

## MEETING BULLETIN



ICAO



### Seventh Meeting of the Aerodrome Safety, Planning and Implementation Group (ASPIG/7) (Riyadh, Saudi Arabia, 6 -10 April 2025)

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*Venue Information/Location & pertinent Contact Details*

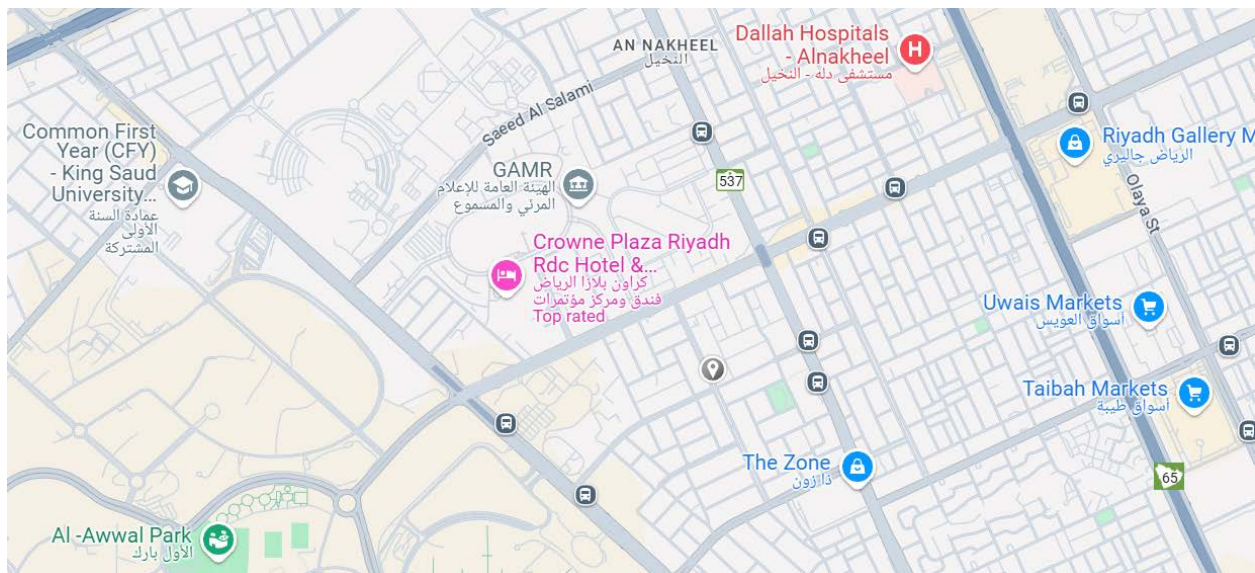
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#### 1. Schedule of Meeting

- 1.1 The Seventh Meeting of the Aerodrome Safety, Planning, and Implementation Group will take place in **Riyadh** from **6 to 10 April 2025**.
- 1.2 During that period, the working hours related to the meeting will be from **09:00 AM to 04:00 PM**.

#### 2. General Information about Venue and Reservation

- 2.1 The meeting will be held at Crowne Plaza Riyadh Hotel & Convention, (Link [HERE](#))



## 2.2 Recommended Hotels

The hotel	Levels	Location	Prices
Riyadh Airport Marriott Hotel	4 Stars	Next To King Khalid International Airport, Riyadh	227 Dollar / night
Vivian Park El Raeid Hotel	4 Stars		227 Dollar / night
Rafa- Hittin	4 Stars	Prince Yazid Ibn Abdullah Ibn Abdulrahman, 12345 Riyadh, Saudi Arabia	187 Dollar / night
Centro Waha by Rotana	4 Stars	Olaya Street, Al Murooj District, 11616	250 Dollar / night
Crowne Plaza Riyadh - RDC Hotel & Convention by IHG	5 Stars	Imam Saud Ibn Abdul Aziz Road, 12363	320 Dollar / night
ALMA Hotel Riyadh	4 Stars	3609 King Abdullah Road, Al Rahmaniya District, Riyadh, 13224	193 Dollar / night
Grand Plaza Hotel - KAFD Riyadh	4 Stars	7520 King Fahad Branch Rd, 4296 ,Riyadh 13515, 01153	173 Dollar / night
Nova M Hotel, Edge by Rotana	4 Stars	Olaya Street, Al Worood, 12251 Riyadh,	186 Dollar / night
Carawan Al Fahad Hotel	3 Stars	Orouba Street with King Fahad Road, Al Olaya, 11565 Riyadh, Saudi Arabia	120 Dollar / night
DoubleTree by Hilton Hotel Riyadh - Al Muroj Business Gate	3 Stars	The Northern Ring Road - Exit 5. Next to the upcoming King Abdullah Financial District, 13313	266 Dollar / night

