



منظمة التعاون الإسلامي  
Organisation of Islamic Cooperation  
Organisation de la Coopération Islamique



جمهورية مصر العربية  
The Arab Republic of Egypt



## **Eighth Session of the Organization of Islamic Cooperation (OIC) Ministerial Conference on Women “Preserving the Achievements of Gender Equality and Empowerment of Women in Light of the COVID-19 Pandemic and Beyond”**

— Cairo - The Arab Republic of Egypt —

from 6 to 8 July 2021

### **Logistic Note**





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*Welcome to* all participants in the ***Eighth Session of the Organization of Islamic Cooperation (OIC) Ministerial Conference on Women: "Preserving the Achievements of Gender Equality and Empowerment of Women in light of the COVID-19 Pandemic and Beyond"***, scheduled to take place from **6<sup>th</sup> to 8<sup>th</sup> July 2021** in Cairo, Egypt.

On the margins of the Eighth Session, **the Second Extraordinary Session of the Women Development Organization (WDO)<sup>1</sup> of the Member States of OIC** will take Place from **5<sup>th</sup> to 7<sup>th</sup> July 2021** at the same venue.

*Kindly take note of the following information, which will guide your logistics and planning.*

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<sup>1</sup> **ONLY** Member States of **WDO** are invited to this Session. Member States are: Burkina Faso, Cameroon, Djibouti, Egypt, Gabon, Gambia, Guinea, Kuwait, Pakistan, Palestine, Maldives, Mauritania, Niger, Saudi Arabia, United Arab Emirates.



## DATES

Participants who are traveling to **Cairo** to participate in the Senior Officials' Meetings of the Eighth Session of the Ministerial Conference of OIC for Women are expected to **arrive on 5<sup>th</sup> July 2021** and **depart on 8<sup>th</sup> and 9<sup>th</sup> July 2021**. Senior Officials of WDO Member States are expected to **arrive on 4<sup>th</sup> July 2021** and **depart on 8<sup>th</sup> and 9<sup>th</sup> July 2021**, according to the following:

Date	Action	Notes
<i>Sunday</i> 4 <sup>th</sup> July 2021	Arrival of the Senior Officials of WDO	<u>ONLY</u> member states of WDO
<i>Monday</i> 5 <sup>th</sup> July 2021	Meeting of the Senior Officials of WDO	<u>ONLY</u> member states of WDO
<i>Monday</i> 5 <sup>th</sup> July 2021	Arrival of the Senior Officials of OIC	
<i>Tuesday</i> 6 <sup>th</sup> July 2021	Meeting of the Senior Officials of OIC Ministerial Conference for Women	<u>ALL</u> OIC member states.
<i>Tuesday</i> 6 <sup>th</sup> July 2021	Arrival of all Ministers	
<i>Wednesday</i> 7 <sup>th</sup> July 2021	Meeting of the Senior Officials of OIC Ministerial.	<u>ALL</u> OIC member states.
<i>Wednesday</i> 7 <sup>th</sup> July 2021	Ministerial Council of WDO.	<u>ONLY</u> member states of WDO
<i>Thursday</i> 8 <sup>th</sup> July 2021	Ministerial Conference of OIC for Women	<u>ALL</u> OIC member states.
<i>Friday</i> 9 <sup>th</sup> July 2021	Departure of all delegations	<u>ALL</u> OIC member states



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## MEETINGS VENUE

Both Sessions will be held at **The St. Regis Almasa Convention Center, Cairo.**



Hotel address and contact information:

The St. Regis Almasa Hotel, Cairo

New Administrative Capital, Cairo Suez road

Website: <https://www.marriott.com/hotels/travel/caixa-the-st-regis-almasa-hotel-cairo/>

Location: <https://www.marriott.com/hotels/maps/travel/caixa-the-st-regis-almasa-hotel-cairo/?maps>

Mr. Sameh Seifeldin

Tel. +2 01208079780 e-mail: [oic2021@gcm-egypt.com](mailto:oic2021@gcm-egypt.com)





## REGISTRATION AND INVITATIONS

All participants in both Sessions (OIC and WDO) are kindly **requested to register** by filling the registration form using the following link:  
**<https://forms.gle/YQrbqJS9jRjWYUR78>**



**Official delegation of WDO<sup>2</sup>** meetings while registering, are kindly requested to fill in the section relevant to WDO on the same link.

The link will be accessible starting **5<sup>th</sup> June 2021** and will be closed by **20<sup>th</sup> June 2020**.

Once a participant registers, an automatic confirmation will be sent to his/her e-mail.

