



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.: AT 5/2-14/222

20 August 2014

**Subject: ICAO Aviation Data Analyses Seminar
(Cairo, Egypt, 27 to 29 October 2014)**

Action required: Reply not later than 3 October 2014

Sir,

I have the honour to inform you that ICAO will be conducting a Seminar on Aviation Data and Analyses which will be held at the Conference Hall of the Egyptian Ministry of Civil Aviation in Cairo, Egypt, from 27 to 29 October 2014. The Seminar will be graciously hosted by the Egyptian Civil Aviation Authority (ECAA).

The Provisional Agenda for the Seminar and the Recommendations of the Tenth Session of the Statistics Division are at **Attachments A and B**, respectively.

The Bulletin describing administrative arrangements for the Seminar and other useful information for participants, including the Hotel List is at **Attachment C**.

Aviation statistics remain an important tool for Civil Aviation Authorities which, in the fulfilment of their mandate, face multiple tasks related to safety, air navigation capacity and efficiency, security and facilitation, economic development of air transport and environmental protection; and in the operational and financial monitoring of air carriers, airports and air navigation services. Moreover, the development of accurate forecasts is imperative in order to allow States and International Organizations to plan and coordinate their future infrastructure needs and, if necessary, seek the required funds from external financial sources.

The objective of this Seminar is to focus on ways to improve the quality and quantity of data sent to ICAO and the Civil Aviation Authorities. In this regard, detailed training will be provided on the revised ICAO Statistics Programme, which is based on the attached Recommendations of the Tenth Session of the Statistics Division (STA/10) as well as the results of the First Meeting of the Aviation Data and Analyses Panel (ADAP/1).

../.

I would appreciate if you could, as soon as possible, preferably not later than **3 October 2014**, confirm the participation of your Administration/Organization by exchange of correspondence with the ICAO MID Regional Office at the following e-mail address (icaomid@icao.int), giving the name(s) of your delegate(s), using the Nomination Form at **Attachment D**.

Accept, Sir, the assurances of my highest consideration.



Mohamed R. M. Khonji
ICAO Regional Director, Cairo

Enclosures:

- A —Provisional Agenda
- B — Recommendations of the Tenth Session
of the Statistics Division
- C — Bulletin
- D — Nomination Form

**ICAO Aviation Data Analyses Seminar
Middle East (MID) Regional Office**

27 - 29 October 2014



Provisional Agenda

Day 1 - Monday 27 October

08:30 – 08:45 **Opening session**

08:45 – 09:15 **Main goals of the ICAO Statistics Programme**

- A Programme aimed at benefiting the civil aviation community by working together
- An essential tool for managing civil aviation activities
- Principles governing international statistical activities and useful resources

09:15– 09:45 **The ICAO Statistics Programme**

- ICAO Statistics Programme – Introduction
- Manual on the ICAO Statistics Programme

09:45 – 10:15 **The ICAO Statistical Database (ISDB) and ICAODATA+ presentation**

10:15 – 10:45 Coffee break

10:45 – 11:30 **Introduction to air transport statistics**

11:30 – 12:00 **Statistics related to air carriers (Air Transport Reporting Forms* A, B, C, D, EF, M)**

12:00 – 12:30 **Air Transport Reporting Forms for air carrier traffic** (relationship between forms)

12:30 – 13:00 **Air carrier traffic, fleet and fuel consumption (Air Transport Reporting Forms A, B, C, D, M): exercises**

13:00 – 13:30 Coffee break

13:30 – 15:00 **Air carrier traffic, fleet and fuel consumption (Air Transport Reporting Forms A, B, C, D, M): exercises**

Day 2 - Tuesday 28 October

8:30 – 10:15 **Air carrier traffic, fleet and fuel consumption (Air Transport Reporting Forms A, B, C, D, M): exercises**

10:15 – 10:45 Coffee break

10:45 – 11:00 **Air carrier financial data (Form EF): presentation**

11:00 – 11:30 **Air carrier financial data (Form EF): exercises**

11:30 – 11:45 **Quarterly survey on financial parameters of air carriers**

11:45 – 12:00 **Airport traffic (Form I): presentation**

12:00 – 12:45 **Airport traffic (Form I): exercises - Part I**

12:45 – 13:15 Coffee break

13:15 – 13:45 **Airport traffic (Form I): exercises - Part II**

13:45 – 14:30 **Intelligent forms presentation**

14:30 – 15:00 **Air navigation services financial data – Air Transport Reporting Form K**

- Content, instructions, data-entry, data verification and validation, e-mailing, storing, further use.
- *Manual on Air Navigation Services Economics* (Doc 9161).

