



*International Civil Aviation Organization*

**ACAC/ICAO AIG Workshop**

*(Jeddah, Saudi Arabia, 25-27 April 2017)*

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**BULLETIN**

**1. LOCATION**

1.1 The ACAC/ICAO AIG Workshop will be held at **Elaf Jeddah Hotel – Red Sea Mall, Jeddah, Saudi Arabia, 25 – 27 April 2017.**

**2. SCHEDULE OF THE WORKSHOP**

2.1 The opening session of the Workshop will be held at 0900 hours on Tuesday 25 April 2017.

2.2 The schedule and daily order of the day will be announced at the opening session.

2.3 The Workshop will be conducted in English.

**3. REGISTRATION OF PARTICIPANTS**

3.1 Participants are requested to register, at the Registration Desk located at the entrance of the Meeting Hall, between 0830 and 0900 hours on the opening day of the Workshop. Participants are also requested to wear the identification badge (which will be issued to them) at all times when inside the meeting room.

**4. HOTEL RESERVATIONS/RETURN AIRLINE BOOKINGS**

4.1 Participants are requested to ensure that their return airline booking is confirmed, soon after their arrival in Jeddah, through their respective hotel reception desk. Participants will need to arrange their own hotel reservation. A special list of rates at Elaf Jeddah Hotel, which will the event will take place, is attached. Other hotels nearby, without special rates are: Jeddah Hilton, Sheraton Jeddah and Sofitel Jeddah Corniche.

**5. TRANSPORTATION**

5.1 Participants are requested to make their own arrangements for transportation from the airport to the city and return.

5.2 Airport taxi services operate private limousine services from the airport to Jeddah City and vice versa, with a range of SR75-SR125.

5.3 Car rental agencies are located at the arrival hall of the airport terminal building.

## 6. INSURANCE

6.1 Participants are advised to have insurance coverage for any unexpected contingency including transport hazards (taxi, buses, rented cars etc.) and Medical coverage.

## 7. SOME USEFUL TRAVEL INFORMATION

### PASSPORT

7.1 All foreign nationals entering Saudi Arabia must possess valid passports or other valid travel documents. Passports should be valid for a minimum of six months when arriving to the Kingdom of Saudi Arabia.

### VISA

7.2 It is mandatory for participants requiring entry visa to Saudi Arabia to apply/obtain official visas from the Saudi Arabia's Embassy or Consulate in their Country prior to their departure to Saudi Arabia.

7.3 In order to assist in the issuing process of the entry visa to Saudi Arabia, all participants requiring entry visa to Saudi Arabia are requested to provide the following information **not later than 15 March, 2017:**

1. Scanned clear copy of a valid passport;
2. Name;
3. Employer/Organization;
4. Job Title;
5. Nationality;
6. Purpose of Visit;
7. Age;
8. State and City of Departure (in order to submit the visa to the appropriate Saudi Embassy/Consulate
9. Email Address and Mobile number.

Please submit the above required information to the Focal Point from Saudi Arabia , *Mr. Mohammed Ashmouni*, e-mail [mashmouni@aib.gov.sa](mailto:mashmouni@aib.gov.sa), mobile: +966 561555519.

### CUSTOMS

7.4 The following items may be brought in Saudi Arabia Duty free:

Personal effects, such as necessary clothing  
200 cigarettes or 250 gr. of cigars or tobacco  
Perfume for personal use

Additional quantities of the above items may also be purchased from Jeddah/King Abdulaziz International Airport duty free shops after clearing customs except alcoholic drinks.

## 8. CURRENCY, CREDIT CARDS AND BANKING SERVICES

8.1 The unit of currency Saudi Arabia is Saudi Riyals (SAR) with notes of 5, 10, 50, 100 and 500 and coins of 5, 25 and 50. The current rate of exchange for US \$1 = 3.75 SAR.

8.2 There are no restrictions on import of foreign currency.

8.3 All major international Credit Cards, such as Visa, American Express, Diners Club, Master Card, Carte Blanche, etc, are usually accepted at most hotels, department stores and restaurants.

8.4 All commercial Banks exchange major foreign currencies and are open from 09:30 to 16:30, during working days (Sunday through Thursday).

## **9. OTHER USEFUL INFORMATION**

### **SHOPPING**

9.1 Be prepared to bargain in small shops, sidewalk vendors etc. In large stores, however, the prices are fixed.

### **TAP WATER**

9.2 It is recommended that all visitors drink only bottled water/beverages.

### **TELEPHONE**

9.3 Cards are available in the Saudi Market for international calls.

## **10. WEATHER CONDITIONS**

10.1 The main daily minimum and maximum temperatures for the month of April are between 25 °C and 30 °C.

## **11. OTHER ASSISTANCE**

11.1 The Aviation Investigation Bureau (AIB) will be glad to assist the participants to the Workshop with any advice they may require.

11.2 In case of emergency in Saudi Arabia, please call Focal Point from the AIB *Mr. Mohammed Ashmouni*, e-mail [mashmouni@aib.gov.sa](mailto:mashmouni@aib.gov.sa), mobile: +966 561555519

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