UNWTO Regional Capacity Building Workshop on Tourism Policy and Strategy
Doha, Qatar
18-22 March 2012

General Information Note
1. The World Tourism Organization and the Qatar Tourism Authority are convening a regional capacity building workshop on Tourism Policy and Strategy for the Middle East and North Africa, to be held in Doha, from 18 to 22 March 2012. This regional capacity building workshop is open to Officials of National Tourism Administrations, high decision-makers of Tourism public administrations, with competences in the design and implementation of their country’s strategic Tourism policies and planning.

I – VENUE AND TIME OF THE REGIONAL CAPACITY BUILDING WORKSHOP

2. The regional workshop will be held at:

Renaissance Doha City Center Hotel
West Bay City Center, Al Wahda Street
West Bay, PO Box 25500
Doha, Qatar
Tel.: +974 4419 5000
Fax: +974 4419 6078
Web: www.renaissancehotels.com

3. Workshop will be held on Sunday, Monday, Tuesday, Wednesday and Thursday, from 8:00 a.m. to 3:00 p.m.

II - REPLIES TO INVITATIONS

4. Governments and other bodies receiving the invitation from the Secretary-General are requested to fill in the online Participation Form at http://www.surveymonkey.com/s/UNWTOQtr12 and confirm participation indicating as much as possible, the composition of their delegations as well as the dates of arrival and departure, no later than 20th of February 2012, to the following names and addresses:

Mr. Amr Abdel-Ghaffar
Regional Director for the Middle East
World Tourism Organization
Capitán Haya, 42
28020 MADRID
Spain
Tel.: (34-91) 567 8139
Fax: (34-91) 571 3733
E-mail: cme1@unwto.org

H.E. Mr. Ahmed Abdullah Al Nuaimi
Chairman
Qatar Tourism Authority
P.O. Box 24624
DOHA
Qatar
Tel.: (974) 499 7887
Fax: (974) 499 7488
E-mail: chairman-office@qatartourism.gov.qa

III – STATUS OF PARTICIPANTS

5. The Government of Qatar will take the necessary arrangements to facilitate the arrival and departure of participants invited by the Organization, as well as to facilitate their stay in Qatar. Throughout their stay, participants will enjoy the privileges and immunities provided in the agreement between the Organization and the Government of Qatar, under article 32 of the Statute of the Organization.
IV – ENTRY FORMALITIES

6. A valid passport is necessary for visitors coming to Qatar. Entry visas may be obtained from Qatar Diplomatic missions abroad.

7. The citizens of GCC countries (Saudi Arabia, United Arab Emirates, Oman, Bahrain and Kuwait) do not need a visa to enter into the territory of the country, whereas the rest of the citizens of Arab States must contact Qatar Embassies in their own country in order to obtain a visa.

8. Qatar Tourism Authority will be glad to assist the participants for issuing their visas. For assistance please feel free to contact: chairman-office@qatartourism.gov.qa.

V. – RECEPTION AT THE AIRPORT

9. Participants will be received at Doha International Airport by the hotels members where they have booked in. In order to arrange the transfer between the airport and the hotel, all participants should indicate when they book rooms their arrival and departure details.

VI – ACCOMMODATION

10. The General Authority for Tourism in Qatar has negotiated preferential rates with some hotels for the benefit of the participants. The following is a list of prices:

Rooms rate from 17th March till 23rd March

<table>
<thead>
<tr>
<th>Hotel</th>
<th>Single room</th>
<th>Double room</th>
</tr>
</thead>
<tbody>
<tr>
<td>Renaissance Hotel (venue of the workshop)</td>
<td>600QR per night excluding breakfast</td>
<td>600QR per night excluding breakfast</td>
</tr>
<tr>
<td>Courtyard by Marriott (connected by the venue of the workshop)</td>
<td>500QR per night excluding breakfast</td>
<td>500QR per night excluding breakfast</td>
</tr>
</tbody>
</table>

For reservations:
Mr. Ahmed Ezzat
rhi.dohbr.group.coordinator@marrriott.com
Direct number: +974 4419 6086

VII - PROGRAMME OF THE WORKSHOP

11. The programme of the workshop is annexed to the general information note.

VIII - WORKING LANGUAGES

12. The languages of the workshop are Arabic and English. Interpretation will be available during this workshop.
IX – SOCIAL PROGRAMME

13. Qatar Tourism Authority will be glad to welcome participants with a welcoming lunch on the 1st Day of the Workshop, as well as an invitation for a lunch on the Day 3, on 20th March, after the technical visit.

X – GENERAL INFORMATION

14. Weather: the average temperature in Doha during the month of March is between 16 and 30 degrees Celsius.

15. Time: in the State of Qatar is GMT plus 3 hours.

16. Electric current: Electric current in the State of Qatar is 220 volts – 240

17. Current exchange rate: as per February 2012, 1 U.S. dollar is equivalent to 3.64 QR.