

## Information for Participants

Sixth session of the Assembly of Parties  
2 - 4 October 2017  
Sharm El Sheikh, Egypt

### Date and Venue

The sixth session of the Assembly of Parties of the International Anti-Corruption Academy (IACA) will be held at Egypt Hall, Savoy Sharm El Sheikh Resort, the Arab Republic of Egypt, from 2 to 4 October 2017.

PO Box 169, SOHO Square Sharm El Sheikh  
South Sinai, Egypt  
Telephone: (+ 20) (69) 3 602 500  
Fax: (+ 20) (69) 3 602 777  
E-mail: mail@savoy-sharm.com

### Credentials and Registration

Every delegation is required to submit credentials for attending the Assembly of Parties with full powers. In addition, each member of a delegation has to submit a separate registration form. The Registration Form is enclosed in Annex I.

#### A. Credentials

All delegations must submit their credentials/notifications in accordance with the Rules of Procedure for the Assembly of Parties. Please refer to the Provisional Agenda and Annotations for further information.

#### B. Registration

The details (country, name, title/function, workplace, and individual e-mail address) of each delegate should be sent by e-mail to IACA's Secretariat by 15 September 2017, at the latest. Any later change in the composition of the delegation should also be communicated to the Secretariat. The address of the Secretariat is as follows:

#### **International Anti-Corruption Academy**

Muenchendorfer Str. 2  
2361 Laxenburg  
AUSTRIA

T: +43 2236 710 718 100 or 101  
F: +43 2236 710 718 311  
E: assembly2017@iaca.int

During pre-registration, delegations should ensure that the information on their composition includes the individual e-mail address of each delegate.

As part of the security arrangements, all participants are required to present their invitations or official communications identifying them as delegates, together with their passports or other official photograph-bearing identity documents, when proceeding to the registration area and obtaining their conference badges for the session. Conference badges must be worn visibly at all times. All persons and their bags and briefcases will be screened at the entrance to the conference venue.

The registration desk outside of the main conference room will open prior to the start of the opening ceremony on 2 October 2017. All delegates are requested to confirm their attendance at the registration desk. The delegates are encouraged to register at the registration desk as early as possible.

### Visas

Participants who require a visa for Egypt are advised to contact the diplomatic or consular representation of Egypt in their country of residence and apply for a short-stay visa.

Participants are strongly encouraged to apply for an entry visa before their intended date of arrival in Egypt, as early as possible. IACA will not be responsible for the issuance of visas.

All delegates must be in possession of passports valid for at least six months before the date of entry.

For assistance regarding visas, please contact Sherif Taher at [sherifaboubkr@hotmail.com](mailto:sherifaboubkr@hotmail.com).

### Vaccinations

There is no specific vaccination requirement for entrance to Egypt.

### Accommodation

Participants are responsible for making their own accommodation arrangements. IACA does not cover the costs of accommodation nor does it make hotel reservations on behalf of delegations.

For organizational purposes, the host country has negotiated preferential conference rates with the hotels which are part of the Savoy Group and are situated in proximity to the venue of the Assembly: Hotel Savoy, Hotel Royal Savoy and Hotel Sierra. For convenience and security reasons, participants are strongly encouraged to consider these hotels for accommodation, which are situated within the Savoy Sharm El Sheikh Resort.

Participants are strongly encouraged to book the accommodation under the preferential conference rates as soon as possible because room bookings are subject to availability. Any change regarding room reservation must be notified by e-mail directly to the hotel.

#### Savoy Sharm El Sheikh Resort & Hotel Reservations

Hotline: (+20) (69) 362 87 56

Mobile: (+20) (10) 0160 95 47 or (+20) (10) 0340 84 55

Landline Telephone: (+20) (69) 360 25 10 or (+20) (69) 360 25 16

Email: [savoyreservation@savoy-sharm.com](mailto:savoyreservation@savoy-sharm.com); cc: [rasha.allam@savoy-sharm.com](mailto:rasha.allam@savoy-sharm.com)

For additional assistance, please contact directly:

Rasha Allam, Assistant Director of Sales-Corporate, Savoy Group

tel.: (+20) 227 35 371/ 492 /710

e-mail: [rasha.allam@savoy-sharm.com](mailto:rasha.allam@savoy-sharm.com)

To make reservations at Savoy Group hotels in Sharm El Sheikh, please use the reservation links below, which includes already a reservation code for this session of the AoP.