Within one week of receiving the confirmation email, participants will receive via e-mail an official letter of invitation from the Government of the Arab Republic of Egypt to attend the Conference in order to use it for visa purposes.

In case of not receiving the official invitation, kindly contact one of the focal points listed at the end of this logistical note.

**Ministers will be receiving official invitations from the Government of the Arab Republic of Egypt. However, they are kindly requested to register also using the same registration link mentioned above.**

<sup>2</sup> Member States of **WDO** are invited to this Session. Member States are: Burkina Faso, Cameroon, Djibouti, Egypt, Gabon, Gambia, Guinea, Kuwait, Pakistan, Palestine, Maldives, Mauritania, Niger, Saudi Arabia, United Arab Emirates.



## ACCESS & IDENTIFICATION BADGE

Participants in both sessions are required to register and obtain identification badges prior to entering the meeting room. Badges will be handed to participants upon their arrival at the Hotel or at the conference venue.

All participants are required to wear badges **at all times** during the meeting.

Access to the SUMMIT Hall will be through scanning the **QR code**. Please be advised that all participants should have a **QR Code Reader** on their phones.

Smart phone cameras have the ability to scan QR codes without the use of a third-party app. The following steps should be followed:

- 1- Open your camera app.
- 2- Point it at a QR code and hold steady for a few seconds.
- 3- If a notification appears, tap on it.
- 4- Kindly follow the steps for registering on the daily form.

If your smartphone is not supported by the application, please navigate through the following links should you need to download the application:

Apple Store: <https://apps.apple.com/us/app/qr-code-reader/id1200318119>

Google Play: <https://play.google.com/store/apps/details?id=com.teacapps.barcodescanner&hl=en>

**For the opening session of the Ministerial Conference**, a special invitation to attend this session will be delivered before 8th July 2021 to all invitees.



## WORKING DOCUMENTS

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Electronic versions of all the relevant working documents in three languages (English, French, and Arabic) will be sent in advance to all confirmed participants. The key documents will also be provided as part of meeting folders upon arrival at the conference venue.

## ACCOMODATION FOR OFFICAL DELEGATION

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The host country will bear the accommodation for **two officials only** from each country's official delegation (Minister + one) with half board reservation (Breakfast and dinner at (Montego Restaurant) **at The St. Regis Almasa Hotel**, which is located in the heart of the new administrative capital in Egypt. In case member states wish to have one additional official/member within their delegation, this additional member is welcomed to join the conference at their own expense.

However, due to COVID-19 precautionary measures, the conference can be attended with an official capacity of maximum 3 members/officials within each delegation (Minister + 2). This is to assure safety of all member states' delegation & to apply physical distancing seating measures during the conference.

Additional official/member of the delegation who will be joining the conference at their expense will be offered special hotel rates **at The St. Regis Almasa Hotel** of 422 USD/ 6950 EGP for a suite per night (Half Board) and 236 USD/ 3685 EGP for a standard room per night (Half Board).





In case additional official/member of the delegation prefers to stay in another hotel (at their own expense), **The JW Marriott hotel** (the nearest hotel to the conference destination) is recommended. The Conference guests are offered a special rate of 192USD / 3,000 EGP per night (Bed and Breakfast included).

**Kindly Note** that shuttle transportation to the meetings' venue will be available for delegations' members who wish to book their stay at The JW Marriott from **The JW Marriott to The St. Regis Almasa Hotel, Cairo and back.**

**Coffee break and lunch** will be available **for all** members of official delegations at St. Regis Almasa Hotel, Cairo as a courtesy of the host country

## PERSONAL EXPENSES

**Please Note** that delegations (Minister + Expert/s) will be expected to settle their own bills of extras occurred during their own hotel stay included laundry/dry clean services, telephone calls, mini bar, alcoholic beverages, dinner at any other restaurant but "Montego" restaurant at the St. Regis Almasa Hotel, Cairo.

## VISAS

With the exception of participants traveling using UNLPs, Entry VISAS are required for all participants.

**Visas should be obtained through Egyptian Embassies and consulates using the Official Invitation Letter (sent to participants' e-mails after registration) and a valid passport.**



## AIRPORT TRANSFERS

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The Egyptian Government will facilitate airport transfer for all participants at Cairo International Airport. Participants are required to share their itineraries in advance to facilitate airport pickups and drop-offs. Upon the participants' arrival to Cairo Airport, Organizers shall be available with a pickup sign for all guests of the conference.

