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I. Venue and Date

1. At the invitation of the Ministry of Tourism of Egypt, the Forty-Fourth meeting of the Commission for the Middle East will be held in Sharm El Sheik, Arab Republic of Egypt, on 8 May 2018, in conjunction with the UNWTO Regional on Human Capital Development in Tourism: New Perspectives, on 8 and 9 May 2018.

2. The meetings will be held at:

   International Congress Center  
   Maritime Jolie Ville  
   Sharm el Sheikh  
   Tel +20 69 3604200  
   [Website here](http://middle-east.unwto.org/webform/participation-form-3)

II. Online Registration

3. Participants at the 44th UNWTO Commission for the Middle East Meeting and the Regional Conference are kindly requested to complete the online registration, by 26 April 2018 at the latest, at the following link: [http://middle-east.unwto.org/webform/participation-form-3](http://middle-east.unwto.org/webform/participation-form-3)
III. Status of Participation and Reception

4. The Egyptian Government will take the necessary measures to facilitate the arrival, stay and departure of the participants invited by the Organization. Throughout their stay, participants invited by the Organization will benefit from the privileges and immunities provided for in the Agreement concluded between the Organization and the Ministry of Tourism of the Arab Republic of Egypt.

5. The Egyptian Authorities will organize the reception of participants at Sharm el Sheikh International Airport and will facilitate the free transfer of delegates on arrival and on departure between the airport, the selected hotels and the venue of the meetings.

IV. Accommodation and Transportation

6. Participants will arrange and cover the cost of their own transportation and accommodation.

7. A list of hotels with special rates for participants at these meetings is attached as Annex I. Delegates are invited to contact directly the hotels for reservations, indicating that they will participate in the 44th meeting of UNWTO Commission for the Middle East and/or in the UNWTO Regional Conference for the Middle East on Human Capital Development in Tourism: New Perspectives.

V. Entry Formalities

8. All nationalities would require an entry visa to the Arab Republic of Egypt, except nationals from the Gulf Cooperation Council (GCC), Yemen and Jordan. Delegates are requested to contact diplomatic or consular missions of Egypt in their countries in order to obtain a visa.

9. For more information regarding entry visa, please visit the following link: http://moiegypt.gov.eg/arabic/departments%20sites/immigration/certificates

10. Delegates in whose countries Egypt has no diplomatic mission are requested to contact the Ministry of Tourism of Egypt (inter_rels@tourism.gov.eg) and the UNWTO Regional Programme for the Middle East (rpme@unwto.org) sufficiently in advance, by 15 April 2018 at the latest, indicating all the necessary information below, in order to enable the authorities of Egypt to take the necessary measures in this respect:

- Name and surname
- Nationality
- Number and type of passport
- Place and date of birth
- Validity of passport (no less than 6 months)
- Travel information (date, time and flight number)
VI. Registration and Badges

11. A registration desk will be open at the International Congress Center - Maritim Jolie Ville on Monday 7, Tuesday 8 and on Wednesday, 9 May 2018, from 8 a.m. to 1 p.m. and from 3 to 5 p.m. Badges will be issued at the time of registration. Participants are requested to wear their identification badges in the area reserved for the meetings, as well as at all social events.

VII. Working Languages

12. The working languages of the meetings are Arabic and English. A simultaneous interpretation service will be provided.

VIII. Social Programme

13. The tentative Social Programme is attached as Annex II

IX. Practical Information

14. Local Currency and exchange rates
   The local currency is the Egyptian Pound. The applicable exchange rate in March 2018 is approximately 21.74 Egyptian Pound for 1 Euro and 17.61 USD.

15. Weather
   Cairo enjoys sunny days in May. The average maximum temperature is 35 °C and the average low is 31°C

16. Official language
   The official language of the Arab Republic of Egypt is Arabic. English is also widely spoken especially in hotels and banks

17. Cairo Time Zone
   The official time in the Egypt is GMT + 2 hours

18. Electricity
   The electrical sockets (outlets) in Egypt usually supply electricity at 220 volts AC.

Important note: In compliance with the United Nations system’s environmental protection policy, the working documents will not be distributed on paper at the venue of the event. Therefore, delegates are requested to bring with them copies of the documents sent to them by email before the meetings.
### Annex I

