

ETC Plenary Meeting & ETC Partners' Day

26 – 28 April, 2015

Dubai, United Arab Emirates (UAE)

The Emergency Telecommunications Cluster (ETC) is pleased to invite you to the ETC Plenary Meeting and ETC Partners' Day - **Sunday 26 to Tuesday 28 April, 2015.**

The ETC Plenary Meeting and Partners' Day will form the first three days of Humanitarian ICT Week 2015. Held in partnership with International Humanitarian City, and sponsored by Thuraya and Yahsat, Humanitarian ICT Week will comprise three key events: **ETC Plenary Meeting, ETC Partners' Day** and the **Working Group on Emergency Telecommunications (WGET): ICT Humanitarian Innovation Forum.**

1 Outline of Events

DATE	EVENT	START TIME	LOCATION
Sun 26-Apr & Mon 27-Apr	ETC Plenary Meeting	09:00	International Humanitarian City
Tue 28-Apr	ETC Partners' Day	09:00	International Humanitarian City
Wed 29-Apr-14 & Thu 30-Apr-14	WGET: ICT Humanitarian Innovation Forum	09:00	Emirates Towers

2 Registration

To register for the ETC Plenary meeting and ETC Partners' Day, complete the registration form: https://www.surveymonkey.com/s/ETC_Plenary_Registration. Deadline for registration is: **13 March, 2015.**

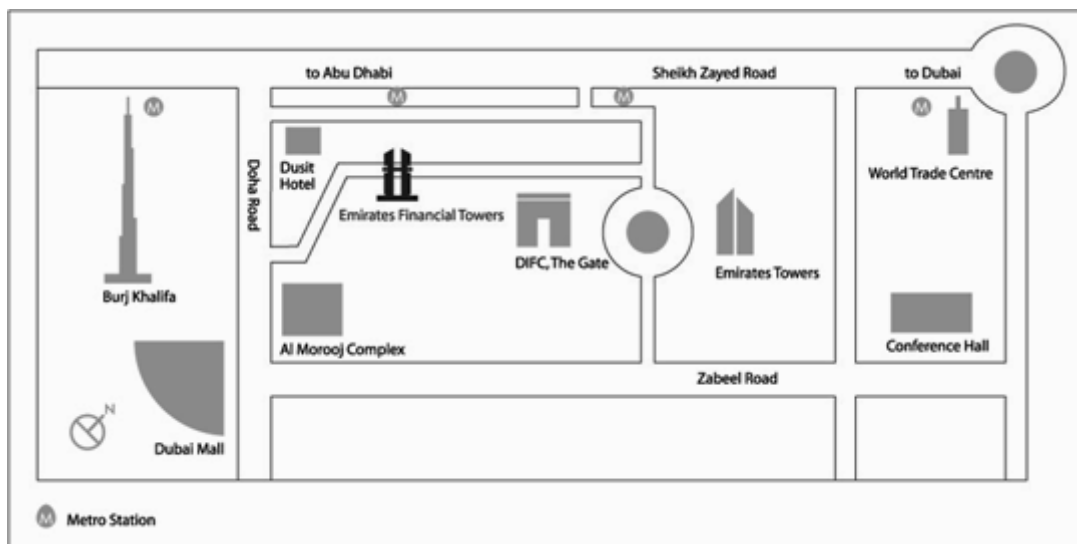
To register for the WGET, complete the registration form: <https://www.surveymonkey.com/r/wget2015>. Deadline for registration is: **15 April, 2015.**

3 Location

The **ETC Plenary Meeting and Partners’ Day** will be held at the offices of International Humanitarian City (IHC), a logistics hub for humanitarian aid with nine UN agencies and nearly 50 NGOs and commercial entities as members. IHC is located approximately 60km from the centre of Dubai. The ETC will provide transport to and from IHC (see 7. *Transport Information* below).



The **WGET forum** will be held at Jumeirah Emirates Towers, one of UAE’s most recognisable landmarks and located in the heart of Dubai.



4 Information

Information about Humanitarian ICT Week is available on the ICT Emergency website:

<http://ictemergency.wfp.org/web/ictopr/humanitarian-ict-week-2015>. Materials to be posted include agenda, logistics note, pre-reads and meeting presentations.

5 Accommodation

Participants are required to organize and fund their own travel and accommodation. Below are hotel suggestions for participants.

The ETC will organise transport to and from IHC from these hotels (see 7. *Transport Information*). To better coordinate transport, once you have confirmed your accommodation, please send an email to Global.ETC@wfp.org with the name of your hotel.

