



ACAC/ICAO CIVIL/MILITARY Workshop
Complexe de la Navigation Aérienne Route de Cherarba Oued Smar
(Algiers, Algeria, 26 - 28 March 2018)

BULLETIN

1. LOCATION

1.1 The ACAC/ICAO Civil/Military Workshop, jointly organized by ACAC and ICAO (EUR/NAT and MID Regional Offices), will be gratefully hosted by the Etablissement National de la Navigation Aérienne (ENNA) at the Complexe de la Navigation Aérienne Route de Cherarba oued Smar Algiers, Algeria from **26 to 28 March 2018**. More details on the location are reflected at **Appendix A**.

2. SCHEDULE OF THE WORKSHOP

2.1 The opening session of the Workshop will be held at on Monday 26 March 2018 at 0900 hours.

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 Workshop Hall, between 0830 and 0900 hours on the opening day of the Workshop.

4. ACAC/ICAO/ENNA PERSONNEL CONCERNED WITH THE WORKSHOP

ACAC	Mr. Mohamed REJEB, ACAC Air Navigation and Air Safety Expert (Mohamed.rejeb65@gmail.com)
ICAO MID	Mr. Elie El KHOURY ICAO Regional Officer ATM/SAR (ekhoury@icao.int)
ICAO EUR	Mr. Sven HALLE, ICAO Regional Officer ATM (shalle@paris.icao.int)
ENNA	Mrs. Hassina Hamdi, Director ENNA (hassina-hamdi@enna-dz.com)

5. DOCUMENTS, PAPERS FOR DISTRIBUTION, ETC.

5.1 No documentation in hard copy will be available. Participants are requested to bring along their laptops, IPADs, tablets, etc. to the Workshop, as appropriate.

6. HOTEL RESERVATIONS/RETURN AIRLINE BOOKINGS

6.1 Participants are requested to ensure that their return airline booking is confirmed, soon after their arrival in Algeria, through their respective hotel reception desk. You will need to arrange your own hotel reservation. The list of Hotels with special ENNA rate are at **Appendix B**.

7. TRANSPORTATION

7.1 ENNA will assure transportation of participants, who confirmed their attendance to the Workshop by sending their Nomination Forms, from the airport to the city and venue location and return.

8. INSURANCE

8.1 Participants are advised to have insurance coverage for any unexpected contingency and Medical Coverage.

9. SOME USEFUL TRAVEL INFORMATION

PASSPORT

9.1 All foreign nationals entering Algeria must possess valid passports or other valid documents for travel.

VISA

9.2 It is mandatory that all required participants obtain official visas from the Algerian's Embassy or Consulate in their country prior to their departure for Algeria.

10. CURRENCY, CREDIT CARDS AND BANKING SERVICES

10.1 The unit of currency in Algeria is DZD Algerian Dinars. 1 EUR = 141.779 DZD

10.2 International Credit Cards, such as American Express, Visa, Master Charge, etc. are usually accepted at most hotels, department stores and restaurants.

10.3 All commercial banks exchange major foreign currencies and are open 0830-1600 hours Monday through Friday.

11. OTHER USEFUL INFORMATION

SHOPPING

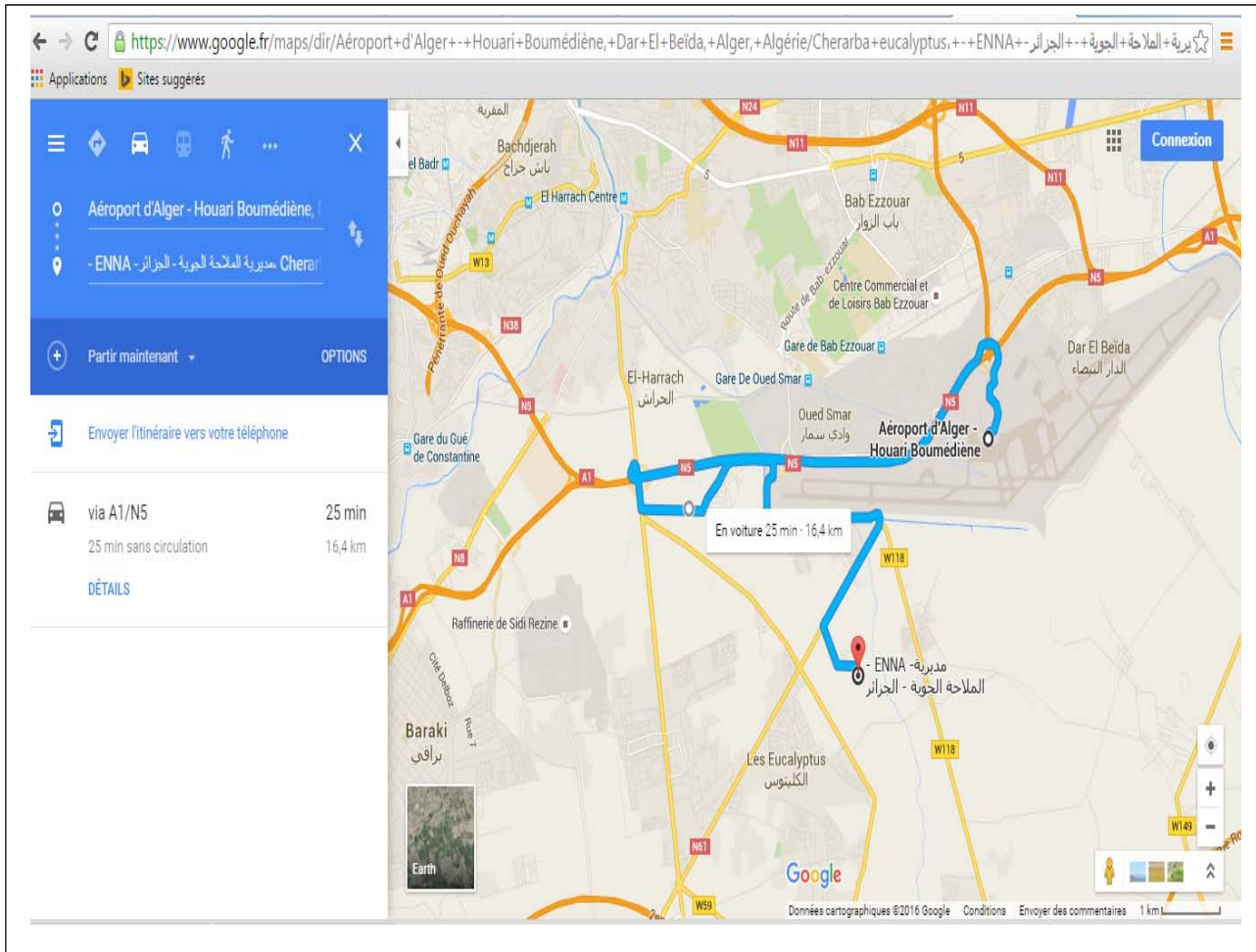
11.1 Be prepared to bargain in small shops, sidewalk vendors etc. However, in large stores, the prices are fixed.