Day 3 - Wednesday 29 October

08:30 – 09:00 **Commercial air carrier and airport traffic by State – Air Transport Reporting Forms A-S and I-S**

- Content, instructions, data-entry, data verification and validation, e-mailing, storing, further use.

09:00 – 09:15 **Role of contacts in States and reporting procedures**

09:15 – 10:15 **ICAODATA+, data extraction and Analyses**

10:15 – 10:45 Coffee break

Day 3 (cont'd) - Wednesday 29 October

10:45 – 11:15 **ICAO activities in the field of forecasting**

11:15 – 12:30 **Methodology for forecasting air traffic**

12:30 – 12:45 **Presentation of e-learning courses (statistics, forecasting, etc.)**

12:45 – 13:15 **Coffee break**

13:15 – 14:15 **Economic incentives for Aviation System Block Upgrades (ASBUs) including Cost-Benefit Analyses**

14:15 – 14:30 **Feedback form**

14:30 – 14:45 **Final questions/discussions**

14:45 – 15:00 **Closing session**

*Please note that all Air Transport Reporting Forms can be found at:

<http://www.icao.int/sustainability/Pages/eap-sta-excel.aspx>.

RECOMMENDATIONS OF THE TENTH SESSION OF THE STATISTICS DIVISION

Recommendation 1/1

The Division recommends that:

For statistical purposes:

- a) where an air carrier does not have a factor representing the average mass of the passenger plus both normal baggage allowance and excess baggage to convert them into a mass, it is recommended that 100 kg. should be used; and
- b) where an air carrier does not have a cargo density to convert the volume of air cargo or checked baggage into a mass, the density of 161 kg per cubic meter should be used. Such a density can be used for all-cargo and mixed operations.

Recommendation 1/2

The Division recommends that:

States should be reminded that under the current definitions, international traffic includes data for cabotage services and that these data should be reported whenever data for international traffic is requested for the relevant Air Transport Reporting Forms, in particular in Forms A — Traffic, commercial air carriers, B – OFOD and C – TFS.

Recommendation 1/3

The Division recommends that:

The proposed classification (as shown in the Appendix of the report on Agenda Item 1) of civil aviation activities be adopted for statistical purposes.

Recommendation 2/1

The Division recommends that:

With regard to the On-flight Origin and Destination (OFOD) data collection, Air Transport Reporting Form B, ICAO should:

- a) remove all publication restrictions in the selection of the city-pairs for this data collection;
- b) publish all data submitted six months after the end of the quarterly reporting period concerned; and
- c) extend this data collection to cover both international scheduled and non-scheduled revenue air traffic, but excluding on-demand commercial traffic such as air taxis and commercial business aviation.

Recommendation 2/2

The Division recommends that:

- a) for statistical purposes ICAO should use the definition of low-cost carriers (LCCs) as shown in the *Manual on the Regulation of International Air Transport* (Doc 9626);
- b) ICAO should annually update the list of LCCs based on the feedback from Member States; and
- c) ICAO should show both the IATA and the ICAO codes associated with each LCC.

Recommendation 2/3

The Division recommends that:

The reporting instruction for *Air Transport Reporting Form A – Air Carrier Traffic - Commercial air carriers* should be amended to read as follows:

Member States will endeavour to file Form A on a monthly basis within one month of the end of the reporting month to which it refers. In the event this is not practicable, a Member State should submit Form A data no later than two months of the end of the reporting month to which it refers.

Recommendation 3/1

The Division recommends that:

- a) States should file a preliminary Form EF (Part I only) within four months of the end of the reporting period. In the event this was not practicable, a State should submit the preliminary Form EF (Part I) no later than six months of the end of the reporting period to which it refers; and
- b) ICAO should implement a new quarterly survey to obtain basic financial parameters of major air carriers in their regions to be collected through the ICAO Regional offices.

