



**Regional Conference on the Global Compact for Safe, Orderly and Regular Migration:  
Implementation and Policy Implications for the Arab region**

*3-4 December 2019, Cairo, Egypt*

and

**Capacity Building Workshop on Migration Governance in the Arab Region**

*5 December 2019, Cairo - Egypt*

**Logistics Note**

**I. Date and Venue**

The Regional Conference on the Global Compact for Safe, Orderly and Regular Migration: Implementation and Policy Implications for the Arab Region will take place on the 3<sup>rd</sup> and 4<sup>th</sup> December 2019 at the Salah El Deen Ballroom at the lobby floor of **the Sheraton Hotel Cairo** in **Cairo, Egypt**. The Workshop on Migration Governance in the Arab Region will be held on the 5<sup>th</sup> of the December at the same venue.

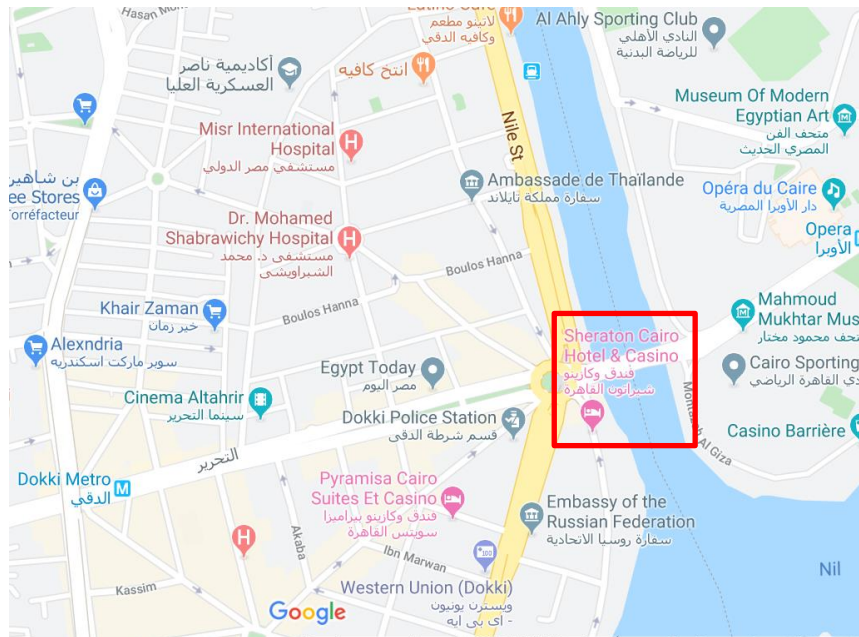
**II. Language**

Arabic is the working language of the Conference. Simultaneous interpretation will be available from and into French and English.

**III. Accessing the Sheraton Hotel**

The Sheraton Hotel is located in Galae Square, Ad Doqi A, Dokki, Giza Governorate.

The Following map shows the exact location of the hotel:



#### IV. Entry Visa

Participants who are UNLP holders will obtain an Egyptian entry stamp for all nationalities free of charge upon arrival. Also, participants who are holding EU, Australian, New Zealand, Canadian, Japanese, Jordanian and US passports will obtain a tourist Egyptian visa upon arrival at the Cairo airport for a fee of **USD 25**. All other nationalities have to obtain the Egyptian entry visa prior to their travel; participants holding a diplomatic passport also need to obtain an Egyptian entry visa prior to their travel regardless of their nationality. In case of any difficulty, please inform the organizers.

#### V. Accommodation

IOM will book hotel reservations for all sponsored participants in the Sheraton Hotel. IOM will cover the costs of the accommodation for all sponsored participants based on their flight details during December 02 - 05 2019 or during December 02 - 06 2019 (depending on their participation in the workshop).

#### VI. Transportation

Participants are kindly requested to arrange their own local transportation between the airport, hotel and Conference venue.

#### VII. Travel Coverage

For sponsored participants residing outside Egypt, the organizers will cover the cost of an economy-class ticket and will issue pre-paid tickets according the UN rules and regulations. Notifications of flight details will be sent to participants by e-mail.

For participants from Palestine, the organizers will also cover the cost of the airline ticket Amman/Cairo/Amman in addition to the road travel cost between Palestine and Amman upon submitting and invoice and the bridge crossing receipt according to the UN rules and regulations.

For participants from Syria, the organizers will also cover the cost of the airline ticket Beirut/Cairo/Beirut in addition to the road travel cost between Syria and Beirut upon submitting an invoice according to the UN rules and regulations.

#### **A. Itineraries and Issuing of Tickets**

Travel reservation will be arranged for participants to arrive on the day preceding the Conference and depart a day after the Conference depending on the availability of flights. Participants who have specific requests for travel times or deviation in dates are requested to communicate this **immediately, noting that the deviation fees will be borne by the participants.** The organizers will accommodate deviations in dates/times **only if feasible** within the allocated budget and timeline.

Sponsored participants are urged to provide ESCWA staff the following documents on the first day of the Conference as these documents are required for Budget and Finance Section in accordance with the applicable rules:

- Passport
- Boarding pass
- Copy of the ticket
- Other invoices where applicable

#### **B. Daily Subsistence Allowance**

Sponsored participants will receive the Daily Subsistence Allowance (DSA) for Cairo. Participants shall use this amount to cover meals and other daily expenses in addition to the airport terminal expenses.

### **VIII. Contact Information**

For any questions regarding logistics and arrangements, please contact:

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