

## GENERAL INFORMATION FOR PARTICIPANTS

### أهلا وسهلا

Welcome to the United Arab Emirates. The UAE is a diverse and vibrant country known for its modern cities, stunning desert landscapes, and rich cultural heritage. Whether you're visiting for business or leisure, this information sheet will help you make the most of your trip.

#### 1. VENUE

- 1.1 The Third International Civil Aviation Organization (ICAO) Conference on Aviation and Alternative Fuels (CAAF/3) will be held in [Hilton Dubai Al Habtoor City, Sheikh Zayed Road, Dubai](#), United Arab Emirates as an in-person event with hybrid capabilities from 20 to 24 November 2023.

#### 2. SCHEDULE OF THE MEETING

- 2.1 The opening ceremony of the event, keynotes addresses, as well as the opening of the exhibition area is scheduled to commence on Monday, 20 November 2023 at 14:00 hrs.
- 2.2 The high-level panel for exchange of views among Member States on expectations for CAAF/3 is scheduled to commence on Monday, 20 November 2023 at 15:00 hrs.
- 2.3 The high-level statements by Member States is scheduled to commence on Monday, 20 November 2023 at 16:30 hrs.
- 2.4 The conference is scheduled to commence on Tuesday, 21 November 2023 at 09:00 hrs.
- 2.5 The meeting will be conducted in English with simultaneous interpretations available in Arabic, Chinese, French, Russian and Spanish.
- 2.6 The Gala Dinner is scheduled for the evening of Tuesday, 21 November 2023 at SkyDive Dubai Marina, The Palm (further details will be provided).
- 2.7 Please check the ICAO events webpage at <https://www.icao.int/Meetings/CAAF3/Pages/default.aspx> for most up to date schedule of events.

#### 3. REGISTRATION OF PARTICIPANTS

- 3.1 Participants should register online the ICAO events webpage at <https://www.icao.int/Meetings/CAAF3/Pages/default.aspx>.

#### 4. DOCUMENTATION

- 4.1 Please note that no documentation will be available in hard copy format. Details regarding the event and upload of presentations after the event will be available on <https://www.icao.int/Meetings/CAAF3/Pages/default.aspx>

## 5. HOTEL RESERVATIONS/RETURN AIRLINE BOOKINGS

- 5.1 Participants are requested to ensure that their return airline booking is confirmed. Details of the hotel, where the event will be held, along with other hotels within the vicinity providing preferential/corporate rates is available under the [Hotel Booking](#) and [Visa and Travel Information](#) page of the event website. Participants are responsible for their own hotel and travel reservations.

## 6. TRANSPORTATION

- 6.1 Participants are requested to make their own arrangements for transportation from the airport to the city and return. Some hotels offer airport transfers. This can be arranged directly by the participants with [DNATA Travel](#), for ground handling and travel services.

### 6.2 Transportation from and to **Dubai International Airport and Al Maktoum Airport**

- 6.2.1 These airport taxis are exclusive to arriving visitors to Dubai International Airport. Look for the taxi sign icon inside Terminal 1, 2, 3 and Al Maktoum Airport where highly qualified Taxi Officers are waiting to drive you to your destination.

The meter from Dubai International Airport – Terminal 1, 2, 3 and Al Maktoum Airport starts at AED 25.00 and kilometer is calculated at AED 2.19/-.

[Dubai Taxi Call Centre](#) on 80088088.

- 6.2.3 Dubai International (DXB) has two stations on Dubai Metro, trains run frequently from DXB Terminals 1 and 3, with both stations on the Red Line.

### 6.3 Transportation from and to **Abu Dhabi Airport**

- 6.3.1 Abu Dhabi Airport taxis are available 24 hours a day and the taxi ranks can be found directly outside each of the terminal building arrival areas. The drivers all have a good knowledge of the tourist attractions, hotels and other major locations. The taxis are all metered cabs and are calculated according to the distance recorded.

*If you are arriving at Terminals 1 or 3:* You will find at the clearly signposted taxi pick-up area at the lower curbside outside Arrivals Hall for Terminals 1 & 3. Here, you will easily spot our fleet of 6 - seater black Mercedes Vitos.

*If you are arriving at Terminal 2:* Metered Toyota Camry taxis are available outside the Terminal 2 Arrivals area.

