



International
Civil Aviation
Organization

Organisation
de l'aviation civile
internationale

Organización
de Aviación Civil
Internacional

Международная
организация
гражданской
авиации

منظمة الطيران
المدني الدولي

国际民用
航空组织

File Ref.: ME 5-24/066

4 April 2024

**Subject: Seventh Meeting of the Directors General of Civil Aviation-
Middle East Region (DGCA-MID/7)**
(Riyadh, Saudi Arabia, 19-20 May 2024)

Sir,

I have the honour to refer to my Letter dated 25 February 2024 on the above subject; I would like to confirm that the Seventh Meeting of the Directors General of Civil Aviation-Middle East Region (DGCA-MID/7) will be gratefully hosted by the Kingdom of Saudi Arabia, in The Ritz-Carlton Hotel, Riyadh, concurrently with the Future Aviation Forum 2024; however, in coordination with the Host State, the DGCA-MID/7 meeting will be held on 19th May with an additional session on 20 May for the review of the Draft Report and closing session.

The Information Bulletin describing administrative arrangements for the meeting including the exact venue and hotel lists is herewith **attached**.

In accordance with the Guidance Material for the Convening of DGCA-MID meetings para. 8.4, *“to the extent possible States, International/Regional Organizations should refrain from presenting WPs of technical nature. The WPs to be presented to the DGCA-MID meetings should focus mainly on regional strategies, projects, common deficiencies, challenges and bilateral/regional cooperation in areas of common interests”*. Considering that the DGCA-MID/7 meeting will be held concurrently with the FAF 2024, with an exceptional short timing, it would be appreciated to limit the number of WPs and PPTs to the strict minimum. The WPs and PPTs received after **25 April 2024** will be changed to IPs.

I would appreciate it if you could as soon as possible, preferably **not later than 21 April 2024**, confirm the participation and registration of your Delegates to this important meeting, through the following both links: <https://events.icao.int/event-details?campaignID=44D864C1-13D7-EE11-811A-001DD8B71C70>; and <https://registration.futureaviationforum.com/en> (using the code OX4UKHBWQ8).

Accept, Sir, the assurances of my highest consideration.



Mohamed Abubaker Farea
Regional Director
ICAO Middle East Office



Directors General of Civil Aviation Middle East Region

Seventh Meeting (DGCA-MID/7)

(Riyadh, Saudi Arabia, 19 – 20 May 2024)

BULLETIN

1. LOCATION

1.1 The Seventh meeting of the Directors General of Civil Aviation - Middle East Region (DGCA-MID/7) will be kindly hosted by the General Authority of Civil Aviation (GACA) of the Kingdom of Saudi Arabia, in Riyadh, from **19 to 20 May 2024**. The meeting will be held concurrently with the Future Aviation Forum 2024, which will be held in the same venue from 20 to 22 May 2024, at **The Ritz-Carlton, Riyadh**.

2. SCHEDULE OF THE MEETING

2.1 The Opening Session of the Meeting will be held at 09:00 Riyadh local time.

2.2 The schedule and order of the day will be announced at the Opening Session.

2.3 The meeting will be conducted in both Arabic and English.

3. REGISTRATION OF PARTICIPANTS

3.1 Participants are requested to register in this link using this code OX4UKHBWQ8 <https://registration.futureaviationforum.com/en>

3.2 Participants are requested to register at the Registration Desk located at the entrance of the Meeting Hall, between 08:00 and 09:00 AM on the opening day of the Meeting. Participants are requested to wear the Identification Badge (which will be issued to them) at all times during the Meeting sessions.

4. DOCUMENTATION

4.1 Please note that no documentation will be available in hard copy format. However, documentation related to the Meeting will be available on the ICAO MID Regional Office website.

5. HOTEL RESERVATIONS

5.1 A list of hotels with GACA's corporate rate is **attached** for your convenience with contact details and addresses.

6. TRANSPORTATION

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

6.2 Airport Taxi Services operate private services from the airport to the City and vice versa, at approximately SAR 50

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 documents for travel. Passports should be valid for a minimum of six months when arriving to the Kingdom.

VISA

8.2 Once the Registration is done thru the link <https://registration.futureaviationforum.com/en> using the code OX4UKHBWQ8, participants can submit all documents needed for Visa Issuance.

CUSTOMS

8.3 The following items may be brought into the Kingdom of Saudi Arabia duty free:

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

8.4 Additional quantities of the above items may also be purchased at King Khalid International Airport, Riyadh duty free arrival shops before clearing customs. Non-Muslims may purchase reasonable quantities of alcoholic drinks at this outlet.

9. CURRENCY, CREDIT CARDS AND BANKING SERVICES

The unit of currency in Saudi Arabia is the **Saudi Riyal (SAR)**. The unit is divided into notes 5, 10, 50, 100 and 500 and coins of 5, 25 and 50. The current rate of exchange for US \$1 = 3.75 SAR.

9.1 There are restrictions on import of foreign currency. Not more than 50,000 SAR allowed.

9.2 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.

9.3 All commercial banks exchange major foreign currencies are open from 0800 to 2000, Sundays through Thursdays. There are plenty of official exchange services. ATM machines are available all over the Kingdom.

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, however, tap water is safe for drinking.

TELEPHONE

10.3 Mobile SIM Cards are available at the Service providers' outlets at the airport arrival terminal and all major commercial centers.

11. WEATHER CONDITIONS

11.1 The main daily maximum and minimum temperatures for the month of May are between 25°C by day and drops down to 20°C during the nights.

12. OTHER ASSISTANCE

12.1 The Kingdom of Saudi Arabia-GACA will be glad to assist the participants to the Meeting with any advice they may require.

12.2 In case of emergency in Saudi Arabia, please call the Focal Point from GACA Ms. Mariyam Akram Email: faf2024@gaca.gov.sa Mob: +966 566188155

Suggested Hotels

Around King Abdul Aziz International Conference Center

Hotel	Property Rating	Contact Information (phone Numer,Email Address)	location	Distance to Venue
The Ritz-Carlton	5	966118028020		Event Venue
The St. Regis	5	966115089555		850 M
Courtyard Marriott DQ	4	966112817300		1.5 Km
Sarwat Park	4	966532789893		1.5 Km
Marriott Riyadh DQ	5	966118353000		2 Km
Radisson Blu Hotel & DQ	5	966112979400		3.5 Km
Myan Hotel	3	966505667755		4.5 Km
Brzeen Hotel	3	966554299258		7.5 Km
Mansard Riyadh A Radisson Collection Hotel	5	966118290900		18 Km
Riyadh Hilton Hotel	5	966566664677		23 Km