HOTEL	LOCATION	RATE approx.	BOOKING DEADLINE
Jumeirah Emirates Towers www.jumeirah.com/en/hotels-resorts/dubai/jumeirah-emirates-towers	Dubai Trade Centre area 60.5km from IHC 0km from Emirates Towers	US\$231++ www.jumeirah.com Group Code: IHC260415	26 March
Movenpick Ibn Battuta Gate Hotel www.movenpick-hotels.com/en/middle-east/uae/dubai/hotel-dubai-ibn-battuta/overview	Ibn Battuta 33.1km from IHC 27.1km from Emirates Towers	US\$174++ Email request for IHC corporate rate to: reservations.ibnbattuta@movenpick.com	n/a
Marriott Courtyard Hotel www.marriott.com/hotels/travel/dxbcy-courtyard-dubai-green-community	Green Community 29.1km from IHC 33.3km from Emirates Towers	US\$129++ Book your group rate for International Humanitarian City	2 April
Centro Al Barsha www.rotana.com/centrohotels/unitedarabemirates/dubai/centrobarsha	Al Barsha 34.4km from IHC 19.7km from Emirates Towers	US\$120++ http://roho.it/rtyfe	15 April
Citymax Al Barsha www.citymaxhotels.com/en/hotel/citymax-hotels-al-barsha	Al Barsha 37.6km from IHC 17.3km from Emirates Towers	US\$95++ www.booking.com/hotel/ae/citymax-al-barsha.en-gb.html	n/a
Ibis Al Barsha www.ibis.com/gb/hotel-6540-ibis-al-barsha/index.shtml	Al Barsha 36.3km from IHC 19.0km from Emirates Towers	US\$82++ www.booking.com/hotel/ae/ibis-al-barsha.en-gb.html	n/a

++ Dubai Dirham Fee, 10% Municipality fee, 10% Service Charge

6 Visas

ALL participants must arrive in Dubai on their National Passport.

6.1 Visa on Arrival

Citizens of the following countries will be granted a visa on arrival in their National Passport:

Andorra	Finland	Liechtenstein	San Marino
Australia	France	Lithuania	Slovakia
Austria	Germany	Luxembourg	Slovenia
Belgium	Greece	Malaysia	Singapore
Bulgaria	Holland (Netherlands)	Malta	South Korea
Brunei	Hong Kong	Monaco	Spain
Canada	Hungary	Netherlands (Holland)	Sweden
Croatia	Iceland	New Zealand	Switzerland
Cyprus	Ireland	Norway	United Kingdom
Czech Republic	Italy	Poland	United States
Denmark	Japan	Portugal	Vatican City
Estonia	Latvia	Romania	

6.2 Special Entry Permit

Citizens of the following countries will require a Special Entry Permit from the Dubai Government:

Egypt	Iran	Iraq	Syria	Yemen
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IHC will support with applications for Special Entry Permits. For further information, please contact:

Global.ETC@wfp.org

6.3 Standard Visa

Citizens of all remaining countries will require a standard visa which can be applied for from any UAE Embassy or Consulate. For more information, visit: http://www.mofa.gov.ae/mofa_english/portal/79e01fed-3501-4ebb-accd-9e27950433a7.aspx

If you require an invitation letter from IHC to support your application, please send a request to Global.ETC@wfp.org at least **40 days** before departure.

7 Transport Information

7.1 To/ From IHC

Transport to and from IHC for the **ETC Plenary Meeting** and **Partners' Day** will be provided from the following locations:

HOTEL	MEETING POINT	DEPARTURE TIME
Movenpick Ibn Battuta Gate Hotel	Lobby	08:15 <i>tbc</i>
Marriott Courtyard Hotel	Lobby	08:15 <i>tbc</i>
Jumeirah Emirates Towers	Lobby	08:00 <i>tbc</i>
Centro Al Barsha	Lobby	07:30 – 08:00 <i>tbc</i>
Citymax Al Barsha	Lobby	07:30 – 08:00 <i>tbc</i>
Ibis Al Barsha	Lobby	07:30 – 08:00 <i>tbc</i>

Participants must organise their own transport to/ from the **WGET** on Wednesday 29 and Thursday 30 April.

7.2 Taxi

Taxis are a relatively easy and cheap mode of transport in Dubai. The main company is:

- Dubai Taxi +971 4 208 0808

NB: Because IHC is located outside of the centre of Dubai, getting a taxi *from* IHC can be very difficult.

7.3 Public transport

Dubai has a very modern metro system with two lines that run through the centre of the city. The system has regular and gold classes as well as carriages for women only. For more information about the metro, visit www.rta.ae/dubai_metro

8 ETC Dinner

An informal dinner is planned for the evening of Sunday 26 April. The venue is still to be determined and will be included in future updates of this Logistics Note. It is expected that participants will pay for themselves. All ETC participants are invited to this dinner.

9 Practical Information

9.1 Currency Exchange

The currency used in the UAE is the Dirham (abbreviated to Dhs and/or AED). US\$1 = AED3.67. You can change money from most currencies at the exchange booths in Dubai International Airport.

9.2 Weather

Weather in Dubai in April is getting warm, between 23°C and 36°C with 1% chance of rain.

9.3 Culture & Customs

The UAE has strong traditional values that need to be adhered to by visitors. While Dubai is often considered to be more liberal than the other Emirates, guests should still respect the culture and customs of the country. This is particularly true for clothing and language when in public areas.

9.4 Emergency Contacts

- Police Dubai: 04 999
- Ambulance Dubai: 04 998
- Fire Brigade Dubai: 04 997

10 Key Contacts

For more information regarding Humanitarian ICT Week, contact:

EVENT	CONTACTS
ETC Plenary Meeting	Caroline Teyssier Global ETC Coordinator a.i. caroline.teyssier@wfp.org or Global.ETC@wfp.org
Partners' Day	Antoine Bertout ETC Partnerships Manager antoine.bertout@wfp.org or Global.ETC@wfp.org
WGET	Patrick Gordon Chair, WGET- ICT Humanitarian Innovation Forum gordon2@un.org