

Dear Participant,

It gives me great pleasure to welcome you in Egypt and to our training Course on:

PLEASE READ THE FOLLOWING CAREFULLY:

1- AIR TICKETS AND FLIGHT SCHEDULE:

- * All reservation shall be made according to IATA regulations . Changes of such reservations normally imply extra costs not to be supported by EICA.
- * Flights will be booked by EICA starting from your recognized capital city to Cairo. The Egyptian Embassy in your country will provide you with all the necessary details.
- * It is important that you obtain a valid entry visa for Egypt from the Egyptian Diplomatic mission in your country before departure.
- * Return-tickets will be booked from Cairo to the final destination at the end of the course using the same routing of your arrival trip.
- * You can only be received at the Cairo Airport in case the flight schedule established by EICA remains unchanged, or if EICA has been duly informed in advance the exact date and time of your arrival and flight details.
- * Please confirm your ticket before leaving your country and address EICA early enough, details of the trip using the following contact:

EICA Director General

P.O.Box 239 Dokki – Giza – Egypt

Tel: (00202) 33375982 – 33372208

Telefax: (00202) 37603153

E-mail: eicaparticipants@hotmail.com

E-mail: eica_eg@yahoo.com

E-mail: misrt36@misrtravel.net

- * Please note that any expenses incurred during or before your trip to Egypt and vice versa will not be covered by EICA, as to our rules.

2- ARRIVAL DETAILS:

- * Upon arrival at Cairo International Airport kindly report to the immigration and visa officer at the arrival hall to obtain a temporary stay for the course duration . Claim your baggage and find your way outside the transit area, **Please ignore tourist agencies and / or taxi drivers.**
- * Make yourself known to ElCA representative/driver who will be expecting you **OUTSIDE** the arrival hall at the airport. Regardless to whether the day is an official holiday or not , our representative will be expecting you, holding (ElCA) sign. Please keep an open eye on the signs. In case of failure in meeting our representative please proceed to the city , a distance of some 25 Km . We recommend that you use a BLACK Limousine this is a taxi service, be careful to get receipt from the driver ,
Show the taxi driver the attached Hotel Card and/or the ElCA Card for guidance from the airport to the City .

AVOID reporting to any hotel other than the one authorized by ElCA under any circumstances .

3- BOARD, LODGING and PERSONAL EXPENSES:

- * Throughout the course, ElCA will provide you with B _ B accommodation (on double-room occupancy basis) at a contracted hotel , Lunch and dinner allowances.
- * A daily allowance of L.E. 50.00 (Fifty) Egyptian-Pounds will be granted to participants for the duration of their stay to cover incidental expenses such as laundry , telephone calls , etc. the allowance, however, will not cover personal expenditure in all cases.

4- COUNTRY REPORTS:

- * The course is designed for specialists and practitioners in the above Mentioned subject matter, aiming at refreshing their knowledge and experiences through presentations, field trips and study tours .
- * We are asking you to prepare a detailed typed **COUNTRY REPORT** (8 - 10) pages reviewing your government strategies, also, reflecting progress and constraints in the subject matter of the course .

- * It would be advisable for you to collect all data required for this report before leaving your home country so that you might be able to submit the report to the Center within a week of your arrival in Egypt.
- * Presentation of the report will last for some twenty minutes using audio visual aids followed by questions and answers .

5- GENERALITIES:

- *Please note that the class presentations are offered in English Language with simultaneous translation / Interpretation into French and Spanish Languages.
- * Fridays and Saturday are official holidays in Egypt. Yet, EICA security guards are always available over the (24hrs) of the day .
Please note that EICA has (3) entrances along the same road.

Once again, we welcome you to Egypt and wishing you happy trip,
Please accept my best regards.

Encl.: Air ticket and Hotel Card.

EICA DIRECTOR GENERAL

ADEL SALAH YOUNES