



3rd SC Meeting of the Arab CoE

Rabat-Morocco, 10-11 Nov. 2016



Information for participants

VENUE OF THE MEETING

The Meeting will be held at the following venue:

Institut National des Postes et Télécommunications

Centre de Formation

Avenue Allal Al Fassi, Madinat Al Irfane

Rabat - Morocco

Tel.: +212 537 671 037/+212 538 002 711

Fax: +212 537 77 67 05

www.inpt.ac.ma

COORDINATORS

ITU Coordinator

Eng. Mustafa Al Mahdi

Associate Programme Officer

ITU Arab Regional Office

Tel : +202 3537 1777

Mobile : +20114 117 7573

Fax : +202 3537 1888

E-mail : mustafa-ahmed.al-mahdi@itu.int

Host Country Coordinator

Mr. Abderrahman Rafi

Secretary General,

INPT/ANRT

Tel : +212 537 671 038

Mobile : +212 661 505 204

Fax : +212 537 776 705

E-mail : rafi@inpt.ac.ma

REGISTRATION AND WORKING HOURS

The registration of the participants and distribution of documents will take place on 10 November 2016 at 13:30. The opening session will start at 14:00. Working hours are from 09:00 to 17:00.

HOTEL RESERVATION

Kindly be advised that it is recommended for participants to reserve their hotel accommodations via telephone, fax or E-mail, directly with the hotels of preference (ranging from 3 to 5 stars with negotiated rates), before **1 November 2016**, with a copy to the Host Coordinator, Mr. Abderrahman Rafi (E-mail: rafi@inpt.ac.ma; phone: +212 661 505 204).

List of Recommended Hotels with Preferential rates

Hotel	Star Rating	Facilities Included	Distance to Venue	Daily Room Rate (tax-inclusive)	Contact
SOFITEL JARDIN DES ROSES Souissi-Rabat www.sofitel-rabat-jardindesroses.com/fr	★★★★★	Free Internet Connection Breakfast not included	15mn by car	2050 Single	Ms Madiha AINOUC H6813-SL4@sofitel.com Tel : +212 537 67 56 56 Mobile: +212 614 99 99 08 Fax : +212 5376714 92
				2100 Double	
HOTEL RABAT 21, rue de Chellah Hotelrabat1.com	★★★★	Free Internet Connection Breakfast included	Across the street	1240 Single	M. Abdelfatah BOUALAM hotelrabat@menara.ma Tel : +212 537 70 00 71 Fax :+212 537 70 00 59
				1480 Double	
LE DIWAN RABAT Place de l'Unité Africaine http://www.mgallery.com/fr/hotel-2820-le-diwan-rabat-mgallerycollection/index.shtml	★★★★	Free Internet Connection Breakfast included	5mn walk	1370 Single	Mrs Safaa KARRAKCHOU H2828-SL1@accor.com Tel : +212 537 21 98 94 Mobile: +212 694 77 51 08 Fax : +212 537 26 24 24
				1490 Double	
MALAK HOTEL 23, Avenue Chellah Place Melilia Hassan-Rabat www.malakhotel.com	★★★	Free Internet Connection Breakfast included	3mn walk	514 Single	Mrs. Loubna Ould Bouamer Tel : +212 537 20 09 01 Mobile: +212 662 12 53 69 Fax: +212 537 20 09 14 resa@malakhotel.com
				664 Double	
MIHAD 7, avenue Al Atlas, Agdal www.	★★★	Free Internet Connection Breakfast included	20 mn by car	762 Single	Mrs Mouna HOUDAIR Mihad.hotel@gmail.com Tel : +212 537 77 18 88 Mobile: +212 661 33 74 32 Fax: +212 537 77 18 89
				912 Double	
OURIDA 14,rue El Achaari Agdal	★★★+	Free Internet Connection Breakfast included	20 mn by car	435 Single	Mr Mohamed BOUZIANE hotelourida10@gmail.com Tel : +212 537 77 77 40 Fax :+212 537 77 94 44
				594 Double	

VISA PROCEDURE

A valid passport & visa are required to enter Morocco. Each participant is requested to consult the Moroccan Embassy in his/her country of origin to obtain the visa.

In case there is no Embassy or Consulate of Morocco in your country, it is recommended to send, at least three weeks before the training, a copy of your passport to Mr. Abderrahman Rafi (E-mail: rafi@inpt.ac.ma; phone: +212 661 505 204), in order to assist in issuing your visa.

TRANSPORTATION FOR PARTICIPANTS

Transfers to and from Airports and official hotels **will not be provided**. Please note that most of taxis do not accept credit card payments.

- **Mohammed V International Airport** (Casablanca) is 119 km from Rabat:
 - **By train:** The train station is situated at level -1 in the arrivals area of Terminal 1. Trains depart from the airport every hour between 06.50 and 22.50.
Travel time is about two hours. Please note that there is a connection at the station CASA VOYAGEURS or CASA PORT depending on the time schedule (See the website of the national railroad company ONCF:
<http://www.oncf.ma/PrixEtReservation/Pages/BilletsNormaux.aspx>
 - **By taxi:** There is a taxi rank outside the terminal;
Travel time is an hour and a half.
- **Rabat-Salé Airport** (Rabat) is 11 km from downtown:
 - There is a taxi rank outside the terminal.
Travel time is 20 min ride.



PUBLIC TRANSPORTATION

The officially recommended hotels are located close to the event venue. For those who wish to take a taxi, it is strongly recommended that delegates only use the **blue taxi**.

CURRENCY

The official currency of Morocco is the **Moroccan Dirham**. Visa, American Express, Access/MasterCard, and Diners Club cards can also be used. Banks are opened from Monday till Friday, from 8.30 to 15.00.

The exchange current rates in Morocco are about:

 Dollar	Dirham (9,89244 MAD)
 Euro	Dirham (10,8005 MAD)

CLIMATE

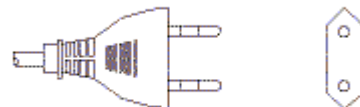
The weather in November is cold. Approximate temperatures will vary between 10°-18°C.

SECURITY

The crime rate in Morocco is medium on UNDSS security advisory. However, visitors are advised to observe common safety practices while travelling (e.g. storing valuables in a safe, keeping wallets in a secure pocket, etc.). For any security incident, visitors should contact the police on 190.

ELECTRICITY

AC power voltage in Morocco is 220V, frequency ~50Hz. Most electrical outlets are as shown below.



SERVICES AVAILABLE FOR PARTICIPANTS DURING THE TRAINING

Information display:

It will be located outside the main event room and will provide information on many issues of interest of the participants and will forward to other services, such as city tours and transfers, mail, medical care, communications, etc. It will also be the place where you should deliver or collect lost items.

Communication Center:

Internet Access free of charge will be available at the event room.

Security:

For security reasons, all participants should always wear their badges during the event and in all social activities.

Medical Assistance:

It is advised to take out international travel insurance to cover any medical expenses in case of medical treatment.

GENERAL INFORMATION

General Information about the Country of the venue:

Government	Kingdom of Morocco
King	His Majesty King Mohammed VI
Prime Minister	M. Abdelilah Benkiran
Area	Rabat
Population	33 936 702
Capital	Rabat
Official Language	Arabic
Country Code	+212
Time Zone	GMT +1