



International Civil Aviation Organization

Regional OPMET Centre (ROC) Workshop

(Jeddah, Saudi Arabia, 31 August – 1 September 2014)

Bulletin

1. LOCATION

- 1.1 The ICAO Regional OPMET Centre (ROC) Workshop will be hosted by the **Presidency of Meteorology and Environment (PME)**.
- 1.2 The workshop will be held in Jeddah, Saudi Arabia, from **31 August to 1 September 2014 at Crowne Plaza Jeddah**.

2. SCHEDULE OF THE WORKSHOP

- 2.1 The opening session of the Workshop will be held at 09:30 hours on Sunday 31 August 2014.
- 2.2 The daily schedule and the order of the day will be announced at the opening session.
- 2.3 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 0830 and 0930 hours on the opening day of the Workshop. Participants are also requested to wear the identification badge (which will be issued to them) at all times when inside the meeting room.

4. DOCUMENTATION

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

5. HOTEL RESERVATIONS/RETURN AIRLINE BOOKINGS

- 5.1 Participants are requested to ensure that their return airline booking is confirmed, soon after their arrival in Jeddah, through their respective hotel reception desk. Participants will need to arrange their own hotel reservation. **A list of hotels with special GACA corporate rates is attached for your convenience with telephone/fax numbers and addresses.**

6. TRANSPORTATION

- 6.1 Participants are requested to make their own arrangements for transportation from the airport to the city and return.

6.2 Airport taxi services operate private limousine services from the airport to Jeddah City, at 70 Saudi Riyals approximately per vehicle. Public taxi service is also available, at a cost of approximately 50 Saudi Riyals (negotiable), at the taxi stand at the airport.

6.3 Car rental agencies are located at the arrival hall of the airport terminal building.

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 Kingdom of Saudi Arabia must possess valid passports or other valid passports or other valid travel documents. Passports should be valid for a minimum of six months when arriving to the Kingdom of Saudi Arabia.

VISA

8.2 It is mandatory for participants requiring entry visa to Saudi Arabia to apply/obtain official visas from the Saudi Arabia's Embassy or Consulate in their Country prior to their departure to Saudi Arabia.

8.3 In order to assist in the issuing process of the entry visa to Saudi Arabia, all participants requiring entry visa to Saudi Arabia are requested to send copy of your passport, as soon as possible, but not later than **10 August 2014**, to the Presidency of Meteorology and Environment, Jeddah, MET SG/5 focal point:

Mr. Mohammed Babidhan (e-mail: mbabidhan@pme.gov.sa) and Mr. Badee Khayyat (e-mail: badee_k@hotmail.com) with a copy to: icaomid@icao.int.

CUSTOMS

8.4 The following items may be brought in Saudi Arabia Duty free:

Personal effects, such as necessary clothing
200 cigarettes or 250 gr. of cigars or tobacco
Perfume for personal use

Additional quantities of the above items may also be purchased from Jeddah/King Abdulaziz International Airport duty free shops after clearing customs except alcoholic drinks.

9. CURRENCY, CREDIT CARDS AND BANKING SERVICES

9.1 The unit of currency Saudi Arabia is Saudi Riyals (SAR) with notes of 5, 10, 50, 100 and 500 and coins of 5, 25 and 50. The current rate of exchange for US \$1 = 3.75 SAR

9.2 There are no restrictions on import of foreign currency.

9.3 All major international Credit Cards, such as Visa, American Express, Diners Club, Master Card, Carte Blanche, etc, are usually accepted at most hotels, department stores and restaurants.

9.4 All commercial Banks exchange major foreign currencies and are open from 09:30 to 16:30, during working days (Sunday through Thursday).

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

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

11. WEATHER CONDITIONS

11.1 The main daily minimum and maximum temperatures for the month of September are between 26°C and 38°C.

12. OTHER ASSISTANCE

12.1 The General Authority of Civil Aviation (GACA) will be glad to assist the participants to the Workshop with any advice they may require.

12.2 In case of emergency in Saudi Arabia, please call Focal Point from the Presidency of Meteorology and Environment (PME), Mr. Mohammed Babidhan Mobile: +966507703136 (email: mbabidhan@pme.gov.sa) and Mr. Fahad Al-Malki Mobile: +966 555 544014 (email: faladmalki@hotmail.com).

RECOMMENDED HOTELS IN JEDDAH

DOUBLE ROOM PRICE	SINGLE ROOM PRICE	ROOM TYPE	FAX	PHONE	HOTEL NAME
-	1020 SR	STANDARD	0560555666	0122295555	Intercontinental Hotel
			hany.mahran@ihg.com		
1070 SR	920 SR	STANDARD	0126611238	0126611000	Crowne Plaza Jeddah
			reservations.cpjeddah@ihg.com		
825 SR	715 SR	TWIN DELUXE-CITY VIEW	0122150535	0122150525	ELAF JEDDAH
990 SR	825 SR	BUSINESS - CITY VIEW			
1045 SR	935 SR	SUPERIOR - SEA VIEW	Reservation@ELAFHOTEL.RSM.COM alaas@ELAFHOTEL.RSM.COM		
1200 SR		JUNIOR SUITE			
1050 SR	875 SR	STANDARD	0126581939	0126590000	Hilton Hotel
			Reservation.jeddah@hillton.com nibal.alsabary@hillton.com		
585 SR	485 SR	EIFFEL	0126599090	0126599000	AVAIL GRAND Al Madinah Al Munawrah Rood.
-	625 SR	DELUXE			
-	1196 SR	BARNSELEY			
-	1250 SR	ROYAL			
560 SR	415 SR	SINGLE	0126943737	0126944777	Albilad Hotel
			Jeddah @Albilad Hotel.COM		
1123 SR	970 SR	SUPERIOR	0122570978	0122607111	ROSE WOOD CORNICHE
1203 SR	1030 SR	DELUXE	Corniche@rosewoodhotels.com		
1318 SR	1145 SR	EXECUTIVE			
1318 SR	1145 SR	AMWAJ			
-	1300SR-1600SR	STANDARD	0122639777	0122639666	PARK HYATT

Please mention that you are the General Authority of Civil Aviation guest(s) to receive special negotiated rates.

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