#### Fares

Meter Starting Fare (Flag Fall) – AED 25.00  
Every 1 km up to 50 km (6am-10pm) – AED 1.6  
Every 1 km up to 50 kms (10pm – 6am) – AED 1.69  
Every 1 km over 50 kms – 9 fils extra  
Every 1 minute of waiting time (first 5 minutes free) – 50 fils

Transport Abu Dhabi Call Centre 600 535 353.



<https://www.abudhabiairport.ae/en/transport/to-and-from-the-airport/taxi>

## 7. INSURANCE

- 7.1 Participants are advised to have insurance coverage for any unexpected contingency including transport hazards (taxi, buses, rented cars, etc.) and Medical Coverage.

## 8. SOME USEFUL TRAVEL INFORMATION

### PASSPORT

- 8.1 All foreign nationals entering the United Arab Emirates must possess valid passports for six months with visa for travel.

### VISA

- 8.2 The visa requirements for entering the United Arab Emirates (UAE) vary depending on your nationality. UAE visa policies can change, so it's essential to verify the latest requirements with the UAE embassy, consulate, or the official UAE government website before planning your trip. Please find the general guideline for some nationalities based on the information available up to 2021.

- 8.2.1 Visa-Free or Visa on Arrival - GCC (Gulf Cooperation Council) Citizens which include Bahrain, Kuwait, Oman, Qatar, and Saudi Arabia, do not require a visa to enter the UAE and can stay for varying durations.

- 8.2.2 Many Western and European countries, such as the United States, Canada, the United Kingdom, Australia, and certain others are eligible for visa-free or visa on arrival entry for short visits.

- 8.2.3 eVisa or Visa on Arrival for Specific Nationalities - The UAE introduced an eVisa system for specific nationalities. This system allows travelers to apply for a visa online before their trip or get a visa on arrival at the airport.

- 8.2.4 Visa Required for Most Other Nationalities - Citizens of many other countries, not falling into the visa-free or eVisa categories, are required to obtain a visa in advance before traveling to the UAE. This usually involves applying for a tourist visa or a specific type of visa.

For the most accurate and up-to-date information on UAE visa requirements based on your nationality, it's highly recommended to consult the official website of the UAE's government or contact the nearest UAE embassy or consulate in your home country. They can provide you with the latest information and guidance on the visa application process - <https://www.mofa.gov.ae/en/the-UAE/The-Life/Travel>

- 8.3 Visas when needed should be obtained from the original country.

- 8.4 Focal Points identified at the end of the letter may assist in arranging invitation letters for visa purposes if needed. If required please e-mail them with the following information:

- Scanned clear copy of valid passport
- Name
- Employer/Organisation

- Job Title
- Nationality
- Purpose of Visit
- City of Departure (in order to submit the letter of support to the appropriate UAE Embassy/Consulate)

**CUSTOMS**

8.5 Drugs and medication

8.5.1 The UAE has a zero-tolerance drugs policy. Possession of even tiny amounts of illegal drugs has resulted in imprisonment for travelers entering or transiting the UAE.

8.5.2 A doctor's prescription should be carried along with any medication that is brought into the country. Some drugs and medications that may be purchased over-the-counter in other countries are classified as controlled substances in the UAE and are illegal to possess. A person may be arrested and prosecuted if in possession of prescribed or over-the-counter medicines containing, for example, codeine or similar ingredients.

8.5.3 Please contact your nearest UAE Embassy or Consulate for advice if you need to bring medications or other drugs into the country.

8.5.4 Controlled substances such as cannabis, opium etc. are banned and the penalties for handling these drugs are severe.

8.6 Duty Free

**Dubai Airport** - The following items are exempted from customs duties and shall be allowed entry:

- a) Gifts whose value does not exceed AED 3000.
- b) A total number of 400 cigarettes, or 50 cigars, or 500 grams of tobacco (minced or pressed for pipes) or minced/pressed tobacco for smoking, tumbâk (pure tobacco) or water pipe tobacco.
- c) The amount of alcoholic beverage shall not exceed 4 litres or 2 cartons of beer, each consisting of 24 cans not exceeding 355 ml for each can.
- d) Arriving/departing passengers aged 18 years and above must declare to Customs any cash or cheques, promissory notes, payment orders, precious metals or stones in their possession with value exceeding AED 60,000 or equivalent in foreign currencies.
- e) For passengers under the age of 18 the amount in their possession will be added to the permitted limit of their parent/guardian or accompanier.