## LOCAL TRANSPORTATION

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**Uber** mobile application is widely used in Egypt. Please navigate the below links should you need to download the application:



Apple Store: <https://itunes.apple.com/eg/app/uber/id368677368?mt=8>

Google Play: <https://play.google.com/store/apps/details?id=com.ubercab&hl=en>

For pre-arranged taxi services, such as Sixt (Call 19670) or the Airport Shuttle (Call 19770), these companies are reportedly punctual, have professional drivers and the vehicles are in good condition. Their fees are however higher than the those hailed from the curb.



## COVID-19 PRECAUTIONARY SAFETY MEASURES

Meetings will be organized according to the highest standards of safety measures as set by the Egyptian government and confirmed by the World Health Organization (WHO), to ensure health safety for all participants during their stay and attendance of the meetings.

Safety packages will be available to all participants.

**A Rapid Test** will be done to all participants upon arrival at the airport/hotel, meanwhile a **PCR Test** will be facilitated by the Egyptian Ministry of Health to all participants invited to the Opening Session of the Ministerial Conference of OIC. More information will be provided in due time to the participants.

Throughout the Conference, an equipped ambulance and a dedicated medical team will be available in case needed.



## CLIMATE AND WEATHER

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The average daily temperature in Cairo during July is **35 ° C**.

## LOCAL TIME

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Egypt Standard Time - is abbreviated as **EET** (Eastern European Standard Time) accordingly, the time zone in Egypt is 2 hours ahead of Greenwich Mean Time (**GMT +2**).

## ELECTRICITY

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Egypt operates on a **220V** supply voltage and **50Hz**.

## CURRENCY

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Local currency is the Egyptian Pound (EGP/L.E) and the current official exchange is **US\$ 1.00 = EGP 15.60**. There are **ATMs** accepting the major international cards available at Cairo International Airport, as well as inside hotels and shopping centers

**QNB Bank** is available at St. Regis Almasa Hotel Cairo, Egypt.

Foreign Exchange Currency Office is available at the Cairo International Airport.

## INTERPRETATION

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Simultaneous interpretation will be available in the three OIC official languages (Arabic, English, and French)

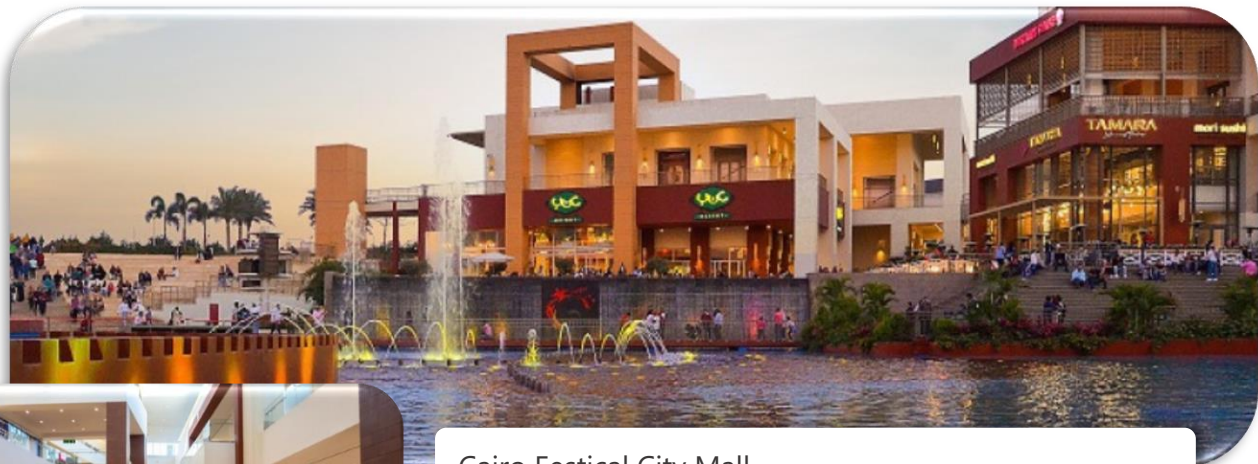


## SHOPPING CENTERS

Cairo is known for its luxurious sightseeing that includes not only historical sites, but also luxurious entertainment sites. Such as Cairo Festival City Mall (CFC) located in Fifth settlement, New Cairo and Citystars Mall located in Nasr City, Cairo.

**Cairo Festival City Shopping Mall**, located east of the ring road in New Cairo, Egypt, and north of 90 St. is currently the biggest shopping mall in New Cairo with the biggest international brands ranging from clothes, restaurants, home utilities, etc.

Destination from St.Regis Almasa Hotel to Cairo festival city mall is **38 Km**, which takes about **45 minutes** using the best route.



