



*Empowered lives.  
Resilient nations.*

**Arab Knowledge Project  
Core Team Meeting**

**17-18 June 2016**

**Dubai, United Arab Emirates**

**Logistics Letter**

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**1. Accommodation and Venue of the meeting**

**1.1. Meeting venue**

The meeting will be held at [Mohammed Bin Rashid Al Maktoum Foundation \(MBRF\)](#) located in Dubai, United Arab Emirates.

Mohammed Bin Rashid Al Maktoum Foundation (MBRF)  
World Trade Center (32<sup>nd</sup> Floor) – Sheikh Zayed Road  
Dubai, United Arab Emirates  
Tel: +971-4-4233444  
E-Mail: [info@mbrf.ae](mailto:info@mbrf.ae)  
<http://www.mbrf.ae/>

**1.2. Arrival and Departure**

Participants are expected to arrive on 16 June and depart on 19 June 2016 unless additional nights are required by travel constraints.

**1.3. Hotel Accommodation**

Rooms have been reserved for participants at [Crowne Plaza Dubai Hotel](#).

UNDP will cover participants' accommodation for 3 nights from 16 till 19 June 2016 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.

#### **1.4. Extra Meals**

Participants can dine at any of the hotel's restaurants. UNDP will cover the extra meals for up to **USD 45.00 per meal** (lunch and/or dinner). 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.

Iftar will be provided at the hotel's [Al Dana Café restaurant](#) on 17-18 June 2016.

### **2. Travel/ Admin Requirements**

#### **2.1. Visa Formalities**

Participants travelling with national passports from non-restricted countries (refer to Annex – I here enclosed) don't require a pre-approved visa prior to travelling to UAE. Those travelling with valid UNLP or with national passport from restricted countries (any country that is not mentioned in Annex I) are required to obtain visa prior to travelling. Please consult with the UAE Embassy in your country to avoid any delays.

#### **2.2. Transportation**

UNDP is arranging for participants' airport transportation from Dubai International Airport to the Crowne Plaza Dubai Hotel and vice versa. A sign with your name will be shown at the airport for easy guide.

Transportation will also be arranged from Crowne Plaza Dubai to the World Trade Center (meeting venue) and vice versa on 17 and 18 June 2016 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.

#### **3.3. Voltage**



The voltage in UAE is 220-240 Volts. The majority outlets accept one type of plug with three rectangular British style pins. If you travel to UAE with a device that does not accept 220-240 Volts, you will need a voltage converter. Although most laptops are designed for travelers and auto-sense and auto-switch between 110 and 240 volts, participants need to check for this capability before bringing their equipment to UAE. If a laptop does not have the right plug, you will also need to bring a plug adapter.

### **3.4. Currency and Exchange Rate**

Exchange rate: US\$ 1.00 = AED 3.673 (as per UN June 2016 exchange rate <https://treasury.un.org/operationalrates/>).  
The US dollar is accepted in the local market. Visa, Master Card & American Express are widely used in the United Arab Emirates. Keep a few small notes (US\$1) handy for tips to porters, bell boys, etc.

### **3.5. Weather**

High temperatures in June rise to 41°C (105.8°F), while night-time temperatures may drop to 30°C (86°F).

You can follow weather updates on Dubai by clicking the below link:

<http://www.accuweather.com/en/ae/dubai/323091/weather-forecast/323091>

## **4. Contacts**

### **4.1. Emergency Contacts**

- Police & Ambulance Service: 999
- Fire Department: 997

### **4.2. Contacts (Organizers)**

<b>Name</b>	<b>Title</b>	<b>Tel No</b>	<b>Email address</b>
Mr. Youssef Beyhum	Programme Support Unit Assistant	+961-70-191721 (cell)	<a href="mailto:youssef.beyhum@undp.org">youssef.beyhum@undp.org</a>
Mr. Tarek Abdelhadi	Programme Support Unit Coordinator	+961-3-214355 (cell)	<a href="mailto:tarek.abdelhadi@undp.org">tarek.abdelhadi@undp.org</a>

## ANNEX – I

### Non-restricted nationalities that DON'T require a Pre- approved Visa prior to traveling to The United Arab Emirates

1- Andorra	2- Australia	3- Austria
4- Belgium	5- Brunei	6- Canada
7- Denmark	8- Finland	9- France
10- Germany	11- Greece	12- Hong Kong
13- Iceland	14- Ireland	15- Italy
16- Japan	17- Liechtenstein	18- Luxembourg
19- Malaysia	20- Monaco	21- Netherlands
22- New Zealand	23- Norway	24- Portugal
25- San Marino	26- Singapore	27- South Korea
28- Spain	29- Sweden	30- Switzerland
31- United Kingdom	32- United States	33- Vatican City

It should be noted that this list may change from time to time and it is therefore best to consult with the UAE embassy at your respective country on this regard. If you do NOT fall into one of the above categories, you need to obtain a pre-approved visa prior to travelling to UAE. This should be done as soon as possible to prevent problems or delays (refer to section 2.1 Visa Formalities above).