



ITU Training of Trainers Programs on Quality of Services (QoS) and Spectrum management (SMTP)

Amman, Jordan, 22-26 Oct. 2023



Information for participants

VENUE OF THE TRAINING

The Training will be held from 22 to 26 October 2023 in Amman at the following address:

Venue: Sheraton Hotel Amman

Address: Sheraton Amman Al Nabil Hotel / Fifth circle, Suleiman al Hadidi Street | P.O BOX 840064 | Amman 11190 | Jordan | Fax number: 00962 06 5934222

COORDINATORS

ITU Coordinator

Mr. Ahmed Elraghy
Senior Advisor
ITU Arab Regional Office
Tel: +202 3537 1777
Fax: +202 3537 1888
E-mail: ahmed.elraghy@itu.int

Host Country / Training Coordinator

Mrs. Juhinah Al Khattab
Head of Human Resources Development
Section, TRC Jordan
Tel: +96265501120/ 2120
Fax: +96265690830
E-mail: juhainah.alkttab@trc.gov.jo

REGISTRATION AND WORKING HOURS

The registration of the participants will take place on 22 October 2023 at 09:00am. The opening session will start at 09:30am. Working hours are from 09:30 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 4 to 5 stars) indicating their arrival schedules before **20 October 2023** with a copy to Mr. Samer Hweij (E-mail: samer.hweij@trc.gov.jo; phone: +962795623363).

List of Recommended Hotels

Hotel	Star Rating	Facilities Included	Distance to Venue	Daily Room Rate (JD)	Contact
<p>Sheraton Amman Al Nabil Hotel *Event Hotel</p>	5	<ul style="list-style-type: none"> • 2 Bottles of mineral water to be replenished daily • Coffee/tea making facilities in the room • Complimentary access to the recreational facilities including the swimming pools and the Sheraton Fitness, except for Spa treatments which may incur additional charges. • Fully equipped Business Center facility with access to high-speed internet (chargeable), printing and fax services 	0	Single Room 100++JD Double Room 110++JD Classic Room Rates are subject to 5% service charge and 8% government tax	Ms. Angela Masri Multi-Property Event Booking Center Executive Tel: +962 65607607 Mob: +962 799303492 Email: ebc@marriott-hotels.com
<p>Bristol Amman</p>	1.5KM	Free WIFI - internet access for all the rooms/breakfast/parking free/business room/printing & fax free	Event Hotel Less than 1KM	70.00 JD Single room Superior room Inclusive all taxes	Mr. Amer Alkhalil Tel: +962 798111562 Fax: +962 5923288 Email: amer.alkhalil@bristolamman.jo

		<ul style="list-style-type: none"> • Free two bottles of water in each room, replenished on a daily basis • Free Tea & Coffee making facilities, replenished on a daily basis ...etc 			
Mövenpick Hotel	5KM	<ul style="list-style-type: none"> • Free WIFI - internet access for all the rooms. • Free two bottles of water in each room, replenished on a daily basis • Free Tea & Coffee making facilities, replenished on a daily basis 	7.5 KM	85.00 JD Single Classic room 97 JD Double Classic Room Inclusive all taxes	Mr. Haitham Mahayreh Tel: +962 65528822 Mob: +962 790444494 Email: haitham.mahayreh@movenpick.com
Le Royal Hotels	3.5KM	Wifi/breakfast/parking... etc	4 KM	Deluxe Rooms Single 70++ Double 80++	Mr. WESAM TERYAQI Tel: +962 64603000 Ext. 3182 Fax: +962 64603017 Email: Sulaiman.abdelrahman@kempinski.com
Ayass Hotel Amman	4	Breakfast/ Free tray service at all room types	6 KM	Premium Room: Single Room 55	Tel: +965 502550 Fax: +965 516295

		(mineral water, nescafe,tea/ Free entrance to indoor swimming pool & gym/ Wifi/ parking...etc		Double Room 60 Executive Suite: Single Room70 Double Room80 Royal Suite Single Room 100 Double Room 110 Inclusive all taxes	Mob: +962 798888081 Email: salesdirector@ayasshotel.com
--	--	---	--	--	--

VISA PROCEDURE

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

In case there is no Embassy or Consulate of Jordan in your country, it is recommended in order to assist in issuing your visa, to send, at least three weeks before the Meeting, a copy of your passport to:

1. Mr. Samer Hweij
(E-mail: Samer.hweij@trc.gov.jo, [Tel:+962795623363](tel:+962795623363), Fax: +96265690830).
2. Mr. Mohammad Suliman
(E-mail: Mohammad.Sulaiman@trc.gov.jo, Tel: +962798386852, Fax: +96265690830).

TRANSPORTATION FOR PARTICIPANTS

Transfers to and from Queen Alia International Airport and official hotels **will not be provided**, airport Taxis are available 24 hours, the cost per trip is around (30 JD).

The airport has all necessary amenities, it is located (40) minutes from Amman city and the venue.

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 [yellow national taxis].

The cost of a journey of 10 kilometers is approximately [cost about 5 JD].

CURRENCY

The official currency of Jordan is the **Jordanian Dinar**. Visa, American Express, Access/MasterCard, and Diners Club cards can also be used. Banks are opened from Sunday till Thursday, from 8.30 to 15.00.

The exchange current rates in Jordan as of October 2023 are as follows:

 Dollar	0.71 JD (approx.)
 Euro	0.75 JD (approx.)

CLIMATE

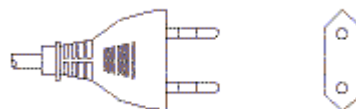
The weather in October is cold. Approximate temperatures will vary between 10°-18°C.

SECURITY

The crime rate in Jordan 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 911.

ELECTRICITY

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



SERVICES AVAILABLE FOR PARTICIPANTS DURING THE MEETING

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 Training and in all social activities.

Medical Assistance:

Emergency and urgency medical assistance will be provided free of charge within the premises where the Meeting will take place. Nevertheless, 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:

King	His Majesty King Abdullah II ibn Al Hussein
Prime Minister	Mr. Bisher Al-Khasawneh
Area	Amman
Population	10,3.0 (2023)
Capital	Amman
Official Language	Arabic
Country Code	962 6
Time Zone	GMT + 2