Second ICAO (International Civil Aviation Organization) / UNOOSA (United Nations Office for Outer Space affairs) Symposium

Venue: - Rosewood Hotel, Sowwah Square, Al Maryah Island
Event Dates: - 15 - 17 March 2016
Accommodation: - 5* luxury city hotels in Abu Dhabi

Accommodation Requirements :- **(14 to 17 March'2016) 3 nights minimum stay**

Hotel	Room category	Single / Double occupancy	Terms and Conditions
Grand Millennium Al Wahda Abu Dhabi 5* *30 minutes to Abu Dhabi Airport* *17 minutes to (venue) Rosewood Hotel, Abu Dhabi*	Deluxe rooms **50 rooms Open for Sale**	**450 / 500**	Cut-off date :- **29 Feb'16**
Dusit Thani Abu Dhabi 5* *25 minutes to Abu Dhabi Airport* *18 minutes to (venue) Rosewood Hotel, Abu Dhabi*	Deluxe rooms **50 rooms Open for Sale**	**435 / 485**	Cut-off date :- **29 Feb'16**

- Above rates are in **AED**, *inclusive of 10% service charge and 6% tourism fee*

- Rates quoted based on Single/Double occupancy, per room per night

- Rates are *inclusive of buffet breakfast*

- Rates are *inclusive of WIFI*

Accommodation Requirements :- (14 to 17 Mar'2016) 3 nights minimum stay

Hotel	Room category	Single / Double occupancy	Terms and Conditions
Rosewood Abu Dhabi 5* *30 minutes to Abu Dhabi Airport*	Deluxe rooms **24 rooms** **Open for Sale**	**780 / 895**	Cut-off date :- **29 Feb'16**
Beach Rotana Abu Dhabi 5* *30 minutes to Abu Dhabi Airport* *8 minutes to (venue) Rosewood Hotel, Abu Dhabi*	Run of house rooms **50 rooms** **Open for Sale**	**590 / 650**	Cut-off date :- **29 Feb'16**

- Above rates are in **AED***, inclusive of 10% service charge and 6% tourism fee*

- Rates quoted based on Single/Double occupancy, per room per night

- Rates are *inclusive of buffet breakfast*

- Rates are *inclusive of WIFI*

VISA SUPPORT

Citizens of the following countries (holders of Regular Passports) are exempted from UAE visa:

1- United Kingdom	2- Italy	3- Netherlands
4- Luxemburg	5- Austria	6- Norway
7- Portugal	8- Greece	9- France
10- Germany	11- Belgium	12- Switzerland
13- Monaco	14- Iceland	15- San Marino
16- Spain	17- Vatican	18- Andorra
19- Poland	20- Slovenia	21- Sweden
22- Denmark	23- Ireland	24- Finland
25- Slovakia	26- Czech	27- Lithuania
28- Hungary	29- Latvia	30- Estonia
31- Malta	32- Cyprus	33- Croatia
34- Romania	35- Bulgaria	36- USA
37- Australia	38- New Zealand	39- Japan
40- Singapore	41- Hong Kong	42- Brunei
43- Malaysia	44- South Korea	45- Canada

It should be noted that this list may change vary slightly from time to time and it is therefore best to check with your local UAE embassy or the airline that you are using to fly to the UAE. If you do NOT fall into one of the above categories, you will require a visa and a sponsor for your visit. The sponsor normally applies for the visa on your behalf.

All other nationalities not mentioned in the above list are required to pre-arrange a visa for entry into the United Arab Emirates

 ➢ As a travel agent, we could support with **Tourist Visa to UAE in combination with hotel reservation only.**
 ➢ Hotel accommodation period should be equal to period of stay in UAE
 ➢ Hotel reservation confirmation is needed prior processing a visa application and should be done through Al Masaood Travel only
 ➢ Cost of UAE Tourist visa is subject to the concerned governmental authorities.
 ➢ We require clear and colored copy of the passport (JPEG format / size: 300Kb to 400 Kb – not more) and a passport size picture (JPEG format / size: 30Kb to 40 Kb – not more) of the applicant
 ➢ No visa application will be processed without this information.
 ➢ We submit online visa applications, which can be used in any international airport of UAE.
 ➢ Visa application can be processed I minimum of 5-10 UAE working days (DNRD working days are SUN-THU 08:00-14:00)
 ➢ Validity: 59 days from the moment visa is issued and 29 days from the time entry to the UAE (Non extendable)
 ➢ Visa application once submitted is **100% chargeable and non-refundable** – neither if rejected by concerned authorities nor cancelled by applicant.
 ➢ Al Masaood Travel does not take any responsibility in case the visa is delayed or rejected (as it may take up to 15 and more working days to process visa application).

