



International
Civil Aviation
Organization

Organisation
de l'aviation civile
internationale

Organización
de Aviación Civil
Internacional

Международная
организация
гражданской
авиации

منظمة الطيران
المدنى الدولى

国际民用
航空组织

File Ref.: ME 3/56.14-13/111

24 April 2013

**Subject: Third Meeting of the MID OPMET Bulletin Management Group
(MID OPMET BMG/3) (Cairo, 24 June 2013)
Fourth Meeting of the MET Sub-Group (MET SG/4)
(Cairo, 25-27 June 2013)**

Action required: Please reply not later than 3 June 2013

Sir,

I have the honour to invite your Administration/Organization to participate in the Third Meeting of the MID OPMET Bulletin Management Group (MID OPMET BMG/3), which will be convened at the ICAO MID Regional Office, Cairo, on **24 June 2013**. The provisional agenda and explanatory notes for the meeting are at **Attachments A and B**, respectively. Your comments on the attached provisional agenda, including any amendment(s) you may wish to suggest, would be appreciated.

The MID OPMET BMG/3 meeting will review documentation associated with OPMET exchange such as the MID Air Navigation Plan Volume II (FASID) Part VI (MET) and MID SIGMET Guide. Furthermore, the meeting is expected to review surveys on the possible establishment of Regional OPMET Centres and/or Regional OPMET Data Banks necessary for the efficient regional and inter-regional exchange of OPMET data.

I also have the honour to invite your Administration/Organization to participate in the Fourth Meeting of the Meteorology Sub-Group (MET SG/4), which will be convened at the ICAO MID Regional Office, Cairo, **25-27 June 2013**. The provisional agenda and explanatory notes for the meeting are at **Attachments C and D**, respectively. Your comments on the attached provisional agenda, including any amendment(s) you may wish to suggest, would be appreciated. The bulletin describing administrative arrangements for both meetings, including the hotel list is at **Attachment E**.

This letter with all its relevant attachments as well as the working/information papers (as they become available) for both meetings, will be posted in PDF format on the ICAO MID Regional Office website at: www.icao.int/MID/Pages/meetings.aspx.

../.

In accordance with the approved procedures, as specified in the MIDANPIRG procedural handbook, Sub-Groups and Task Forces of MIDANPIRG shall be composed of experts able to contribute to the work of these technical Groups. For more effectiveness, I shall be grateful if you could ensure that your delegation to the MID OPMET BMG/3 and MID MET SG/4 meetings consists of experts familiar with ICAO documentations and policies, having the required qualifications and experience in the field of Meteorology.

The MID MET SG/4 meeting will review and update the status of implementation of MET requirements in the MID region. It will, inter-alia, undertake a review of the implementation of SADIS, WAFS, IAVW and tropical cyclone warning system in the MID Region, as well as the MET provisions in the MID Basic ANP and FASID.

In view of the above, your Administration/Organization is encouraged to participate actively in the work of the meeting by submitting working and/or information papers covering some of the subjects contained in both provisional agendas. I would be grateful to receive your papers in an electronic format prior to **3 June 2013**, in order to allow time for reviewing before posting on the website. Your email should be addressed to icaomid@icao.int with a copy to ckeohan@paris.icao.int.

Kindly, note that no documentation in hard copy will be available. However, all working and information papers related to the meeting will be available on the ICAO MID Regional Office website at least 15 days prior to the meeting. Accordingly, participants are requested to download the documentation from the web and bring along their own hardcopies or their laptops to the meeting, as appropriate.

I would appreciate it if you could confirm the participation of your Administration/Organization to the meeting by exchange to correspondence with the ICAO MID Office at the following email addresses (icaomid@icao.int) or fax number ++20 2 22674843, giving the name(s) of your delegate(s), using the Nomination Form which is at **Attachment F** to this letter.

Accept, Sir, the assurances of my highest consideration.



Mohamed R. M. Khonji
Regional Director, Cairo

Attachments

THIRD MEETING OF THE MID OPMET BULLETIN MANAGEMENT GROUP

(MID OPMET BMG/3)

(Cairo, Egypt, 24 June 2013)

PROVISIONAL AGENDA

- Agenda item 1:** Provisional Agenda
- Agenda item 2:** Terms of Reference and working arrangements
- Agenda item 3:** Status of regional and inter-regional OPMET exchange
- Agenda item 4:** Regional OPMET bulletin exchange procedures and associated guidance
- Agenda item 5:** SIGMET tests – MID States
- Agenda item 6:** Future work programme
- Agenda item 7:** Any other business

EXPLANATORY NOTES ON THE PROVISIONAL AGENDA

Agenda item 1: Provisional Agenda

Adoption of the provisional agenda.

Agenda item 2: Terms of Reference and working arrangements

Review terms of reference of the MID OPMET BMG and agree working arrangements for the meeting (including election of co-rapporteur).

