



International Civil Aviation Organization

Airport and Air Navigation Charges Workshop (Doha, Qatar, 28 – 29 October 2024)

and

Aviation Statistic Seminar (Doha, Qatar, 30 – 31 October 2024)

BULLETIN

1. LOCATION

1.1 The **Airport and Air Navigation Charges Workshop & Aviation Statistic Workshop** will be kindly hosted by Qatar Civil Aviation Authority (QCAA) in Doha, Qatar. The 2 Workshops will be held back-to-back, **28 – 29 and 30 – 31 October 2024**, respectively.

1.2 The venue will be at Qatar Air Traffic Control Centre (QATCC) (<https://goo.gl/maps/WLzYo1ZeBps4vPA47>)

2. SCHEDULE OF THE EVENTS

2.1 The schedule and order of the day will be announced at the Opening Sessions.

2.2 The Events will be conducted in English language.

3. REGISTRATION OF PARTICIPANTS

3.1 Participants are requested to register to obtain a participant badge, at the Registration Desk located at the entrance of the designated Meeting Room between **08:00 and 08:30** hours on the opening days of the Events. Participants are requested to wear the Identification Badge during the Events sessions.

4. DOCUMENTATION

4.1 Please note that no documentation will be available in hard copy format. However, documentation related to the Workshops will be available on the ICAO MID Regional Office website.

5. HOTEL RESERVATIONS

5.1 A list of hotels with Qatar CAA corporate rate is attached for your convenience with contact details and addresses.

5.2 Participants will need to arrange their own hotel reservation.

6. TRANSPORTATION

6.1 Participants are required to arrange their own Airport transportation.

6.2 Airport Taxi Services operate private services from the airport to the City, and its neighborhoods at approximately QAR 35 per vehicle.

6.3 Car rental agencies are located at the airport terminal.

6.4 Participants are required to arrange the daily commute to/from the venue.

7. INSURANCE

7.1 Participants are advised to have insurance coverage for any unexpected contingency including transport hazards (taxi, buses, rented cars, etc.) and Medical Coverage.

8. SOME USEFUL TRAVEL INFORMATION

PASSPORT

8.1 All foreign nationals entering Qatar must possess valid passports or other valid documents for travel. Documents with less than six months to run before expiry are not acceptable.

VISA

8.2 Qatar CAA will provide necessary assistance for the issuance of entry Visas for the delegates, when needed.

8.3 With a view to assist in the process of issuance of entry visa to Qatar, copy of the passport of delegate should be sent, as soon as possible, not later than **10 October 2024**, to the attention of Air Navigation Admin Office (email: ans.admin@caa.gov.qa); contact: +974 44705111/44705333/44705111.

CUSTOMS

8.4 The following items may be brought into Qatar duty free:

- a. Personal effects, such as necessary clothing
- b. 200 cigarettes or 250 gr. of cigars or tobacco
- c. Perfume for personal use.

8.5 Additional quantities of the above items may also be purchased at Doha International Airport duty free arrival shops before clearing customs. Non-Muslims may purchase reasonable quantities of alcoholic drinks at this outlet.

9. CURRENCY, CREDIT CARDS AND BANKING SERVICES

9.1 The unit of currency in Qatar is the **Qatari Riyal (QAR)**. The unit is divided into notes of 500, 100, 50, 10, 5 and 1. The Riyal to USD exchange rate is approximately 1 QAR = 0.27 US\$

9.2 There are restrictions on the import of foreign currency. Not more than QAR 50,000. allowed.

9.3 International Credit Cards, such as American Express, Diners Club, Visa, Master Card, Carte Blanche, etc. are usually accepted at most hotels, department stores and restaurants.

9.4 All commercial banks exchange major foreign currencies and are open from 0800 to 2000, Sundays through Thursdays. There are plenty of official exchange services. ATM machines are available all over Qatar.

10. OTHER USEFUL INFORMATION

SHOPPING

10.1 Be prepared to bargain in small shops, sidewalk vendors etc. In large stores, however, the prices are fixed.

TAP WATER

10.2 It is recommended that all visitors drink only bottled water/beverages, however, tap water is safe for drinking.

TELEPHONE

10.3 Mobile SIM Cards are available at the Service providers' outlets at the airport arrival terminal and all major commercial centers.

11. WEATHER CONDITIONS

11.1 The main daily maximum and minimum temperatures for the months of October are between 30⁰ C by day and drop down to 27⁰C during the nights. Please refer to Qatar Meteorology website for further updates.

12. OTHER ASSISTANCE

12.1 Qatar Civil Aviation Authority will be glad to assist the participants to the Workshops with any advice they may require.

12.2 In case of emergency in Qatar, please call the Focal Point from Qatar CAA Admin office: Mrs. Etab Al Othman (email: etab.alothman@caa.gov.qa ; Mob: +974 44705111/44705333/44705777.

List Of Hotels - QCAA Corporate Rates 2024

	Hotel Name	Address	Corporate Rate Single Occupancy	Contact details	Transport Airport pick up/ drop off
1	Sharq Village & Spa, A Ritz-Carlton, hotel	Ras Abu Abboud Street, Doha, P.O.Box 26662 Qatar	Qr. 800 (BB)	Mohammed Saad Assistant Director of Sales D: +974 4425-6674 Email: Mohammed.saad@ritzcarlton.com	Standard Limo car at Qr.165 per way per car
2	The Plaza hotel	Umm Ghuwailina Area,C Ring road Doha, Qatar	Qr. 600 (BB)	Mohamad Fakih Director of Sales D: +974 4040-2222 Email: mfakih@anantara.com	BMW Limo car at Qr.350 per way per car
3	Steigenberger Hotel Doha	Airport Street #9 Doha, Qatar	Qr. 450 (Full Board)	Mohamad Dimachk Director of Sales & Marketing D: +974 4020 1636 Email: mohamad.dimachk@steigenberger.com	Included in the room rate
4	Hyatt Regency Oryx Doha hotel	Airport Road, Doha, Qatar PO Box 29922	Qr. 400 (BB)	Suleiman Alhelou Associate Director of Sales D: +974 4141 1234 Email: suleiman.alhelou@hyatt.com	Standard Limo car at Qr.110 per way per car
5	Movenpick Hotel Doha hotel	Corniche Road , Al Meena Street, Doha, Qatar	Qr. 375 (Full Board)	Mousa Samaan Sales Manager D: +974 44291231 Email: Mousa.samaan@movenpick.com	Included in the room rate