Tourist Visa @ AED 400.00 per passport

MEET & ASSIST AT THE AIRPORT

Meet and assist services will be offered at a contracted rate from both Marhaba (Dubai Airport) as well as from Golden Class (Abu Dhabi Airport) Services and will be extended to all participants attending the event.

Marhaba Service (Meet & Assist in Dubai Airport)

A) Silver Meet & Greet on Arrival – AED 160 per person

Key Services

- Meet and greet on arrival in the terminal
- Fast-track through immigration and security
- An escort right to the meeting point in the arrivals hall Hand baggage trolleys on request
- Porter service from baggage reclaim

B) Silver Meet & Greet on Departure– AED 160 per person

Key Services

- Meet and greet from the moment you pull up at the airport
- An escort right to your boarding gate
- Porter service until the check-in counter in Dubai
- Fast-track through check-in, immigration and security
- Hand baggage trolleys on request

Golden Class (Meet & Assist in Abu Dhabi Airport)

A) Golden Class Meet & Greet on Arrival – AED 200 per person

Be welcomed warmly by our Golden Class - operated by Pearl Assist - dedicated agents. They will meet and accompany you through all airport formalities such as immigration or customs, before finally escorting you to your departure gate or to your receiving party in the arrivals area.

B) Golden Class Meet & Greet on Departure– AED 150 per person

Enjoy personalized Meet and Assist service from our Golden Class office all the way through to the boarding gate. Speed through airport formalities with Fast Track check in and immigration, and then be escorted directly to your departure gate for your outbound flight.

In addition to Marhaba and Golden Class services, our staff working at the airport will be available 24/7 to assist the guests.

TRANSPORTATION MANAGEMENT

For car hires, airport transfers, Al Masaood Travel & Services will utilize services of our in-house fleet, suppliers.

In addition to the cars, we can provide luxury vehicles : cars and the buses, four wheel drives or similar.

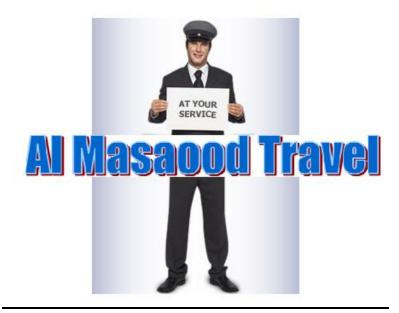Airport transfers will be provided from different destination in UAE (charges apply)

We could arrange shuttle bus service from the hotels to venue (Rosewood Hotel Abu Dhabi) and vice versa (Charges apply).

International Driving Licenses (valid for 1 year) if required at special rate of AED 150.00 per license can be issued by Al Masaood Travel & Services.

One-way transfer from Abu Dhabi airport to recommended hotel @ **AED 125.00 per car/way**

One-way transfer from Dubai airport to recommended hotel @ **AED 400.00 per cay/way**

Cars used will be Mercedes E 200 / Lexus ES 350 / Nissan Altima

Transfer from Grand Millennium Al Wahda Abu Dhabi to Venue (Rosewood Hotel, Abu Dhabi)

1 x 50 Seater Bus @ AED 800.00 per bus per way

Transfer from Dusit Thani Abu Dhabi to Venue (Rosewood Hotel, Abu Dhabi)

1 x 50 Seater Bus @ AED 800.00 per bus per way

Important notes :-

Rooms are open for sale till 22 Feb'2016; any request post 22 Feb'2016 will be subjected to availability

List of contacts @ Al Masaood Travel Abu Dhabi

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