Agenda item 3: Status of regional and inter-regional OPMET exchange

Review:

- a) Status of MIDANPIRG/13 Conclusions/Decisions of relevance to the MID OPMET BMG.
- b) Current status of regional OPMET exchange, including requirements contained in the MID Air Navigation Plan Volume II (FASID) Part VI (MET).
- c) Review survey results on the establishment of Regional OPMET Data Banks (RODBs) and/or Regional OPMET Centres (ROCs),
- d) Inter-regional exchange and transmission of OPMET information to SADIS, including new requirements.

Agenda item 4: Regional OPMET bulletin exchange procedures and associated guidance

- a) Consider development a Regional OPMET Bulletin Exchange (ROBEX) Handbook including procedures and processes for the monitoring, management, quality control and backing-up of MID OPMET bulletins (development roadmap dependent on establishment of ROCs/RODBs);
- b) Review and update, as appropriate, the MID SIGMET Guide

Agenda item 5: SIGMET tests – MID States

- a) Status of SIGMET tests (WS, WV and WC)
- b) Review SIGMET Test Procedures.
- c) Review findings from recent SIGMET tests, determine follow-up action required with States concerning errors identified, and note future SIGMET test dates.

Agenda item 6: Future work programme

- a) Prepare a future work programme and propose a date and venue of the next meeting.
- b) Consider whether any changes are necessary to the terms of reference of the MID OPMET BMG in light of discussions.

Agenda item 7: Any other business

FOURTH MEETING OF THE MET SUB-GROUP

(MET SG/4)

(Cairo, Egypt, 25-27 June 2013)

PROVISIONAL AGENDA

- Agenda Item 1:** Adoption of the Provisional Agenda
- Agenda Item 2:** Follow-up on MIDANPIRG/13 Conclusions and Decisions relevant to the MET field
- Agenda Item 3:** Review of recent and forthcoming global developments
- Agenda Item 4:** Status of implementation of the meteorological services in the MID Region:
- 4.1 Review implementation of WAFS and SADIS
 - 4.2 Review implementation of the meteorological advisories and warnings:
 - a) International Airways Volcano Watch (IAVW);
 - b) Tropical Cyclone Warning System; and
 - c) SIGMET and AIRMET information, and other warnings
 - 4.3 Review of requirements for OPMET data and status of OPMET data exchange
 - 4.4 Review implementation of MET service for low-level flights
- Agenda Item 5:** Review of the MET provisions in the MID Basic ANP and FASID
- Agenda Item 6:** Identification, assessment and reporting of MET deficiencies
- Agenda Item 7:** Quality Management System
- Agenda Item 8:** Future work programme
- Agenda Item 9:** Any other business

EXPLANATORY NOTES ON THE PROVISIONAL AGENDA**Agenda Item 1: Adoption of the Provisional Agenda**

The meeting will review and adopt, as appropriate, the agenda for the MET SG/4 meeting. The meeting will elect a chairman in accordance with MIDANPIRG Procedural Handbook Part III, paragraph 6.1.

Agenda Item 2: Follow-up on MIDANPIRG/13 Conclusions and Decisions relevant to the MET field

The meeting will review the status of follow-up actions on MIDANPIRG/13 Conclusions and Decisions relevant to MET. Based on the review, further actions may be proposed as necessary.

Agenda Item 3: Review of recent and forthcoming global developments

The meeting will be informed of important global developments with relevance to the provision of meteorological service for international air navigation.

Agenda Item 4: Status of implementation of the meteorological services in the MID Region**4.1 Review implementation of the WAFS and SADIS**

The meeting will be informed about the outcome of the WAFSOPSG/7 meeting (September 2012) and SADISOPSG/18 meeting (May 2013), and will review the implementation of the WAFS and SADIS in the MID Region.

4.2 Review implementation of the meteorological advisories and warnings:

- a) **International Airways Volcano Watch (IAVW);**
- b) **Tropical Cyclone Warning System; and**
- c) **SIGMET and AIRMET information, and other warnings**

The meeting will be informed about the outcome of the IAVWOPSG/7 meeting (March 2013), and will discuss proposals for furthering the implementation of the IAVW and Tropical Cyclone Warning system in the MID region including results of SIGMET tests for volcanic ash and tropical cyclones. Issues related to the SIGMET and AIRMET information, aerodrome and wind shear warnings can also be presented.

The meeting may be briefed on the outcome of the METWSG/5 meeting (June 2013) if information is available in time for the meeting.

4.3 Review of requirements for OPMET data and status of OPMET data exchange

The meeting will review the issuance and exchange of OPMET data in the MID Region and the inter-regional exchange including progress on the establishment of Regional OPMET Centres and Regional OPMET Data Banks. Issues related to meteorological observations and reports (METAR/SPECI) and aerodrome forecasts (TAF) will be discussed under this agenda item.

