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Международная  
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гражданской  
авиации

منظمة الطيران  
المدنى الدولى

国际民用  
航空组织

File Ref.: AN 5/26 – 22/177

14 August 20222

**Subject: Change of Venue of the Regional Seminar on Airport Master Planning  
(Hurghada, Egypt, 13 – 15 September 2022)**

Sir/Madam,

I have the honour to refer to my Invitation Letter Ref.: AN 5/26 – 22/143 dated 19 July 2022 regarding the Regional Seminar on Airport Master Planning that will be kindly hosted by the Egyptian Civil Aviation Authority (ECAA) in collaboration with Egyptian Airports Company (EAC).

I would like to confirm that the Seminar will be held in **Hurghada, Egypt, 13-15 September 2022**; however, the venue of the Seminar has been changed **from** Marriot Beach Resort **to** **Hôtel Tropitel Sahl Hasheesh – Hurghada.**

Please note that the detailed/tentative Work Programme is at **Attachment A** and the updated Bulletin including administrative arrangements for the Seminar and other useful information for participants, comprising the **exact venue** and recommended Hotels, is attached at **Attachment B**.

Accept, Sir/Madam, the assurances of my highest consideration.



Mohamed Abubaker Farea  
Regional Director  
ICAO Middle East Office

## Attachments

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| ICAO

## Regional Seminar on Airport Master Planning

### DETAILED WORK PROGRAMME

Organized by ICAO MID Regional Office

Hosted by Egypt

Held in Hurghada, 13 – 15 September 2022



Supported by:



**TENTATIVE**

**DAY 1 - MONDAY, SEPTEMBER 13, 2022**

08:30-09:00	<b>Registration</b>	
<b>OPENING SESSION</b>		
09:00-10:00	<b>Opening remarks</b> <i>Speaker from:</i> ICAO MID Regional Director <b>Seminar overview</b> <i>Speaker from:</i> AGA Regional Officer, ICAO MID	
10:00-10:30	<i>Group photo, coffee break</i>	
<b>SESSION 1 – Airport Master Planning Principles: Challenges vs Opportunities</b>		
10:30-11:00	1.1	<b>ICAO Provisions on Airport Master Planning</b> <i>Speaker from:</i> ICAO MID
11:00-11:45	1.2	<b>Airport Master Planning Principals</b> <i>Speakers from:</i> FAA
11:45-12:45	1.3	<b>Demand vs Capacity: Gap assessments for airline, passenger, and cargo traffic patterns</b> <i>Speakers from:</i> EuroControl, IATA
12:45-14:00	<i>Lunch</i>	
14:00-14:45	1.4	<b>Airport Capacity Management: Airport Traffic Forecasts for Airside/Landside Development</b> <i>Speakers from:</i> FAA, EuroControl
14:45-15:30	1.5	<b>Airport Development Plans &amp; Project Management Process</b> <i>Panel (multiple Speakers from):</i> ACI, FAA, EuroControl, Boeing and IATA
15:30 -16:00	1.6	<b>Wrap-up, Q&amp;A session</b> <i>Moderator:</i> ICAO
<b>End of Day 1</b>		

**TENTATIVE**

**DAY 2 - TUESDAY, SEPTEMBER 14, 2022**

**SESSION 2 – Airport Master Planning : Operational Aspects**

09:00-09:45	2.1	<p><b>Airport Planning at National and Local Levels</b></p> <p><i>Multiple Speakers from:</i> FAA, EuroControl , IATA</p>
09:45-10:30	2.2	<p><b>The Airport Master Plan as a Living Document: Safety Considerations</b></p> <p><i>Speaker from:</i> IATA</p>
10:30-11:00		<i>Coffee break</i>
11:00-11:45	2.3	<p><b>The Airport Master Plan scaled for Sustainable Development</b></p> <p><i>Speaker from:</i> EuroControl</p>
11:45-12:30	2.4	<p><b>Aircrafts performances vs Airport Planning: New Large Aircraft Challenges</b></p> <p><i>Speaker from:</i> IATA, Boeing, FAA</p>
12:30-13:30		<i>Lunch</i>
13:30-14:15	2.5	<p><b>Ground Aids Implementation Impact on Airside Planning</b></p> <p><i>Speaker from:</i> EuroControl</p>
14:15-15:00	2.6	<p><b>The Master Plan Document Efficiency</b></p> <p><i>Panel (multiple Speakers from):</i> ACI, FAA, EuroControl, Boeing and IATA</p>
15:00 -15:30	2.7	<p><b>Wrap-up, Q&amp;A session</b></p> <p><i>Moderator:</i> ICAO</p>
<i>End of Day 2</i>		