Recommendation 3/2

The Division recommends that:

The current reporting instructions for passenger revenues appearing in Air Transport Reporting Form EF under Items 1.1 and 2.1 should be amended as follows:

- a) *Passenger (Item 1.1)*. Include all revenues earned from the transportation of passengers on scheduled flights, after the deduction of applicable discounts and rebates and interline prorated through-tariffs. In the case of promotional offers (i.e. “two-for-one”), the gross passenger revenue for both tickets is to be charged with the applicable discount so as to reflect the net revenue of the value of one ticket. For passengers travelling on tickets issued in exchange for frequent-flyer points, a nil revenue is to be entered. Also include monies collected from air passengers on surcharges of fuel and other surcharges that result in revenues retained by the air carrier i.e. where the carrier does not have the obligation to pass on the amounts so collected to the government or any other entity.
- b) *Passenger and excess baggage (Item 2.1)*. Include gross revenues derived from the air transportation of passengers and excess baggage on non-scheduled flights. Also include monies collected from air passengers on surcharges of fuel and other surcharges that result in revenues retained by the air carrier i.e. where the carrier does not have the obligation.

Recommendation 4/1

The Division recommends that:

With respect to *Air Transport Reporting Form I – Airport traffic*, ICAO should:

- a) extend the collection of airport data to domestic traffic by establishing the threshold limit for the traffic to be considered at 80 per cent of the total commercial traffic units, as shown in Appendix A to this report;
- b) modify the definitions of non-scheduled operations by explicitly identifying air taxis (and commercial business flights), and including pleasure flying under the definition of other aircraft;

- c) consider identifying the movements data for air taxis (and commercial business flight) which are reported under non-scheduled operations, as shown in Appendix B to this report; and
- d) collect international scheduled and non-scheduled origin and destination (O-D) traffic data for the reporting airport. However, if such data were not widely available, ICAO should consider collecting traffic data for all non-stop flight stages arriving and departing to/from the reporting airport.

Recommendation 7/1

The Division recommends that:

The ICAO's Statistics Programme will:

- a) pursue the collection of aircraft movement data across FIRs/UIRs annually from ANSPs through States with the intention to start with 2010 data in 2011, and in so doing seek collaboration from ICAO's CAEP and its MODTF for an update of their COD with a view to avoiding duplication, exploring synergies and pooling of resources;
- b) develop a protocol for the protection and electronic transmission of FIRs/UIRs data to be identified and defined in close collaboration with ANSPs; and
- c) discontinue Reporting Form L.

Recommendation 8/1

The Division recommends that:

- a) to encourage States to report information on civil aircraft on register through Air Transport Reporting Form H - Civil Aircraft on Register, ICAO should simplify the reporting form as well as the related instructions as follows:
 - 1) eliminate the current split into commercial and other operators and collect only the totals in Part I (columns f and g) and Part II (column d);
 - 2) limit the statistics to be reported to those civil aircraft on the national register holding a valid certificate of airworthiness as at 31 December of the year being reported on; and
 - 3) exclude from the statistics reported in Form H registered vehicles lighter than air, experimental aircraft, home built aircraft, gliders with auxiliary motors intended for sport or training purposes, ultra lights and gyrocopters.
- b) until it is decided otherwise (see c) below), ICAO should supplement the data it receives through form H by making use of the information from the new civil aircraft register data base to be implemented in ICAO, pursuant Article 21 of the Convention; and
- c) the Council should consider discontinuing Form H once the Secretariat has established that all the coverage for Form H can be achieved through the new data collection.

Recommendation 8/2

The Division recommends that:

A joint ICAO-industry working group be established to explore ways and means to collect data on navigation equipment on board aircraft and on the ground.

Recommendation 9/1

The Division recommends adopting the draft form with accompanying reporting instructions to be issued on aviation personnel licenses and training as shown in the Appendix of the report on Agenda Item 9.

Recommendation 10/1

The Division recommends that:

- a) ICAO should introduce a new collection process on fuel consumption by commercial air carriers; and
- b) the form appearing in the Appendix of the Report on Agenda item 10, with possible amendments during the finalization phase as referred to in paragraph 10.2.7, should be used.

Recommendation 11/1

The Division recommends that:

As a matter of urgency ICAO should complete its work on the harmonization of the standardized coding systems used in databases required for aircraft safety analyses.

Recommendation 11/2

The Division recommends that:

- a) ICAO should introduce new Air Transport Reporting Form GS — Accidents and serious incidents of civil aircraft – Commercial operators to be submitted by Contracting States on a yearly basis; and
- b) ICAO review the proposed Form GS for consistency with the ADREP current standards before it is adopted by the Council.

Recommendation 12/1

The Division recommends that:

- a) Member States should name one or more focal contact points for aviation statistics within their national civil aviation administration, and
- b) the list of focal contact points should be made available through the ICAO secure website.

Recommendation 12/2

The Division recommends that:

ICAO should consult with selected international organizations and explore how to adapt their quality process mechanism to the needs of ICAO and its member States.

