



*Empowered lives.
Resilient nations.*

**Arab Knowledge Project
Third Expert Meeting**

8-9 July 2017

Alexandria, the Arab Republic of Egypt

Logistical Note

1. Accommodation and Venue of the meeting

1.1. Meeting venue:

The meeting will be held at the [Library of Alexandria](#) located in Alexandria.

[Library of Alexandria](#)

Corniche Road, Alexandria, Egypt

+20 3 4839999

www.bibalex.org

1.2. Arrival and Departure:

Participants are expected to arrive on 7 July and depart on July 10, 2017 unless additional nights are required by travel constraints.

1.3. Hotel Accommodation:

Rooms have been reserved for participants coming from outside Alexandria at the [Sheraton Montazah Hotel](#).

[Sheraton Montazah Hotel](#)

Corniche Road, Alexandria, Egypt

+20 3 5480550

Ghada.Melouk@starwoodhotels.com

UNDP will cover participants' accommodation for 3 nights from 7 till 10 July 2017; unless additional nights are required by travel constraints.

Participants are kindly requested to cover extra expenses incurred during their stay such as mini-bar, alcohol, telephone calls, laundry, business center, spa, etc.

Please be advised that the hotel rooms are available for guest check-in after 14:00 hrs. Guests arriving earlier will be checked in as soon as rooms become available. Consideration for checkout extensions later than 12:00 noon can only be confirmed on the date of departure.

1.4. Meals

Item	Date			
	7 July	8 July	9 July	10 July
Lunch	√			√
Dinner	√	√	√	

Participants can have lunch and/or dinner at any of the hotel's restaurants. UNDP will cover the extra meals for up to **EGP 500.00 per meal** (inclusive of all applicable taxes). Should the value of the meal exceed the mentioned amount, the extra charges will be added to your personal bill. Alcohol, tobacco and shisha are not covered.

Lunch and coffee will be served at the meeting on 8-9 July 2017.

2. Travel/ Admin Requirements

2.1. Transportation

UNDP is arranging for participants' transportation from Cairo to the Sheraton Montazah Hotel and vice versa.

Transportation will also be arranged from Sheraton Montazah Hotel to the Library of Alexandria (meeting venue) and vice versa on 8-9 July 2017 as per the timing indicated on the meeting agenda.

3. Facilities

3.1. Fax/E-mail/Printing

A business center is available at the Hotel for Fax/e-mail and printing of documents. Participants are kindly requested to cover extra expenses incurred from using the hotel business center services.

3.2. Internet

Free wireless connection will be available in all the rooms.

4. Contacts:

4.1. Emergency contacts

- Police 122
- First Aid & Ambulance service: 123

4.2 UN Security emergency contacts

Name	Title	Tel No	Email address
Mr. Ananda Alokabandara	Security Adviser	+20 2 008442885	ananda.alokabandara@undss.org
Mr. Kamal Seddiq	Deputy Security Adviser	+20 2 24564940 / +20 1093038717	kamal.seddiq@undss.org

4.3. Organizers contacts

Name	Title	Tel No	Email address
Mr. Jad Chammas	Program Support Unit Assistant	+961 71 437061	jad.chammas@undp.org