



Information Note

CME/QTA/HCD/2015
Madrid, April 2015

UNWTO Regional Capacity Building Course on Human Capital Development: a factor for quality service

Doha, Qatar, 10-14 May 2015

I. PLACE AND DATE

1. The World Tourism Organization (UNWTO) and the Qatar Tourism Authority (QTA) are convening a regional capacity building course on **Human Capital Development: a factor for quality service** for the Middle East and North Africa, to be held in Doha, **from 10 to 14 May 2015**. This course is aimed at high level decision-makers in the National, Regional and Local Tourism Administrations, Organizations and Companies who have competences in tourism human capital development.
2. The course will be held at Al Mirqab, Souk Waqif Boutique Hotels
3. The course will be held on Sunday, Monday, Tuesday, Wednesday and Thursday, from 8.00 a.m. to 3.00 p.m.

II. REPLIES TO INVITATIONS

4. Participants are kindly requested to confirm their participation by registering online at, <http://middle-east.unwto.org/registration-human-capital-development-course> as soon as possible and no later than **24 April 2015**.

III. STATUS OF PARTICIPANTS

5. The Government of Qatar will take the necessary measures to assist on the arrival, stay and departure of participants admitted to the course. Throughout their stay, participants will benefit from the privileges and immunities provided for in the Agreement concluded between the Organization and QTA, under article 32 of the Statute of the Organization.

IV. RECEPTION

6. The Qatari Authorities will organize the reception of participants at **Hamad International Airport** and will facilitate the free transfer of delegates on arrival and on departure between the airport and the selected hotel.

V. ENTRY FORMALITIES

7. A valid passport is necessary for visitors coming to Qatar.
8. All nationalities would require an entry visa except for the Gulf Countries nationals (GCC). Delegates who require an entry visa are requested to contact diplomatic or consular missions of Qatar in their countries in order to obtain their entry visas.
9. QTA will be glad to assist officials in issuing their visas once they have been accepted by UNWTO. Once accepted, selected international participants requiring an entry visa, will need to send to QTA (Mr. Ali Radi: aradi@qatar-tourism.gov.qa) a scanned copy of their passport valid for at least 6 months, together with their travel information (date, time and flight number), **by 21 April 2015, at the latest**. QTA cannot guarantee obtaining a visa if documents are sent after this date.

VI. ACCOMMODATION

10. QTA has negotiated special rates with some hotels for participants of this meeting. Delegates are invited to contact hotels directly for reservations, indicating that they will participate in the Regional Capacity Building Course. The following is a list of proposed hotels and rates:

Hotel	Room type and special rate
Al Mirqab Boutique Hotel (course venue) – Highly recommended Soup Waqif, Doha 1274 Tel: +974 4433 6666 Email: o.krotova@swbh.com www.swbh.com	Single Standard Room: 600 QR (including breakfast)
Al Najada Boutique Hotel (5 min. walk from the course venue) – Highly recommended Souq Waqif, Doha 1274, Qatar Tel: +974 4433 6666 Email: o.krotova@swbh.com www.swbh.com	Single Standard Room: 550 QR (including breakfast)
Najd Boutique Hotel (5 min. walk from the course venue) – Highly recommended Souq Waqif, Doha 1274, Qatar Tel: +974 4433 6666 Email: o.krotova@swbh.com www.swbh.com	Single Standard Room: 550 QR (including breakfast)
Ramada Encore Doha (10 min. walk from the course venue) Ahmed Bin Mohammed Bin Thani St. PO Box 200922, Doha Tel.: +974 4443444 Fax: +974 44363363 info@ramadaencoredoha.com www.ramadaencoredoha.com	Single Standard Room: 360 QR (including breakfast) Single Standard Room: 320 QR (breakfast not included) Double Standard Room: 400 QR (including breakfast) Double Standard Room: 320 QR (breakfast not included)

<p>Kingsgate Doha (10 min. walk from the course venue) Ali Bin Abdellah St. PO Box 24310, Doha Tel.: +974 4085555 Fax: +974 4085666 admin@kg-doha.com</p>	<p>Single Room: 350 QR (including breakfast) Double Room: 400 QR (including breakfast)</p>
<p>Royal Qatar (10 min. walk from the course venue) Al Asmakh St. P.O. Box: 9488, Doha Tel.: +974 44249444 Fax: +974 44249400 info@royalqatarhotel.com</p>	<p>Single Standard Room: 350 QR (including breakfast) Single Standard Room: 315 QR (breakfast not included) Double Standard Room: 475 QR (including breakfast) Double Standard Room: 415QR (breakfast not included)</p>

VII. REGISTRATION AND BADGES

11. A registration desk will be open in Al Mirqab Hotel on **Sunday, 10 May 2015, from 7 a.m. to 3 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 meeting, as well as at all social events.

VIII. COURSE OUTLINE

12. The course outline is annexed to the general information note.

IX. WORKING LANGUAGES

13. The working languages of the meetings are Arabic and English. A simultaneous interpretation service will be provided during this course.

X. SOCIAL PROGRAMME

14. The social programme is under preparation and will be given shortly.

XI. PRACTICAL INFORMATION

15. Local Currency and exchange rates: The local currency is the Qatari Riyal. As of 10 April 2015, 1 Euro is equivalent to 3.90 QR and 1 US Dollar is equivalent to 3.64 (Please check internet for exchange rates as they may differ daily).

16. Weather in Doha: the average temperature during the month of May is between 30° C and 35° C.

17. Official language: the official language of Qatar is Arabic, and English is widely spoken

18. Official time: official time in Qatar is GMT plus 3 hours

19. Electricity: Electricity in Qatar is 220 Volts - 240.