<https://www.dubaicustoms.gov.ae/en/eServices/ServicesForIndividuals/Pages/default.aspx>

**Abu Dhabi Airport** - Each traveler is permitted to bring the following with them:

- a) 4 litres of alcohol or one carton / 24 cans of beer
- b) AED 2,000 worth of cigarettes or 400 sticks of cigarettes
- c) AED 3,000 worth of gifts, including perfume
- d) AED 3,000 worth of cigars
- e) kilograms of tobacco

<http://www.abudhabiairport.ae/english/airport-information/check-in-and-passport-control/customs.aspx>



8.6.1 Entry of the following personal effects with the passengers shall be allowed and exempted from customs duty:

- a) Passenger's personal belongings are permitted entry and shall be exempted from customs fees.
- b) Still and moving image video cameras with their appropriate tapes, films and accessories.
- c) Cash money, currencies and travelers' cheques altogether less than AED 40,000 and the passenger's age shall not be less than 18 years old.
- d) Radio systems, combined broadcasting apparatus, CD and DVD players with agreeable quantities.
- e) Agreeable quantities of projectors for displaying slides and films including accessories.
- f) Telescopes.
- g) Mobile telephone.
- h) Portable TV sets.
- i) Computers including laptops.
- j) Baby strollers.
- k) Portable music equipment.
- l) Sports equipment.
- m) Portable typing sets.
- n) Portable calculators.
- o) Disabled wheelchairs and cars.

8.6.2 The following conditions shall be in force for the duty exemption for the above:

- a) Baggage and gifts must be of a personal nature and not in commercial quantities.
- b) The passenger should not be a frequent traveler with goods on a regular basis, or a member of the respective conveyance crew.
- c) Passengers must be above 18 years of age for carrying allowable cigarettes or alcoholic beverages into the country.
- d) The aforementioned conditions apply to whoever accompanies the passenger.

8.6.3 Banned Items include:

- a) All kinds of Narcotic drugs (Hashish, Cocaine, Heroin, Poppy Seeds, Hallucination Pills, etc.).
- b) Goods intended to be imported from boycotted countries.
- c) Crude Ivory and Rhinoceros horn.
- d) Gambling tools and machineries.
- e) Three layers fishing nets.
- f) Original engravings, prints, lithographs, sculpture and statues in any material.
- g) Used, reconditioned and inlaid tires.
- h) Radiation polluted substances.
- i) Printed publications, oil paintings, photographs, pictures, cards, books, magazines stony sculptures and mannequins which contradict Islamic teachings, decencies, or deliberately implying immorality or turmoil.
- j) Any other goods, the importation of which is prohibited under the authority of UAE customs laws or any other laws in the country.
- k) Forged and duplicate currency.
- l) Cooked and home-made foods.

## **9. CURRENCY, CREDIT CARDS AND BANKING SERVICES**



9.1 The unit of currency in UAE is Dirhams (AED) with notes of 5, 10, 20, 50, 100, 200, 500 and 1000 and coins of Fils 1, 5, 25, 50 and 1 Dirham. The current rate of exchange for USD is approximately USD 1 = AED 3.67.

9.2 **Cash Amounts Declaration:**

9.2.1 All passengers arriving in the country must disclose cash, travellers' cheques, jewellery and precious metals in their possession that exceed in value AED 100,000 or its equivalent in other currencies; by filling the disclosure form designed for this purpose pursuant to the disclosure system applicable in the country. Passengers below 18 years of age shall not be permitted to bring in money exceeding the said limit and the amount in his/her possession shall be added to his/ her guardian's permitted limit if accompanied by one.

[www.government.ae/en/information-and-services/finance-and-investment/clearing-the-customs-and-paying-customs-duty](http://www.government.ae/en/information-and-services/finance-and-investment/clearing-the-customs-and-paying-customs-duty)

9.3 International Credit Cards, such as American Express, Visa, Master Charge, etc, are usually accepted at most hotels, department stores and restaurants.

9.4 Foreign currency exchanges and ATMs are readily accessible at the airport and major shopping destinations.

9.5 All commercial banks exchange major foreign currencies and are open from 09:00 to 15:00hrs Sundays through Thursdays.