The meeting may be briefed on the outcome of the AMOFSG/10 meeting (June 2013) if information is available in time for the meeting.

4.4 Review implementation of MET service for low-level flights

The meeting may review any implementation issues identified related to the provision of MET service for low-level flights (e.g. low-level SIGWX forecast).

Agenda Item 5: Review of the MET provisions in the MID Basic ANP and FASID

The meeting will review the current content of the MET parts of the MID Basic ANP and FASID and consider any further amendments necessary, taking into consideration any new requirements for the provision of meteorological products and services for endorsement by MIDANPIRG/14.

Agenda Item 6: Identification, assessment and reporting of MET deficiencies

The meeting will review the methodology for identification, assessment and reporting deficiencies in the MET field. Delegates from States and user organizations are invited to inform the meeting of any identified MET deficiencies for discussions and possible corrective actions.

Agenda Item 7: QMS

Issues related to the designation of the meteorological authorities by the States, quality assurance and cost-recovery will be considered under this agenda item.

Agenda Item 8: Future Work Programme

The meeting will review and update the Terms of Reference and Work Programme of the MET SG. It will also agree on the dates and venue of the MET SG/5 meeting.

Agenda Item 9: Any Other Business

This agenda item is intended for procedural matters and exceptionally for technical matters of a particularly urgent nature not falling under any of the above agenda items.



International Civil Aviation Organization

MID OPMET BMG/3
(Cairo, Egypt, 24 June 2013)

MET SG/4
(Cairo, Egypt, 25 - 27 June April 2013)

BULLETIN

1. LOCATION

1.1 The Third Meeting of the MID OPMET Bulletin Management Group (MID OPMET BMG/3) (Cairo, Egypt, 24 June 2013) and the Fourth Meeting of the MET Sub-Group (MET SG/4) (Cairo, Egypt, 25-27 June 2013) will be held at the Meeting Room of the ICAO Middle East Regional Office.

2. SCHEDULE OF THE MEETING

- 2.1 The opening session will be held at 0900 hours on Monday 24 June 2013 for BMG/3 Meeting and Tuesday 25 June 2013 for the MET SG/4 Meeting.
- 2.2 The schedule and order of the day will be announced at the opening session.
- 2.3 The Meeting 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 0830 and 0900 hours on the opening day of the Meeting. Participants are also requested to wear the identification badge, which will be issued to them when inside the meeting room.

4. ICAO PERSONNEL CONCERNED WITH THE MEETING

- 4.1 Mr. Mohamed R. M. Khonji, ICAO Regional Director, will open the Meeting at 0900 hrs. Mr. Christopher Keohan, Air Navigation System Implementation (Meteorology)-EUR/NAT/MID Regions will serve as secretary of the Meeting.
- 4.2 Mrs. T. Qatami (Administrative Officer) and Mrs. M. Hindi (Finance and Administrative Assistant) from the ICAO Cairo Office will handle the administrative arrangements.
- 4.3 Mrs. Sonia El Sakka (ICT) will handle the Information Communication Technology matters.
- 4.4 Mrs. Manal Wissa will provide the technical/secretarial assistance.

5. DOCUMENTATION

5.1 Please note that no documentation will be available in hard copy format. However, working and information papers related to the meeting will be available on the ICAO MID Website at least 15 days prior to the meeting. Accordingly, participants are requested to download the documentation from the website and bring to the meeting their own hard copies or their laptops, as appropriate.

6. ICAO MIDDLE EAST REGIONAL OFFICE

MID OFFICE LOCATION

6.1 The ICAO Middle East Regional Office is located at the Egyptian Ministry of Civil Aviation Complex, Airport Road, Cairo. The telephone numbers are: (202) 2267 4841/5/6, the fax number is: (202) 2267 4843, the e-mail address is: icaomid@cairo.icao.int and website is <http://icao.int/mid>.

WORKING HOURS

6.2 The working hours of the ICAO Regional Office are 0730-1430.

6.3 The list of Officers in the ICAO Regional Office is given in Page 4.

7. ICAO SALEABLE PUBLICATIONS

7.1 ICAO publications, if required by participants, may be purchased from the ICAO HQ.

8. HOTEL RESERVATIONS/RETURN AIRLINE BOOKINGS

8.1 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 ICAO MID Regional Office is unable to provide this service due to staffing limitations. A list of hotels with ICAO corporate rates is attached for your convenience with telephone/fax numbers and addresses. Participants do have to arrange own hotel reservation.

9. TRANSPORTATION

9.1 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.

9.2 Airport taxi services (Misr Limousine) operate private limousine services from the airport to Cairo city, at L.E. 100.00 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.

