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Addis Ababa, ETHIOPIA P. O. Box 3243 Telephone: +251 11 551 7700

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## The First AU SME ANNUAL FORUM, Cairo, Egypt

### Conference Information Note

We are pleased to provide you with the following information regarding practical arrangements for the upcoming First AU SME Annual Forum, to be held in Cairo, Egypt from the 27th of June to the 1st of July 2022. We trust that the information provided will assist in your preparation for the meeting.

1. **Meeting Venue:** The Meeting will be held at the Grand Nile Tower Hotel.
2. **Address:** Abdulaziz Al Saud, Old Cairo, Cairo Governorate 4240304, Egypt  
Tel: +20 2 23651234
3. **Sponsorship:** This is not a sponsored event. All participants to cover their own expenses for the duration of the Forum.
4. **Registration:** Participants are encouraged to visit the website <https://au.int/en/newsevents/20220627/african-union-annual-small-and-medium-enterprises-forum> And register online. Please send the registration form to Bulelwa Nkosi at [NkosiB@africa-union.org](mailto:NkosiB@africa-union.org). Registration will continue throughout the conference.
5. **Zoom Meeting link:** [https://zoom.us/webinar/register/WN\\_dSwWfyVnSoGOE-tSkTxBHQ](https://zoom.us/webinar/register/WN_dSwWfyVnSoGOE-tSkTxBHQ)  
Meeting ID: 953 6360 0025  
Passcode: 368222  
SIP: [95363600025@zoomcrc.com](mailto:95363600025@zoomcrc.com)
6. **Workshop materials:** The Concept Note, Agenda, Information Note, to be shared upon registration.
7. **Refreshment:** AUC will provide refreshments during the Forum.
8. **Accommodation:** All participants should sponsor themselves and cover their own accommodation. Recommended hotels near the Grand Nile Tower Hotel:
  - Kempinski Nile Hotel Garden City Cairo
  - Cairo Nile El Gezira
  - InterContinental Cairo Semiramis, an IHG Hotel
  - Safir Hotel Cairo
  - Novotel Cairo El Borg

Check: [https://www.tripadvisor.com/HotelsNear-g294201-d308091-Grand\\_Nile\\_Tower-Cairo\\_Cairo\\_Governorate.html](https://www.tripadvisor.com/HotelsNear-g294201-d308091-Grand_Nile_Tower-Cairo_Cairo_Governorate.html) for more hotels.

9. **Airport and Transportation:** Participants are encouraged to use the Cairo International Airport. Participants are encouraged to take a taxi from the airport




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to their hotel or the conference venue. For more information on the Cairo International Airport Addis Ababa Bole International Airport, kindly visit the website <http://www.cairo-airport.info>.

10. **Internet Access:** Participants are encouraged to bring their own laptops. Wi-Fi is available at the Conference venue.
11. **Dress code:** Business casual
12. **Currency and tipping:** The local currency is the Egyptian Pound (EGP). The exchange rate from USD to EGP is approximately \$1 = 18.7011 (EGP). The rate is subject to currency fluctuations. A passport will be required for all foreign exchange transactions. A 10% tip is expected in most restaurants; however, it is not mandatory.
13. **Language:** Arabic is the most common language and the official national language of Egypt. However, the conference will be organized in English and French.
14. **Visa Requirement:** Participants that come from a country that needs a visa (Holder of Ordinary Passports) are required to apply and obtain a visa before boarding an inbound aircraft to Egypt. More information on visas can be obtained from the below website: <https://www.visa-egypt.com/visa-requirements> Your National passport must always be carried on official travel. Please ensure your Passport is valid for at least six months and has at least two blank pages to facilitate immigration stamps.
15. **Yellow Fever:** A yellow fever vaccine for the Arab Republic of Egypt is an obligatory Egypt entry requirement for all foreign citizens visiting the country.
16. **Covid-19:** The Egyptian government requires all passengers traveling to Egypt (including Egyptians) to have one of the following: A negative PCR test certificate for COVID-19, taken no more than 72 hours before their flight departure time. Passengers must present paper copies of their test results with a QR code. A COVID-19 vaccine certificate issued by an accredited laboratory in the issuing country, containing a QR code. Vaccinated passengers must have received a full course of one of the following at least 14 days prior to arrival in Egypt: AstraZeneca, Johnson, and Johnson, Moderna, Pfizer, Sinopharm, Sinovac, or Sputnik V. Please see: <https://www.dfa.ie/travel/travel-advice/a-z-list-of-countries/egypt/>
17. **Electric Supply:** Egypt uses two associated plug types **C** and **F**. Plug type C is the plug that has two round pins and plug type F is the plug that has two round pins with two earth clips on the side. Egypt operates on a 220V supply voltage and 50Hz. Participants may also need to carry an adapter.




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**18. General Security:** Cairo and other major urban areas are comparatively safe compared to many African cities. Nonetheless, petty theft and mugging are on the rise. Be vigilant if approached by strangers seeking assistance. All visitors are advised to make prior travel arrangements from the airport and to avoid arriving late at night. In a hotel, they are advised to keep valuables including passports locked in the room safe. While traveling in a car or taxi, all belongings are to be placed in the trunk or on the car floor, out of sight.

**19. AU First SME Forum Conference Contacts:** Should you need any further assistance once in Cairo please do not hesitate to contact us on the following numbers:

- **Ms. Bulelwa Nkosi**, Department of Economic Development, Trade, Tourism, Industry, and Minerals.  
Email: [NkosiB@africa-union.org](mailto:NkosiB@africa-union.org)  
WhatsApp : + 27 72 505 4059
- **Mrs. Meaza Tezera**, Department of Economic Development, Trade, Tourism, Industry, and Minerals  
Email: [Meazat@africa-union.org](mailto:Meazat@africa-union.org)  
WhatsApp : + 251 91 2120442
- **Mrs. Tsige Gugsa**, Department of Economic Development, Trade, Tourism, Industry, and Minerals.  
Email: [Tsigeq@africa-union.org](mailto:Tsigeq@africa-union.org)  
WhatsApp: +251 91 1241506

**20. Public emergency numbers that can be dialed from anywhere within Egypt:**

Ambulance service: 123  
Civil defense and fire fighting: 125  
Police: 122  
Road emergencies: 012.2111.0000  
The current civil defense: 180

**WELCOME TO CAIRO AND ENJOY YOUR STAY!!!**