**LIST OF HOTELS**

<table>
<thead>
<tr>
<th>HOTEL</th>
<th>Location &amp; Contact</th>
<th>Room Type &amp; Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Maritim Jolie ville</strong></td>
<td>Peace Road at um Marikha Bay&lt;br&gt;Sharm el sheikh&lt;br&gt;Tel.: (+2)0693604800&lt;br&gt;Fax:(+2)0693604199&lt;br&gt;<a href="http://www.maritim.com">www.maritim.com</a>&lt;br&gt;Contact Person:&lt;br&gt;Ms. Hala Hassan&lt;br&gt;Director of sales&lt;br&gt;Mo: +201222244372&lt;br&gt;<a href="mailto:Hassan@srp-maritim-jolieville.com">Hassan@srp-maritim-jolieville.com</a></td>
<td>Single Room - 55 $&lt;br&gt;Double Room - 65 $&lt;br&gt;Triple Room - 85 $&lt;br&gt;Senior Suite - 150 $&lt;br&gt;Executive Suite - 120 $&lt;br&gt;Accommodation B.B, including service &amp; taxes</td>
</tr>
<tr>
<td><strong>Maritim Jolie ville</strong></td>
<td>Maritim Jolie ville, Golf &amp; Resort&lt;br&gt;Sharm el Sheikh&lt;br&gt;Tel.: (+2)0693603200&lt;br&gt;Fax:(+2)0693603225&lt;br&gt;<a href="http://www.jolievillesharmresorts.com">www.jolievillesharmresorts.com</a>&lt;br&gt;Contact Person:&lt;br&gt;Mr. Tarek Nabih&lt;br&gt;Senior sales manager</td>
<td>Single Room - 73 $&lt;br&gt;Double Room - 86 $&lt;br&gt;Triple Room - 120 $&lt;br&gt;Accommodation B.B, including service &amp; taxes</td>
</tr>
<tr>
<td><strong>Baron Palms</strong></td>
<td>Ras Nasrani bay&lt;br&gt;Sharm el Sheikh&lt;br&gt;Tel.: (+2)0693670170&lt;br&gt;Fax:(+2)06933670180&lt;br&gt;<a href="http://www.baronhotels.com">www.baronhotels.com</a>&lt;br&gt;Contact Person:&lt;br&gt;Mohamed Safei&lt;br&gt;Mo: +201227881144&lt;br&gt;<a href="mailto:mohamed_safei@baronhotels.com">mohamed_safei@baronhotels.com</a></td>
<td>Single Room - 70 $&lt;br&gt;Double Room - 80 $&lt;br&gt;Pool single Room - 85 $&lt;br&gt;Pool Double Room - 95 $</td>
</tr>
<tr>
<td><strong>Savoy Royal</strong></td>
<td>Savoy Royal Resort&lt;br&gt;Soho square, Sharm el Sheikh&lt;br&gt;Tel.: (+2)0693628702.Tel&lt;br&gt;Fax:(+2)0693360240&lt;br&gt;<a href="http://www.savoy-sharm.com">www.savoy-sharm.com</a></td>
<td>Single Room - 240 $ per person /room&lt;br&gt;Double Room - 175 $ per person /room&lt;br&gt;Triple Room - 245 $ per person /room</td>
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World Tourism Organization (UNWTO) - A Specialized Agency of the United Nations
Capitán Haya 42, 28020 Madrid, Spain. Tel: (34) 91 567 81 00 / Fax: (34) 91 571 37 33 – omt@unwto.org / unwto.org
<table>
<thead>
<tr>
<th>Hotel</th>
<th>Location</th>
<th>Classification</th>
<th>Single Room</th>
<th>Double Room</th>
<th>Triple Room</th>
<th>Services</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>5</strong> Savoy</td>
<td>Soho square, Sharm el Sheikh</td>
<td>Single Room - 120 $ per person /room</td>
<td>Double Room - 85 $ per person /room</td>
<td>Triple Room - 82 $ per person /room</td>
<td>Accommodation B.B, including service &amp; taxes</td>
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</tr>
<tr>
<td><strong>6</strong> Sierra Sharm</td>
<td>Soho square, Sharm el Sheikh</td>
<td>Single Room - 105 $ per person /room</td>
<td>Double Room - 75 $ per person /room</td>
<td>Triple Room - 82 $per person /room</td>
<td>Accommodation B.B, including service &amp; taxes</td>
<td></td>
</tr>
<tr>
<td><strong>7</strong> Sunrise Arabian Beach Resort</td>
<td>29, El Falah st, Lebanon Square, Mohandessin- Egypt</td>
<td></td>
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<td></td>
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<tr>
<td><strong>Rixos</strong></td>
<td>Nabq Bay, Sharm el Sheikh</td>
<td>Single Room - 85 $</td>
<td>Double Room - 112 $</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hotel Name</td>
<td>Address</td>
<td>Contact Person</td>
<td>Phone</td>
<td>Email</td>
<td>Accommodation Details</td>
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<tr>
<td>8</td>
<td>Tel.: (+2) 0693710210 Fax: (+2) 069 3710209</td>
<td><a href="mailto:Sharmelshelhi@rixos.com">Sharmelshelhi@rixos.com</a></td>
<td></td>
<td></td>
<td>Accommodation B.B, including service &amp; taxes.</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Shark Bay 296</td>
<td>Mr. Khaled Said</td>
<td>+201005110258</td>
<td><a href="mailto:Khaled.said@rotana.com">Khaled.said@rotana.com</a></td>
<td>Single room - 85$</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Grand Rotana Resort and Spa</td>
<td>Director of Sales</td>
<td></td>
<td></td>
<td>Double room - 110$</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2 min walking to the venue</td>
<td></td>
<td></td>
<td></td>
<td>Accommodation B.B, including service &amp; taxes.</td>
<td></td>
</tr>
</tbody>
</table>
Annex II

Social programme*

Tuesday, 8th of May 2018

- Lunch hosted by the Ministry of Tourism for delegates of the 44th meeting of the UNWTO Commission for the Middle East (place TBC)

- Gala Dinner (place TBC)

Wednesday, 9th of May 2018

- Lunch hosted by the Ministry of Tourism for participants at the Regional Conference on Tourism (place TBC)

- Dinner hosted by the Ministry of Tourism (place TBC)

Optional excursions will be provided on the spot. Kindly contact the registration desk for more information.

*Social Programme to be confirmed