Recommendation 13/1

In the spirit of Recommendation STAP/14-6, the Division recommended:

Improving the current co-ordination mechanism between ICAO and the various organizations concerned, through the establishment of a secure, dedicated webpage as a networking mechanism for focal points of international organizations for civil aviation statistics.

Recommendation 14/1

Taking into account the foregoing views, the Division recommends that:

The current HLIs used by ICAO to monitor the progress towards achievement of its Strategic Objectives achievement be updated when ICAO adopts new Strategic Objectives.

Recommendation 15/1

The Division recommends that:

ICAO and IATA should continue in their effort to assess the impact of frequent flyer programmes and exchange rate differences on the analytical and forecasting activities of the various civil aviation stakeholders.

Recommendation 15/2

The Division recommends that:

- a) as a matter of urgency ICAO should issue a new edition of the Statistics Manual incorporating all the changes to the Statistics Programme, and the related definitions and instructions since 1994, as well as those adopted at STA/10 and approved by the Council; and
- b) ICAO should implement a comprehensive review process of the Statistics Manual after each meeting of the Statistics Division to ensure that it is kept current and relevant.



International Civil Aviation Organization

Aviation Data Analyses Seminar

(Cairo, Egypt, 27-29 October 2014)

BULLETIN

1. LOCATION

1.1 The Aviation Data Analyses Seminar will be held at the Meeting Hall of the Ministry of Civil Aviation in Cairo, Egypt, 27-29 October 2014.

2. SCHEDULE OF THE SEMINAR

2.1 The opening session of the Seminar will be held at 0900 hours on Monday 27 October 2014.

2.2 The schedule and order of the day will be announced at the opening session.

2.3 The Seminar 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 Seminar. Participants are also requested to wear the identification badge, which will be issued to them when inside the meeting room.

4. HOTEL RESERVATIONS/RETURN AIRLINE BOOKINGS

4.1 A list of hotels with ICAO corporate rates is also attached for your convenience with telephone/fax numbers and addresses.

4.2 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. 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.

5. TRANSPORTATION

5.1 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.

5.2 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.

6. INSURANCE

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

7. SOME USEFUL TRAVEL INFORMATION

PASSPORT

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

VISA

7.2 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

7.3 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

7.4 The main daily maximum and minimum temperatures for the month of September 27°C and 20°C.

8. CURRENCY, CREDIT CARDS AND BANKING SERVICES

8.1 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. 7.00 for September 2014.

8.2 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.

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

9. OTHER USEFUL INFORMATION

SHOPPING

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

TAP WATER

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

TELEPHONE CARDS

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

10. OTHER ASSISTANCE

10.1 The ICAO 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. M. Smaoui	Deputy Regional Director (DEPRD)
ADMINISTRATION	
Mrs. T. Qatami	Administrative Officer (AO)
TECHNICAL OFFICERS	
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. El Khoury	Regional Officer, Air Traffic Management/Search and Rescue (ATM/SAR)
Mr. D. Sterland	Regional Officer, Aviation Security and Facilitation
Mr. A. Niknejad	Regional Officer, Aeronautical Information Management/Air Traffic Management (AIM/ATM)

LIST OF HOTELS WITH ICAO CORPORATE RATES

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)

Amended list dated 13 May 2014

HOTEL	RATE US \$	ADDRESS	TELEFAX NO.	E-MAIL	TELEPHONE NUMBER(s)	TRANSPORTATION BY TAXI TO MID OFFICE (fare)
Hotel Heliopolis (Fairmont)	Heliopolis Room \$115.00S-\$130.00D Fairmont Room \$170.00S-\$185.00D Delux Room \$210.00S-\$225.00D Above Rates include -Breakfast basis -Service Charges & Taxes (Special rates for group more than 9 persons-deal directly with the hotel)	Orouba Street Heliopolis	(202) 22677600 Attention Reservation Department	hli.reservations@fairmont.com Cc hli.sales@fairmont.com	(202) 22677730/40	40
Meridien (Heliopolis)	Superior Room US\$105.00 US\$120.00 D Deluxe Room US\$125.00 S US\$140.00 D Royal Club US\$145.00 S US\$160.00D Above rates include: -Buffet Breakfast -Service Charges & Taxes */**/X	51, El Orouba Street Heliopolis	(202) 24172492 Attention: Reservation Depart	Reservations.heliopolis@lemeridien.com & Ahmed.maher@starwoodhotels.com	(202) 24168994/95 22905055	40
Radisson Hotel	Standard Room US\$90.00 S&D Business Room US\$140.00 S&D Including breakfast Mention rate code(86950)	Abdel Hamid Badawi St. Sheraton Area Heliopolis	202) 26965657	reservations.cairo@radissonblu.com cc Sales.cairo@radissonblu.com www.radissonblu.com	(202) 26965655 26965656	40

