



International
Civil Aviation
Organization

Organisation
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Organización
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Международная
организация
гражданской
авиации

منظمة الطيران
المدنى الدولى

国际民用
航空组织

File Ref.: AN 5/1.1-13/317

9 December 2013

**Subject: Wildlife and Foreign Object Debris (FOD) Workshop
(Cairo, 20-22 January 2014)**

Sir,

I have the honour to refer to my Invitation Letter AN 5/1.1-13/305 dated 21 November 2013 on the above mentioned subject (*copy attached for ease of reference*).

Please be advised that the venue of the MID Wildlife and FOD Workshop has been changed to be the new **Le Meridien Cairo Airport Hotel**, located at Cairo International Airport.

The revised Bulletin showing the meeting new venue and describing administrative arrangements including the Hotel List in Cairo is at **Attachment A**.

For participants who wish to join the Cairo Airport visit on 22 January, please note that they need to send the nomination form with a copy of their passport to icaomid@icao.int before 31 December 2013 in order to arrange for the necessary airport security clearance.

Accept, Sir, the assurances of my highest consideration.

Mohamed R. M. Khonji
ICAO Regional Director, Cairo

Attachments



International Civil Aviation Organization

Wildlife and Foreign Object Debris (FOD) Workshop

(Cairo, 20-22 January 2014)

BULLETIN

1. LOCATION

1.1 The Wildlife and FOD Workshop will be held at the **new Le Meridien Cairo Airport Hotel, in Cairo, Egypt**, located at Cairo International Airport, on 20-21 January 2014, followed by a visit to Cairo International Airport on 22 January 2014.

2. SCHEDULE OF THE WORKSHOP

- 2.1 The opening session of the workshop will be held at 0900 hours on Monday, 20 January 2014.
- 2.2 The event will close on 22 January 2014.
- 2.3 The daily schedule will be as per the agenda.
- 2.4 The workshop 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 0800 and 0900 hours on the opening day of the workshop. Participants are also requested to wear the identification badge, which will be issued to them when inside the meeting room.

4. DOCUMENTATION

4.1 Please note that no documentation will be available in hard copy format. However, presentations related to the workshop along with the Summary of Discussions will be uploaded onto the ICAO MID Regional Office website after the conclusion of the workshop.

5. HOTEL RESERVATIONS/RETURN AIRLINE BOOKINGS

5.1 Special rates were secured at the Radisson Blu Hotel for the workshop participants as follows:

Room Type	USD Rate per Night	Details
Single	100.00	- Rates are subject to service charge and taxes
Double	110.00	- Rate includes Bed and Breakfast - Free WiFi is included in the rate

To make hotel booking at the Radisson Blu Hotel, participants should send an email to **Mr./ Ahmed Mandour** using the following email address:

- Ahmed.mandour@radissonblu.com
- Reservations.cairo@radissonblu.com

Free shuttle bus is available to the event venue hotel – Le Meridien Cairo Airport Hotel, Terminal 3

Special rates were also secured at the event venue hotel - Le Meridien Cairo Airport for participants as follows:

Room Type	USD Rate per Night	Details
single	125.00	- Rates are subject to 12% service charge & 11% sales and city taxes based on bed only. - free WiFi is included in the rate. - Rates are net & non commissionable.
Double	125.00	

To make hotel booking at le Meridien Cairo Airport Hotel, participants should send an email to Mr./ Amir using the following email address:

- Amir.farouk@strawoodhotels.com

5.2 A list of hotels with ICAO corporate rates is also attached for your convenience with telephone/fax numbers and addresses, it is to be noted that rates of the hotel list are subject to change for the year 2014.

5.3 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. Participants do have to arrange own hotel reservation.

6. TRANSPORTATION

6.1 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.

6.2 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.

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 Egypt must possess valid passports or other valid documents for travel.

VISA

8.2 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

8.3 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

8.4 The main daily maximum and minimum temperatures for the month of January 23°C (Max. daytime temperature) and 6°C (Min. night time temperature).

9. CURRENCY, CREDIT CARDS AND BANKING SERVICES

9.1 The unit of currency in Egypt is the Egyptian Pound (L.E.), which in denominations of 200, 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. 6.91 for November 2013.

9.2 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.

9.3 All commercial banks exchange major foreign currencies and are open 0830-1400 hours Sundays through Thursdays.

10. OTHER USEFUL INFORMATION

SHOPPING

10.1 Be prepared to bargain in small shops, sidewalk vendors etc. In large stores, however, the prices are fixed.

TAP WATER

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

TELEPHONE CARDS

10.3 Cards are available in the Egyptian Market for international calls.

11. OTHER ASSISTANCE

11.1 The ICAO Regional Office will be glad to assist participants with any advice they may require.

11.2 You can also contact the IATA MENA Office for any help on the email address SFOMENA@iata.org.

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

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 cc h0502-sl@accor.com	(202)22918520 22918573 22918577	20
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

HOTEL	RATE US \$	ADDRESS	TELEFAX NO.	E-MAIL	TELEPHONE NUMBER(s)	TRANSPORTATION BY TAXI TO MID OFFICE (Minutes)
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
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 Incl. Serv./Gov. Tax */**	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

HOTEL	RATE US \$	ADDRESS	TELEFAX NO.	E-MAIL	TELEPHONE NUMBER(s)	TRANSPORTATION BY TAXI TO MID OFFICE (Minutes)
Sofitel Cairo El Gezirah	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 Attention Reservation Dept. Or Mr. Ayman Helal Sales Manager	h5307-re3@sofitel.com Or H5307-re4@sofitel.com Cc H5307-s16@sofitel.com Website www.sofitel-cairo-elgezirah.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	cairomarriottreservation@marriott.com	(202)27351090	60
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 om Sales@flamencohotels.com Website:www.flamencohotels.com	(202) 27350815	60

HOTEL	RATE US \$	ADDRESS	TELEFAX NO.	E-MAIL	TELEPHONE NUMBER(s)	TRANSPORTATION BY TAXI TO MID OFFICE (Minutes)
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:

- **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.