

Appendix to State letter Ref.:
AN 5/3-22/325
dated of
28 December 2022



**Joint ICAO Middle East Regional Offices and Qatar Civil Aviation Authority
Capacity Building Initiative for Aerodrome Inspectors
(Doha, 19 February – 2 March 2023),**

VENUE NAME, ADDRESS, email, phone number

MEETING/WORKSHOP BULLETIN

1. Schedule of Meeting

- 1.1 The Capacity Building Activity Initiative for Aerodrome Inspectors will take place in Doha between February 19th and March 2nd 2023.
- 1.2 During that period, the working hours will be from 08:00 AM to 03:00 PM.

2. General Information about Venue and Reservation

- 2.1 Both events will be held in Hyatt Regency Oryx Doha Hotel, Al Matar Street, Doha, Qatar, oryx.doha@hyatt.com, +974 4141 1234
- 2.2 Venue/Hotel Map (If available)
- 2.3 Hotel Reservation

Hotel Reservation focal point is :Mrs/Mr. Suleiman
Email: suleiman.alhelou@hyatt.com
Phone: ++974 4141 1234

a) **Hotel rooms rate:**

| Room Type | Qatari/Foreigners | |
|------------------------|-------------------|-------------|
| | Single Room | Double Room |
| Classic Room city view | QAR 400 | |

Other Hotels

List Of Hotels With QCAA Corporate Rates In Doha

| | Hotel Name | Address | Corporate Rate BB Single Occupancy | Contact details | Transport Airport pick up/ drop off |
|---|---|---|---|--|--|
| 1 | Sharq Village & Spa, A Ritz-Carlton, hotel | Ras Abu Abboud Street, Doha, P.O.Box 26662 Qatar | Qr. 800 | Mohammed Saad Assistant Director of Sales D: +974 4425-6674 Email: Mohammed.saad@ritzcarlton.com | Standard Limo car at Qr.165 per way per car |
| 2 | Hyatt Regency Oryx Doha hotel | Airport Road, Doha, Qatar PO Box 29922 | Qr. 400 | Suleiman Alhelou Associate Director of Sales D: +974 4141 1234 Email: suleiman.alhelou@hyatt.com | Standard Limo car at Qr.110 per way per car |
| 3 | Double Tree By Hilton Old-Town | Al Meena Street Doha, Qatar PO Box 20993 | Qr. 350 | Khawla Chelbi Sales Executive D: +974 40 343 367 Email: khawla.chelbi@hilton.com | Pick-up Qr. 90.00 Drop-Off Qr. 70.00 |
| 4 | Movenpick Hotel Doha hotel | Corniche Road , Al Meena Street, Doha, Qatar | Qr. 285 | Mousa Samaan Sales Manager D: +974 44291231 Email: Mousa.samaan@movenpick.com | Included in the room rate |
| 5 | Century Hotel Doha | Old Salata, 820 Malik Bin Anas Street, Doha, Qatar | Qr. 250 | Afsal Abdul Gafoor Sales Manager D: +974 444 55120 Email: afsal@centuryhoteldoha.com | Included in the room rate |

- Above room rates are based on **Bed& breakfast** basis, inclusive of service and VAT.
- Mention that CAA corporate rate should be applied when booking

2.4 Participants can access the detailed programme of the meeting workshop from the ICAO MID Office website Link, when available.

3. Registration of activity Participants

3.1 Participants are requested to register at the Secretariat's Desk located at the meeting venue from 09:00 a.m. to 09:45 a.m. on 19th February 2023 (the opening day) of the activity..

4. Focal Point of Contact for the Meeting

4.1 The focal points of contact for the meeting are:

a) **From ICAO:**

Middle East (MID) Office
Mr. Mohamed Iheb Hamdi
Regional Officer, Aerodromes and Ground Aids

E-mail: mhamdi@icao.int

b) From Qatar CAA :

Aerodrome Standards and Safety Section Office

Mr. Jean Paul de Villeneuve

Head of section

Tel: +974 4457 1547

E-mail : jeanpaul.villeneuve@caa.gov.qa

Mrs. Jihan Galeon

Technical assistant

Tel: +974 44571378

E-mail : jihan.galeon@caa.gov.qa

4.2 The daily secretarial and administrative support of the meeting will be provided by the Aerodrome Standards and Safety Section Office (email: jihan.galeon@caa.gov.qa).

4.3 Complimentary lunch and coffee breaks per day will be provided to all participants during the Meeting and Workshop on the courtesy of Qatar CAA.

5. Passport, VISA and customs formalities

5.1 For entry into the Qatar, all visitors must hold a passport valid for at least 6 months or other valid travel documents. To check whether you are required to obtain a visa to enter Qatar as well as the customs formalities, please visit the website: <https://hukoomi.gov.qa/en/article/visas>

5.2 Please check the Qatar government website/Department at <https://covid19.moph.gov.qa/EN/travel-and-return-policy/Pages/default.aspx> for the latest and most applicable rules related to COVID-19 requirements currently applied to travelers entering from outside of the country for each participant. The rules are being revised as the situation changes.

5.3 Airport Car Rental Service

- a) Airport car rental service is available near exit of the terminal.
- b) Car/taxis are also available on the side of the terminal building.
- c) Metro is also available.

6. Other Useful Information

6.1 Internet

Broadband and wireless internet services are available in all major hotels. Free wireless internet is also available in some shopping centers and public buildings in the city.

6.2 Language

Arabic is the national mother tongue, is the national language in Qatar. However, the locals can also speak in English.

6.3 Money Exchange

There are money exchange companies and commercial banks both in arrival and departure at Hamad International Airport, where you can exchange your money. There are ATMs available in the malls, hotel, Metro.

The Qatar Riyal (**QAR**) is the local currency used. Current exchange rate is **1 USD** equivalent to **3.6 QAR**. Credit cards such as American Express, Visa, and Mastercard are acceptable by the hotels and all the stores in the shopping malls.

6.4 **Sim Card**

Sim Cards and sim card top-up or refills are available in the arrival passenger lounge and in all the malls.

Qatar country code is +974. The international dialing codes and dialing format to call landline in Qatar is: (Country Code) + Recipient's Number.

The international dialing codes and dialing format to call mobile number in Qatar is: (Country Code) + Digits Cellular Number.

To make an international call to landline phone number from Qatar, the dialing format should be: 00 - Country Code - Area Code – Landline phone number without the 0 at the beginning of the number.

To make a call or send a text message internationally from Qatar, the dialing format should be: 00 - Country Code - Mobile Phone Number excluding the 0 at the beginning of the number

6.5 **Time Difference**

Qatar is 3 hours ahead of Coordinated Universal Time (UTC +3).

6.6 **Weather**

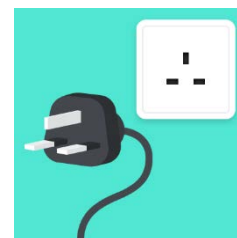
The climate in Qatar during February is pleasant, with an average temperature of 18°C. Few rain is expected during this month

6.7 **Tourist Information**

Further tourist information can be found at <https://www.qatartourism.com/en>

6.8 **Electric Plug and Socket**

Qatar operates power plug sockets of type G. The standard voltage is 240 V and the frequency is 50 Hz We suggest you bring a universal travel adapter plug to charge your laptop and mobile electronic devices.



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