## 3. Registration of activity:

3.1 Participants are requested to register at the Secretariat's Desk located at the meeting venue from **08:00 AM to 09:00 AM. on 6 April (the opening day).**

## 4. Focal Point of Contact for the Meeting

4.1 The focal points of contact for the meeting are:

*a) From ICAO: Middle East (MID) Office*

Mrs. Ahmed Shaker  
Technical assistant  
Tel: +20 1008618577  
E-mail : [ashaker@icao.int](mailto:ashaker@icao.int)

Mr. Mohamed Iheb Hamdi  
Regional Officer, Aerodromes & Ground Aids  
Tel : +20 1030988290  
E-mail: [mhamdi@icao.int](mailto:mhamdi@icao.int)

*b) From GACA :*

**Office/ Aerodrome Safety Department**

Mr. Abdullah A. Alqarni  
Act. Director of Airports and Heliports Department  
Phone : +966 598575779  
Email : [abaalqarni@gaca.gov.sa](mailto:abaalqarni@gaca.gov.sa)

4.2 The daily secretarial and administrative support of the meeting will be provided by the office of Mr. . Abdullah A. Alqarni, emails: [abaalqarni@gaca.gov.sa](mailto:abaalqarni@gaca.gov.sa) / Mobile No: + 966 598575779.

4.3 The General Authority of Civil Aviation of Saudi will be glad to assist the participants to the Meeting with any advice they may require.

4.4 In case of emergency in Saudi Arabia please call Focal Point from the GACA, Mr Faisal A. Al- Amri, emails: [faalamri@gaca.gov.sa](mailto:faalamri@gaca.gov.sa) / Mobile No: + 966 540486411.

**5. Passport, VISA and customs formalities**

5.1 All foreign nationals entering the Saudi Arabia must possess valid passports or other valid documents for travel. Documents with less than six months to run before expiry are not acceptable.

5.2 It is mandatory for all non GCC participants to obtain visas from the Saudi Arabia Embassy or Consulate in their country prior to their departure for Riyadh. Participants that require assistance for their entry visa **need to directly contact Saudi Arabia Focal Point** by submitting the following items, should be sent as soon as possible, not later than 31 March 2025. to the attention of:

- **Copy of the Current Valid Passport**
- **Copy of the Personnel Photo with white background**
- **Position in Arabic and English**

5.3 The following items may be brought into the Saudi Arabia duty free:

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

5.4 Additional quantities of the above items may also be purchased at **Saudi Arabia Airports** duty-free arrival shops before clearing customs.

Please note that alcoholic drinks are prohibited.

## **6. Other Useful Information**

### **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 services from the airport to the city and its neighborhoods at approximately SAR 100/140 per vehicle (depending on the car type and destination)

6.3 Car rental agencies are located at the airport terminal.

6.4 Participants are required to arrange the daily commute to/from the venue.

### **Insurance**

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

### **Currency, credit cards and banking services**

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

6.6 All commercial banks exchange major foreign currencies and are open 0800-1400 hours Sundays through Thursdays. There are also plenty of foreign exchange houses who do accept foreign currency. There are plenty of ATM machines all over Saudia Arabia which are strategically located.

### **Shopping**

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

### **Tap Water**

6.8 It is recommended that all visitors drink only bottled water/beverages, As tap water is not drinkable.

### **Language**

6.9 Arabic is the national mother tongue, is the national language in Saudi Arabia. However, the locals can also speak in English.

### **Sim Card**

6.10 Mobile SIM Cards are available at the Service providers' outlets at the airport arrival terminal, all major commercial centers, or via the cellphone carrier iOS\ Android application. The major cellphone carriers are (STC, Mobily, Zain)

### **Time Difference:**

6.11 Saudi Arabia is 3 hours ahead of Coordinated Universal Time (UTC +3).

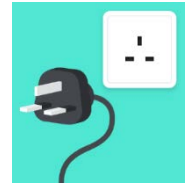
### **Weather-**

6.12 The main daily maximum and minimum temperatures for the month of May are around 40°C by day and drop down to 28°C during the nights.

Please refer to [ncm.gov.sa](http://ncm.gov.sa) for further updates.

## Electric Plug and Socket

6.13 Saudi Arabia operates power plug sockets of type G. The standard voltage is 240 V and the frequency is 50 Hz. We suggest you bring a universal travel adapter plug to charge your laptop and mobile electronic devices.



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