Savoy Sharm El Sheikh  Room Price for one night (in US Dollars) *	Single room	65
	Double room	80
	Triple room	115
	Diplomatic Suite	Please check directly with the hotel for preferential rates
	Presidential Suites	

(\*) The breakfast is included. These rates apply for garden view rooms only. For pool view rooms add \$10 per person and for sea view rooms add \$20 per person. To include lunch add \$20 per person and for dinner add \$25 per person. Meals are served at Savoy main restaurant open buffet.

Savoy reservation link for AoP:

<https://gc.synxis.com/rez.aspx?Hotel=59560&Chain=15510&arrive=9/27/2017&depart=10/7/2017&adult=1&child=0&group=1710MINIST>

Royal Savoy Sharm El Sheikh  Room Price for one night (in US Dollars) *	Single room	130
	Double room	160

(\*) The breakfast is included. For additional information regarding the reservations with Royal Savoy Sharm El Sheikh under preferential rates, please contact directly Rasha Allam ([rasha.allam@savoy-sharm.com](mailto:rasha.allam@savoy-sharm.com)), Assistant Director of Sales-Corporate, Savoy Group, tel.: (+20) 227 35 371/ 492 /710.

Royal Savoy reservation link for AoP:

<https://gc.synxis.com/rez.aspx?Hotel=59559&Chain=15510&arrive=9/27/2017&depart=10/7/2017&adult=1&child=0&group=1710MINIST>

Sierra Sharm El Sheikh  Room Price for one night (in US Dollars) *	Single room	85
	Double room	105
	Triple room	144

(\*) This is an all-inclusive hotel: breakfast, lunch and dinner are included in the price. These rates apply for garden view rooms only. For newly renovated rooms add \$10 per person and for pool view rooms add \$10 per person. Meals are served at Sierra main restaurant open buffet.

Sierra reservation link for AoP:

<https://gc.synxis.com/rez.aspx?Hotel=59561&Chain=15510&arrive=9/27/2017&depart=10/7/2017&adult=1&child=0&group=1710MINIST>

### Travel (flights) Arrangements.

Delegations are asked to make their own travel arrangements. Please note that IACA does not reimburse travel costs.

### From Sharm El Sheikh International Airport to the Conference Venue

Transportation between the Airport in Sharm El Sheikh and conference hotels in Savoy Sharm El Sheikh Resort will be provided to the participants. Otherwise, participants can use taxis between the Airport and the Resort, 5 minutes max. 25 US Dollars per car.

Inside the Resort, club cars will be available for participants between hotels and conference venue. All three hotels are located within walking distance (5-7 minutes) from the conference venue.

### **Available Facilities at the Conference Venue**

A wireless network connection will be available to all participants at the venue of the Assembly.

Banking service is available at Bank Misr located in SOHO Square Sharm El Sheikh. Several ATMs issuing local currency are available throughout SOHO Square. There is also a Bureau de Change by Fusion 21. Postal services are located in SOHO Square Sharm El Sheikh.

Medical assistance is available at the Conference Venue during the event. Medical services are available at the hotels too. A pharmacy is located in SOHO Square Sharm El Sheikh.

Electrical power in Egypt is supplied at 230V alternating current. The power sockets are of type C and F ("Euro" plugs). Hotels usually provide for adapters.

For travel assistance please contact the hotel information desk.

### **First Aid and Emergency Numbers in Sharm El Sheikh and Egypt**

180 – Fire Department  
122 – Police  
123 – Emergency Medical Services

### **Weather**

The Sharm El Sheikh weather forecast for the conference dates in October 2017 is sunny, with temperature highs of around 29°C/88°F, and lows of around 22°C/70°F.

### **Contact Details of the Secretariat**

International Anti-Corruption Academy (IACA)  
Muenchendorfer Str. 2  
2361 Laxenburg  
AUSTRIA

T: +43 2236 710 718 100/101  
F: +43 2236 710 718 311  
E-mail: [assembly2017@iaca.int](mailto:assembly2017@iaca.int)  
Website: <http://www.iaca.int/>

Please consult the Assembly of Parties 2017 section of IACA's website regularly for updates and to download relevant documents at:  
<http://www.iaca.int/governance/assembly-of-parties>.