9.3 Free Bus Transportation

9.3.1 Free bus services will only be provided to and from the venue of the Meeting according to the following:

Itinerary to the venue of the Meeting

Departure from Intercontinental, City Stars at 07:30

Departure from Beirut Hotel at 08:00

Departure from Le Meridien Heliopolis at 08:15

Departure from Fairmont Hotel Heliopolis (ex-Sheraton) at 08:20

Departure from Radisson Hotel at 8:25

Departure from Iberotel Le Passage (ex Movenpick) and Novotel Hotel at Heliopolis at 08:30

Note: Due to hotel rules, participants have to wait for the bus outside the premises of the hotel.

Itinerary from the venue of the Meeting

Buses will be available after the close of the daily sessions. Departures are tentatively scheduled at 16:00

N.B. i Bus will be identified by the ICAO sign.

ii Due to security measures participants are requested to be available outside the main entrance of the premises in which the ICAO MID Regional Office is located. Punctuality will be much appreciated since departure times are fixed.

10. INSURANCE

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

11. SOME USEFUL TRAVEL INFORMATION

PASSPORT

11.1 All foreign nationals entering Egypt must possess valid passports or other valid documents for travel.

VISA

11.2 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

11.3 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

11.4 The main daily maximum and minimum temperatures for the month of June 32°C and 19°C.

12. CURRENCY, CREDIT CARDS AND BANKING SERVICES

12.1 The unit of currency in Egypt is the Egyptian Pound (L.E.), which in denominations of 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. 6.90 for April 2013.

12.2 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.

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

13. OTHER USEFUL INFORMATION

SHOPPING

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

TAP WATER

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

TELEPHONE CARDS

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

14. OTHER ASSISTANCE

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

LIST OF OFFICERS IN THE ICAO MID REGIONAL OFFICE, CAIRO

NAME	TITLE
MR. M.R. KHONJI	ICAO REGIONAL DIRECTOR (ICAORD)
MR. J. FAQIR	DEPUTY REGIONAL DIRECTOR (DEPRD)
ADMINISTRATION	
MRS. T. QATAMI	ADMINISTRATIVE OFFICER (AO)
TECHNICAL OFFICERS	
MR. M. SMAOUI	REGIONAL OFFICER, AIR NAVIGATION SERVICE & AERONAUTICAL INFORMATION MANAGEMENT (ANS/AIM)
MR. R. GULAM	REGIONAL OFFICER, COMMUNICATIONS, NAVIGATION AND SURVEILLANCE (CNS)
MR. A. RAMLAWI	REGIONAL OFFICER, AERODROMES AND GROUND AIDS (AGA)
MR. M. ALBLOWI	REGIONAL OFFICER, FLIGHT SAFETY (FLS)
MR. E. ELKHOURY	REGIONAL OFFICER, AIR TRAFFIC MANAGEMENT/SEARCH AND RESCUE (ATM/SAR)
MR. D. STERLAND	REGIONAL OFFICER, AVIATION SECURITY AND FACILITATION

LIST OF HOTELS WITH ICAO CORPORATE RATES

13 January 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
Novotel Cairo Airport	US \$100.00S US \$110.00D (B&B) Incl. Service Charges & Taxes *	Cairo Airport	(202)2 2914794/26373530 Attention: Reservation Dept	rso_egypt@accor-hotels.com cc h0502-sl@accor.com	(202)22918520 22918573 22918577	20

HOTEL	RATE US \$	ADDRESS	TELEFAX NO.	E-MAIL	TELEPHONE NUMBER(s)	TRANSPORTATION BY TAXI TO MID OFFICE (Minutes)
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 S extra \$27 for breakfast and inform upon booking Club Intercontinental Room US\$173.00 Business Suite US\$173.00 Supplement \$30.00 will be added for double occupancy & 70.00 will be added for Club Intercontinental	PO Box 1026 Cairo, Egypt	(202) 248000480	res.citystars@ihg.com cc noha.elbahrawy@ihg.com	(202)24800100 Ext 38	50
Holiday Inn Cairo Citystars	Standard US\$89.00.00 S extra \$11.00 for breakfast and inform upon booking Superior US\$119.00S Executive Room US\$139.00S Supplement \$20.00 will be added for double occupancy & \$50.00 will be added for Executives Suites	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	resvc@baronhotels. com or sales@baroncairo.com website: www.baron hotels.com	(202)22907077 22915757	40

HOTEL	RATE US \$	ADDRESS	TELEFAX NO.	E-MAIL	TELEPHONE NUMBER(s)	TRANSPORTATION BY TAXI TO MID OFFICE (Minutes)
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
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 <i>Attention</i> 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 Sales@flamencohotels.com Website:www.flamencohotels.com	(202) 27350815	60
President	US \$55.00 (SB) US \$65.00 (DB) 75.00 (TPL) <i>Incl. Buffet Breakfast/Serv/Gov.Tax</i>	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.**