**TENTATIVE**

**DAY 3 - WEDNESDAY SEPTEMBER 15, 2022**

**SESSION 3 – Industry Experiences on Airport Master Planning (Master Plan in Practice)**

09:00-12:20	3.x	<p><b>International Airport Master Plan’s Project: State SME/ Airport SME</b>  <i>Presentations/Speakers from the Industry (To be finalized)</i></p>
12:20-13:20		<i>Lunch</i>
13:20-14:20	3.10	<p><b>Panel on Airport Dimensioning: Layout Issues and potential solutions</b>  <i>Panel:</i> ACI, EuroControl, FAA, IATA, ACI, Boeing / <i>Moderator</i> ICAO</p>
14:20-15:00	3.11	<p><b>Wrap-up &amp; Closing Ceremony</b>  <i>Moderator:</i> ICAO</p>
<i>End of Day 3</i>		



**BULLETIN  
GENERAL INFORMATION**

**REGIONAL SEMINAR ON AIRPORT MASTER PLANNING**

*(Hurghada, Egypt 13-15 September 2022)*

*Hosted by*



*Supported by*



## 1. Venue and dates of the event

The Airport Master Planning Seminar will be held in **Tropitel Sahl Hasheesh** Hotel in **Hurghada, Egypt, from 13 to 15 September 2022.**

## 2. Venue address

### **Tropitel Sahl Hasheesh**

International Resort Community, Sahl Hasheesh, Hurghada, Red Sea, Egypt

Tel.: +20 122 007 1288 | +20 122 002 2454 | +20 122 007 4453

E-Mail: [reservation.sh@tropitelhotels.com](mailto:reservation.sh@tropitelhotels.com)

<https://www.tropitelhotels.com>

## 3. Contact Information for the Seminar

Mohamed Iheb Hamdi

Regional Officer, Aerodromes and Ground Aids (AGA)

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Hoda Gabriel

ICAO support staff for the event

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Head of the Safety Department. Hurghada Airport  
E-mail : [basmarft@yahoo.com](mailto:basmarft@yahoo.com)

**4. Opening Session**

**13, September, 2022**

Registration of participants: 08:30 -09:00hrs.  
Opening session: 09:00 - 09:15hrs

**5. Registration of Participants**

Registration of participants to the Seminar will take on 13, September, 2022 at 08:30 hrs. The registration desk will be placed at the entrance of Ball Room (Conference Room) In Tropitel Sahl Hasheesh Hotel (Help Desk).

**6. Schedule of the Seminar**

The schedule of the Seminar will be daily managed from 09:00 to 16:00 hours.

**7. Language and Documentation**

The Seminar will be carried out in English. Documentation will be available at the following website we are going to send all the information before the Seminar begins.

**8. Passport, Visa and Vaccination Requirements**

To enter the country, an updated passport and visa may be required to certain countries. For more information please contact your local Egyptian Embassy or Consulate, or through you airline to insure all required regulations and we recommend to visit this site <https://visitegypt.gov.eg/> all incoming travelers must register at the official web site at least two days before starting their trip.

**9. Temperature**

During the month of September, the temperature in Hurghada varies from 24°C to 34.°C.

**10. Money Exchange and Credit Cards**

The national currency is the Egyptian Pound (EGP). Current exchange rate is about EGP/18.67 per one dollar (US\$1.00). For official information please check <https://www.cbe.org.eg/en/EconomicResearch/Statistics/Pages/ExchangeRatesListing.aspx>. Money exchange can be made in exchange houses nearby most hotels. International credit cards (VISA/MasterCard) are usually welcome in most hotels, stores and restaurants.

**11. Hotel Reservation**

For reservation information you may wish to go to (*Recommended*)

Mr. Mohamed Gaber  
E-Mail: [reservation.sh@tropitelhotels.com](mailto:reservation.sh@tropitelhotels.com)  
<https://www.tropitelhotels.com>

CONTINENTAL HOTEL  
<https://www.continental-hurghada.com/en>

STEIGENBERGER HOTEL  
<https://www.steigenberger.com/en/hotels/all-hotels/egypt/hurghada>

SWISS INN HOTEL  
<https://swissinn.net/hotels/index.php?lang=Hurghada>

## 12. Transportation

There are authorized taxis services at the Hurghada International Airport. We recommend RAMSIS co. (for more information please contact Mr. Mohamed Said Tel.: 01062908666 ). The rate to Hurghada City Center or the hotel area is of approximately US\$ 13 internal Hurghada City. This rate shall be confirmed in counters at the airport's international arrivals area. Online Taxi services are also available.

## 13. Travel insurance and Hospitals

The ICAO Middle East Regional Office recommends to all participants, including speakers, delegates and experts attending the event, that they acquire a Travel Assistance Insurance or a valid international health insurance in case of any health related situation.

In case of emergency, following hospital is suggested:

### ROYAL HOSPITAL:

Tel.: 0659200000  
Website: <https://www.royalhospital-eg.com/>  
Location : [Click here.](#)

### NILE HOSPITAL:

Tel.: 0653550972  
Website: <https://nilehospital.com/EN>  
Location : [Click here.](#)

## 14. Electricity

220 Volts/60 Hz.  
Typical power outlet found in Egypt is type C: Available



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