not even for personal use or in a small quantity or as components of a chocolate. In case of carrying medicines or medical drugs, the guest shall bring along with him a medical prescription along with the medical information of this medicine.
- 4) As for the Muslim guests wishing to accomplish their Umrah obligation, they can start their Ihram in Jeddah. Free Ihram clothing can be found at the Information Counter at the conference headquarters in Hilton Hotel. We kindly ask you to claim it from the employee upon taking your bags following the registration noting that the women will wear their usual clothing for Ihram.
- 5) The registration of the participants will be carried out in accordance with the announced program and each delegation will be handed its badges and then asked to go to the Counter to receive the conference bags.
- 6) A flags table was prepared with stands so that each delegation will have one flag to carry it to each meeting of each day. As for the countries represented by more than one negotiating delegation, the number of flags was determined in accordance with the number of the negotiating teams. We kindly ask you to leave the stands at the hall where the last meeting will be held.
- 7) Meetings will be held in 26 different conference rooms at Hilton Hotel and Hall pursuant to the attached layouts.
- 8) The transport service is provided between Jeddah Hilton Hotel and the following hotels: Jeddah Movenpick Hotel, Jeddah Elaf Hotel, Jeddah Sheraton Hotel, Crom Airport Hotel, Albilad Hotel and Rosewood Hotel pursuant to the determined transport programs. You can always get the transport programs from the conference table at the lobby of the above-mentioned hotels.
- 9) The delegations will be taken to the above-mentioned hotels. As for those who did not provide us with the arrival information to Jeddah in addition to the flight details as specified on ICAN's website, we kindly ask you to provide us with them as fast as possible in order for you to enjoy this service noting that all reception cars will be allocated to all the delegations on the ramp of the plane carrying the logo of ICAN2012. As well as, a receptionist will be present to welcome the guests wearing a scarf also carrying the logo ICAN2012 we hope that you do not use the buses of the other passengers. On the departure, the delegations will also be taken from the hotel to the travel room of the airlines company, therefore we kindly ask you to provide us with the departure information in case you haven't already sent them to the organizers.
- 10) All the members of the delegation will be handed mobile phones with a Mobily Sim Card so that they can communicate between them as well as with the organizers for free. In addition, information and SMS messages will be sent from the organizers to these devices, therefore we kindly ask you to keep these devices with you and keep checking them. We also ask you to avoid dialing international phone calls in order to preserve your credit noting that you can receive international phones calls from outside the Kingdom for free. As well as, you can keep the mobile phone as a gift from the General Authority for Civil Aviation of the Kingdom.
- 11) All the important numbers were saved on the mobile phones that will be handed to you:
 - General Enquiries 1, Mr. Nizar, mobile: 0540518329

- General Enquiries 2, Mr. Basim, mobile: 0540518330
 - Transport services 1, Mr. CS, mobile: 0540544385
 - Transport services 2, Mr. Ilyas, mobile: 0540544386
 - GACA – host coordinator, 0540547232
 - International Organization for Civil Aviation (ICAO) Coordinator. 0540547295
- 12) Only the citizens of the GCC shall be allowed to enter without the need for a stamped visa on the passport. Also, the fingerprints will be taken on the entry point.
 - 13) Currency / exchange price: The Saudi currency is the Saudi Rials (SR). Each one American dollar is almost equal to Saudi Rials 3.75. Each Saudi Rial is equal to one hundred Halala. The coins shall be in the following values: 5 – 10 – 25 – 50 and 100 Halala. There are no restrictions on the exchange of the Saudi Rials.
 - 14) You can find in the Kingdom of Saudi Arabia the two most sacred and holy cities of the Islamic world which are Makkah and Medina. Due to the important religious position and importance of these two cities for the Muslims, therefore only Muslims are allowed to enter these cities.
 - 15) All the delegations will be received at the VIP lounge. Therefore, we kindly ask you to hand the receptionist the numbers of the bags since they will be taken from the arrival terminal and delivered to your hotel room. You are also asked to post the label found on the site "www.ican2012jed.org" on your bags to facilitate their identification and receipt process.
 - 16) The program of the conference offers tea and coffee breaks at the meetings areas in addition to lunch and dinner meals at the Hilton Hall. You are kindly asked to check the program.
 - 17) The General Authority for Civil Aviation is pleased to invite all the members of the delegations and their adult companions to attend a dinner ceremony on the International Day of Civil Aviation on Friday 07 December 2012 at 08:00pm. The transport will be provided by the buses from the hotel to Lailati Hall. We kindly ask you to check the transport program. The General Authority for Civil Aviation is also pleased to invite you to the desert night dinner ceremony on Saturday 08 December 2012.
 - 18) The transport service shall be provided at 13:00 noon on Friday 07 December in order to get to the Hilton Hall to accomplish the registration and receive the badges of each delegation.
 - 19) A social program and a visit to Makkah and Medina were prepared. We kindly ask you to check ICAN site where you should previously register for the trips.
 - 20) The badges and mobile phones shall be carried around wherever you go.
 - 21) The interpretation service will be provided at the dinner ceremony on the International Day as well as during the opening of the conference and the scientific program of the conference.
 - 22) Service centers will be provided at the meetings areas no 1 – 2 – 3 – 4 offering the following services: photography, printing, copying, interpretation, scan, fax, photocopying, paper cutter and stationery in addition to the stationery tools valid in the meeting rooms.
 - 23) The persons who do not wish to participate at the desert night dinner ceremony, you are kindly asked to contact the Information Counter to obtain a dinner coupon at the conference hotel at Hilton Hotel.
 - 24) Internet service will be provided at the meetings areas where you can communicate with the Information Counter to obtain the password. Special computers were allocated for the guests to benefit from the internet services.
 - 25) An office of the travel and tourism agency (Amer Company) will be available at the hall of Hilton Hotel behind the reception in case you need booking services or travel tickets purchase.
 - 26) A video show was prepared clarifying some information determining how to reach Jeddah and the meetings room. Kindly visit the following site: www.ican2012jed.org under the link: "Media Center".
 - 27) Medical service will be provided around the clock starting from 07.12.2012 until 13.12.2012 at the medical clinic at the first floor of Hilton Hotel.

Best Regards of the General Authority for Civil Aviation in the Kingdom of Saudi Arabia