12. WEATHER CONDITIONS

12.1 The main daily maximum and minimum temperatures for the month of March are between 13°C to 20°C.

B-3

LOCATION VENUE



B-4

قائمة الفنادق الموجودة في وسط مدينة الجزائر والأسعار اليومية

HOTELS IN ALGIERS DOWN TOWN - DAILY RATES

Hôtel	Type de chambre	Prix DA/TTC	Adresse
MERCURE	Chambre single avec petit déjeuner buffet (Single room with buffet breakfast)	21 935	Route de l'université-Bab Ezzouar-Alger-Algérie Tél : 021 24 59 70 Fax : 021 24 59 17 Adresse mail : H3173-SB@accor.com
Ibis	- Chambre standard avec petit déjeuner/Standard room with breakfast) -Grande chambre avec petit déjeuner (Great room with breakfast) - Diner	- 13300 - 14900 - 4 000	Quartier des affaires de Bab Ezzouar. BP 134- 16011 Alger- Algérie Tél : 021 98 80 20 Fax : 021 98 80 01
Sofitel	- Chambre single vue ville (Single room City view) - taxe de séjour /Taxes -Petit déjeuner/ Breakfast	- 30 000 - 600DA/p/nuitée -2 500	172, Rue Hassiba BEN BOUALI-BP 152 R 16015 Alger-Algérie Tél : 021 68 52 10 Fax : 021 67 31 42 Adresse mail : H1540-SL@Sofitel.com
HILTON	- Chambre single / Single room -Suit - Taxe de séjour/Taxes - Petit déjeuner /Breakfast - Diner (buffet)	- 18 400 - 29 400 - 600 - 2 200 - 4 500	Pins Maritimes, El Mohammadia, Alger Tél : 021 67 86 62 Fax 021 021 97 97
El Aurassi	- Chambre simple vue jardin/ Single room garden view - Room Executive Floor, single - Room Luxury sea view, single - Suite Junior Confort - Petit déjeuner/breakfast : - Continental Buffet Diner (buffet)	- 25 000 - 30 000 - 30 000 - 42 000 - 2 200 - 2 500 - 4500	2, Boulevard Frantz fanon-Les Tagarins-Alger-Algérie Tél : 021 74 82 52 Fax : 021 71 72 87/90

1 EUR = 141.779 DZD

You should make your own reservation by Internet or phone. The rate could vary due to the touristic Season.



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NOMINATION FORM

PLEASE PRINT OR TYPE CLEARLY

- 1. Name in full: _____
Mr. / Mrs. / Ms. (as should appear in the official listing and name tag)
- 2. Title or Official Position: _____
- 3. State/Organization: _____
- 4. Mailing Address: _____

- 5. Telephone Number: _____
Mobile Number: _____
E-mail: _____
- 6. Hotel _____

Date: Signature:

After completing, please send to: ICAO MID Office at the following e-mail address: (icaomid@icao.int) and (acac@acac.org.ma) with a copy to (ekhoury@icao.int) and (Mohamed.rejeb65@gmail.com).

- Note 1: Participants are expected to make their own hotel/visa arrangements*
- Note 2: Please download materials from ICAO MID Regional Office website.*
- Note 3: No hardcopies will be provided; you are kindly requested to bring your laptop, iPad, tablet, etc. to the Workshop.*