HOTEL	RATE US \$	ADDRESS	TELEFAX NO.	E-MAIL	TELEPHONE NUMBER(s)	TRANSPORTATION BY TAXI TO MID OFFICE (fare)
Le Meridien Cairo Airport	Deluxe Room US\$135.00 S US\$145.00 D	Terminal 3, Cairo Airport – Heliopolis		ahmed.maher@starwoodhotels.com or visit website http://www.lemeridiencairoairport.com	(202) 22685103	20
The Gabriel Hotel	Deluxe Room \$120.00 S & 135.00 D Deluxe Suite \$243.00S & \$262 D Inclusive of Service Charges & Taxes	Suncity, Autostrad Road	(202)26960701	reservations@thegabrielhotel.com www.Thegabrielhotel.com	Direct (202)26920700	20
Novotel Cairo Airport	Standard US \$110.00S US \$120.00D Superior US\$125.00S US\$135.00 (B&B) Incl. Service Charges & Taxes *	Cairo Airport	(202)2 2914794/26373530 <i>Attention:</i> Reservation Dept	h0502-sl@accor.com cc h0502-sb@accor.com h0502-sl@accor.com	(202)22918520 22918573 22918577	20
Le Passage	Superior US\$100.00 S US\$110.00r D Delux Room US \$125.00 S US\$135.00 D Executive Club Room US\$150.00S or US\$160.00D(Bed & Breakfast) Inclusive of Service Charge & Taxes */*/*/*/*	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 22929635	20

HOTEL	RATE US \$	ADDRESS	TELEFAX NO.	E-MAIL	TELEPHONE NUMBER(s)	TRANSPORTATION BY TAXI TO MID OFFICE (fare)
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) 24800480	res.citystars@ihg.com cc noha.elbahrawy@ihg.com	(202)24800100 Ext 38	60
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	60

HOTEL	RATE US \$	ADDRESS	TELEFAX NO.	E-MAIL	TELEPHONE NUMBER(s)	TRANSPORTATION BY TAXI TO MID OFFICE (fare)
Fairmont Nile City	Fairmont Room US\$110.00S US\$130.00 D Delux US\$120.00S US\$140.00 Delux Nile Room US\$130.00S US\$150.00D Based on Bed & Breakfast & inclusive Service Charge & All Applicable taxes	Nile City Tower- 2005B Cornich El Nile, Ramlet Beaulac Cairo	(202) 24619595	Nilecity.reservations@fairmont.com Cc Shehab.elbermawy@fairmont.com www.fairmont.com	(202) 24619770	70
Hotel Beirut	US\$60.00 (S) US\$75.00 (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	sales@beiruthotelseg.com Website: beiruthotelseg.com	(202) 22911092 24145079 22916048	50
Marriott Hotel	Delux Room US\$140.00 S & D Diplomatic Suite US\$315.00	Saray El Gezira St., Zamalek, Cairo	(202)27358240	cairomarriottreservation@marriott.com cc marwa.wanas@marriott.com	(202)27351090	70
Flamenco Hotel Reservation code: ICAO UN	Standard Room US \$ 82.00(SB+B) & US \$ 92.00(DB+B) Superior Room US\$102.00 (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	70

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.**

- END -

**INTERNATIONAL CIVIL AVIATION ORGANIZATION
MID REGIONAL OFFICE**

ICAO AVIATION DATA ANALYSES SEMINAR

(Cairo, Egypt, 27 to 29 October 2014)

NOMINATION FORM

PLEASE PRINT OR TYPE CLEARLY

1. Name in full: _____
(as should appear in the official listing and name tag)
2. Title or Official Position: _____
3. State/Organization: _____
4. Mailing Address: _____

5. Telephone Number: _____
- Fax Number: _____
- Mobile Number: _____
- E-mail: _____
6. Hotel _____

Note 1: Participants are expected to make their own hotel/visa arrangements

Note 2: Please download meeting materials from ICAO MID Regional Office website; <http://www.icao.int/mid/> prior to the meeting.

Date: Signature:

After completing, please send to: ICAO MID Office at the following e-mail address: icaomid@icao.int) or Fax number +20 2 22674843

-END-