Cairo Festival City Mall  
Ring Rd., New Cairo, Cairo  
Website: <https://www.festivalcitymallcairo.com/home>  
Location: <https://maps.app.goo.gl/odA2osejYc3Mt1zT8>  
Tel.: (02) 26186000





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**Citystars mall** is a world-class fashion, retail, and dining destination in the heart of Cairo. An ideal shopping and a delightful entertainment experience, which is well connected to Intercontinental Hotel, Staybridge suites & Holiday Inn that gives you the chance to shop at the finest brands while experiencing a luxurious feeling at the wide selection of restaurants and dining areas.

Destination from St. Regis Almasa Hotel to Citystars mall is **50 Km**, Which takes about **50 minutes** using the fastest route.



City Stars Mall  
Omar Ibn El Khattab St. Masaken Al Mohandesin  
Website: <https://www.citystars-heliopolis.com/eg/en>  
Location: <https://maps.app.goo.gl/WgJD2oV27nSrUqWBA>  
Tel.: (02) 24800800





## FOCAL POINTS CONTACT DETAILS

For more information concerning **“The Eighth Ministerial Conference for Women”** and **the Second Extraordinary Session of the Ministerial Council of WDO** scheduled for 4<sup>th</sup>– 8th July 2021 in Cairo, Egypt, please do not hesitate to contact following persons:

Ms. Safaa Habib  
GM, Protocol & Event Management  
National Council for Women  
Mob: (+2) 0100 6077761  
safaa.habib@ncw.gov.eg  
safaahabib0@gmail.com

Ms. Dina El-Serafy  
Technical office  
Mob: (+2) 01006868366  
dinaelserafy@gmail.com

**For Airport Reception and Transportation, Please contact:**

Mr. Essam Ragab – Supervision  
Mob: (+2) 0100 132 4786

For French Language:  
Ms. Kanzy Kassem  
Mob: (+2) 0115 555 5693  
kassem.kanzy@gmail.com



## Brief & Contact Info about The St. Regis Almasa Hotel

The St. Regis Almasa Hotel serves as a destination within a destination. It is the prestigious address perfectly situated to enhance the networks of state officials and the business elite as well as an exquisite escape for unparalleled family time. Here, quintessential luxury meets stately elegance. On the fast track to becoming Egypt's epicenter of governance and commerce, the new administrative capital will play host to heads of state and their delegations, while acting as the seat of power for the country's government. A block booking of standard single rooms has been made at The St. Regis Almasa Hotel, Cairo for delegates who will be traveling to Cairo to participate in this conference.



The St. Regis Almasa Hotel, Cairo  
New Administrative Capital, Cairo Suez road  
Website: <https://www.marriott.com/hotels/travel/caixa-the-st-regis-almasa-hotel-cairo/>  
Location: <https://www.marriott.com/hotels/maps/travel/caixa-the-st-regis-almasa-hotel-cairo/?maps>  
E-mail: shady.dashan@stregis.com      Tel.: +202 46111000      Fax: +20 2 24040794



## Brief & Contact Info about The JW Marriott Hotel

**The JW Marriott Hotel** Cairo offers a truly immersive experience, with five-star accommodation, award-winning service, and a prime location in the city's Heliopolis district. Whether you are in town to attend an event at the Cairo International Convention Centre or for a holiday with your family, you'll find everything you need here to relax and feel invigorated. Our hotel's 440 immaculately appointed rooms and suites envelop you in comfort, with refined amenities including pillowtop bedding, luxurious marble bathrooms and complimentary Wi-Fi. Treat yourself to exquisite cuisine at one of our many on-site restaurants or play a challenging round of golf at Mirage City Golf Club. We also offer a soothing on-site spa and an exhilarating water park.



The JW Marriott Hotel, Cairo  
Ring Road – Mirage City, Heliopolis, Cairo  
Website: <https://www.marriott.com/hotels/travel/caijw-jw-marriott-hotel-cairo/>  
Location: <https://www.marriott.com/hotels/maps/travel/caijw-jw-marriott-hotel-cairo/?maps>  
E-mail: victor.barsoum@marriott.com    Tel.: +202 24115588    Fax: +20 2 24112266



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المجلس القومي للمرأة  
THE NATIONAL COUNCIL FOR WOMEN

**The National Council for Women Egypt** was established in 2000 as one of the autonomous organizations of the Arab Republic of Egypt. NCW is directly under the President of the Republic as the highest specialized national machinery for the advancement of women in Egypt. NCW is entrusted with the formulation of the plans for the advancement of women and following up on their implementation, proposing policies in the field of women's development and empowerment to enable them to play their essential role in the society and integrating their efforts into the national comprehensive development programs.

Welcome to  
Egypt  
where it all begins