**10. OTHER USEFUL INFORMATION**

**TRANSPORTATION**

10.1 The UAE has a well-developed public transportation system, including the Dubai Metro, buses, trams, and an extensive road network. Purchase a Nol Card for easy access to public transportation (buses, trams, metro) in Dubai. The Nol Card is a contactless smart card used for public transportation services in the United Arab Emirates, primarily in Dubai. It's a convenient way to pay for various modes of public transportation, including the Dubai Metro, buses, trams, water buses, and even parking in certain areas.

Taxis and ride-sharing services are readily available.

**SHOPPING**

10.2 Shopping malls and shopping areas are available in Abu Dhabi and Dubai.

**TAP WATER**

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

**TELEPHONE AND INTERNET CARDS**

10.4 Cards are readily available at the Dubai Airport or local shops for international calls, and internet connection.



#### **LANGUAGE:**

- 10.5 Arabic is the official language, but English is widely spoken, especially in tourist areas.

#### **CULTURE AND ETIQUETTE**

- 10.6 Clothing: While the UAE is relatively liberal, it's respectful to dress modestly. In public places, swimwear should be confined to the beach or pool areas.
- 10.7 Public Behavior: Public displays of affection, like kissing or hugging, are best avoided. Respect local customs and traditions.

#### **11. WEATHER CONDITIONS**

- 11.1 The mean daily minimum and maximum temperatures for the month of November are 20°C and 30°C.

#### **12. TIME ZONE**

- 12.1 The UAE is in the Gulf Standard Time (GST) zone, which is UTC+4.

#### **13. ALCOHOL AND TOBACCO**

- 13.1 Alcohol is generally only available in licensed venues like hotels and some clubs. Public drunkenness is illegal. Smoking is prohibited in enclosed public spaces.

#### **14. EMERGENCY NUMBERS**

Police: 999  
Ambulance: 998  
Fire: 997

#### **15. PLACES TO VISIT – EVENTS IN DUBAI**

- 15.1 The United Arab Emirates (UAE) will host the [28th Conference of the Parties to the UN Framework Convention on Climate Change](#) in Dubai from 30 November to December 12 2023 in Expo City Dubai.
- 15.2 Burj Khalifa: The world's tallest building offers breathtaking views of the city from its observation decks, At The Top and At The Top Sky.
- 15.3 The Dubai Mall: A massive shopping and entertainment complex featuring numerous shops, restaurants, an indoor ice rink, and the Dubai Aquarium & Underwater Zoo.
- 15.4 Dubai Fountain: Located outside the Dubai Mall and synchronized with music and lights, this water fountain show is a spectacular sight, especially in the evening.
- 15.5 Palm Jumeirah: A man-made island shaped like a palm tree, featuring luxurious resorts, fine dining, and beautiful beaches.
- 15.6 Al Fahidi Historic District (Al Bastakiya): A well-preserved heritage district with traditional wind-tower architecture, museums, and art galleries.

- 15.7 Dubai Frame: A giant picture frame-like structure that offers panoramic views of the city and showcases Dubai's past, present, and future.
- 15.8 Dubai Shopping Festival (DSF): While DSF officially begins in December, it often extends into January. It's a month-long shopping extravaganza with discounts, entertainment, fireworks, and various events.
- 15.9 Dubai Rugby Sevens: Held in early December, this annual rugby tournament features international teams and offers a festive atmosphere with live music and entertainment.
- 15.10 For more information:  
<https://www.visitdubai.com/en/things-to-do>  
<https://dubai.platinumlist.net/>  
<https://www.timeoutdubai.com/>

**16. OTHER ASSISTANCE**

- 16.1 The General Civil Aviation Authority (GCAA) will be glad to assist the participants to the event with any advice they may require.

The Focal Points from the GCAA are as follow:

Ms. Joumana Nazih Abu Said  
Administration Officer - Director General Office  
Phone: +971 2 405 4483  
[jabusaid@gcaa.gov.ae](mailto:jabusaid@gcaa.gov.ae)

Mr. Mohamed Ahmed Younis  
Senior Auditing Inspector  
Phone: +971 4 211 1616  
Mobile: +971 50 551 1060  
[mohdabbas@gcaa.gov.ae](mailto:mohdabbas@gcaa.gov.ae)

Mrs. Michelle Soliman  
Aerodrome Operations Senior Inspector  
Phone: +971 2 405 4213  
Mobile: +971 50 486 1232  
[msoliman@gcaa.gov.ae](mailto:msoliman@gcaa.gov.ae)

In case of emergency in the UAE, please contact the above Focal Points.

----- Thank You -----