

AFRICAN UNION

الاتحاد الأفريقي



UNION AFRICAINE

UNIÃO AFRICANA

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**HIGH LEVEL RETREAT ON THE
PROMOTION OF PEACE, SECURITY
AND STABILITY IN AFRICA
CAIRO, EGYPT,
4 – 5 SEPTEMBER 2011**

GENERAL INFORMATION

Welcome to the AU High Level Retreat, titled “Strengthening political governance for peace, security and stability in Africa” taking place from 4 to 5 September 2011, **in Cairo, Egypt, at the Fairmont Nile City Hotel.**

MEETING VENUE

All proceedings will take place at the Fairmont Nile City Hotel, 1115 Corniche El Nile, Cairo, Egypt, Tel: +20 22 461 9494, Fax: +20 22 461 9595, Email: nilecity@fairmont.com

PROVISIONAL MEETING SCHEDULE

Saturday, 3 September: Participants arrive at Fairmont Hotel (no formal activity)

Sunday, 4 September: “MAGENTA” CONFERENCE HALL
8:30 hrs - 18:00 hrs- Meeting Day 1 (Group Lunch at the Hotel and Dinner on the Nile/Cruise)

Monday, 5 September: “MAGENTA” HALL
8:30 hrs – 18:00 hrs - Meeting Day 2 (Group Lunch at the Hotel and Dinner in Khan el-Khalili)

Tuesday, 6 September: Participants check-out from the Fairmont Hotel

WORKING LANGUAGES

The meeting will be conducted in Arabic, English and French. Simultaneous interpretation in the above languages will be provided.

VISAS (IMPORTANT)

Kindly apply for an entry visa for Egypt at the closest Embassy as early as possible. You can use the invitation letter you received to apply for your visa. The host country has agreed to issue visa upon arrival at the airport **ONLY** for participants who live in countries that do not have an Egyptian diplomatic mission. **In such case, you are urged to submit the following details to the AU (at the address mentioned below in this note) before Friday, 19 August:**

- *NAME IN FULL AS IT APPEARS IN PASSPORT*
- *CITIZENSHIP*
- *PASSPORT NUMBER, DATE OF ISSUANCE AND EXPIRY*
- *DATE OF BIRTH*

Also ensure that you have a visa for the country you will be transiting through, if required. The AU will reimburse visa fees for the sponsored participants.

TRAVEL

Participants whose travel is being sponsored by the AU will shortly receive their tickets. Kindly ensure to reconfirm your air ticket 48 hours before your departure. Upon arrival, please ***submit your used air ticket stub and boarding pass to the AU staff.***

For participants who are covering their own expenses, please let us know your flight arrival/departure times **so that we can adjust accordingly your hotel reservation for you and arrange to pick you up at the airport.**

ACCOMMODATION

As indicated above, all participants coming from outside of Egypt will be accommodated at FAIRMONT HOTEL in Cairo for 3 nights, from Saturday, 3 September to Tuesday, 6 September 2011, (except for those whose itineraries will require special arrangements). **The meeting organizers have arranged hotel booking for all participants. The names of all participants will be communicated to Fairmont Hotel by the AU.**

The AU will cover the expenses for accommodation for sponsored participants. The others will bear the expenses for their accommodation, at the discounted rate of 160 USD per day, including breakfast.

Group lunch and group dinner will be provided by the AU to all participants and accompanying staff from September 4 to 5.

Participants will be responsible for personal telephone calls, the mini-bar in the hotel room, in-room video rentals, laundry, room service, and any other personal expenses.

AIRPORT TO HOTEL/RETURN

Airport pick up will be provided for all participants, including those who cover their own expenses. Once you arrive at the airport in Cairo, please look for the AU sign.

PER DIEM/ REIMBURSEMENTS

Payment of half per diem and reimbursement for incidental expenses, such as taxi, visa and meals on transit will be provided by the AU to the sponsored participants based on AU rules and regulations.

INTERVIEWS FOR THE MAKE PEACE HAPPEN CAMPAIGN

As part of the Make Peace Happen Campaign, which succeeded the 2010 Year of Peace and Security, please be informed that the AU will be conducting interviews of willing participants to be used for the production of a documentary on Africa's quest for Peace. Please look out for the Peace Studio. An AU staff will approach you in Cairo regarding this issue.

POINTS OF CONTACT (for LOGISTICAL ARRANGEMENTS):

AU Contact
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