



International Civil Aviation Organization

ICAO APAC/MID ATFM and FF-ICE Seminar 2025

(Dubai, UAE, 23 – 26 February 2025)

AND

MID ATFM TF/9 Meeting *(Dubai, UAE, 27 February 2025)*

BULLETIN

1. LOCATION

1.1 The 2025 International Civil Aviation Organization Seminar on Air Traffic Flow Management (ATFM) and Flight & Flow Information for a Collaborative Environment (FF-ICE) for the Asia/Pacific and Middle East Regions” (23 – 26 February 2025) and the “Ninth Meeting of the MID Air Traffic Flow Management Task Force” (27 February 2025) will be graciously hosted by the General Civil Aviation Authority (GCAA/UAE) at the **Dusit Thani Hotel, Sheikh Zayed Road**, Dubai, United Arab Emirates.

2. SCHEDULE OF THE MEETINGS

- 2.1 The opening session of the Events will be held at 09:00 hours, on Sunday, 23 February 2025.
- 2.2 The daily schedule and the order of the day will be announced at the opening session.
- 2.3 The Events will be conducted in English.

3. REGISTRATION OF PARTICIPANTS

3.1 Participants are requested to register at the Registration Desk located at the entrance of the Meeting Hall, between 0800 and 0900 hours on the opening day of the Events. Participants are also requested to wear the identification badge, which will be issued to them when inside the meeting room.

4. HOTEL RESERVATIONS

- 4.1 Use the provided link for a corporate rate at the venue hotel (Dusit Thai, Sheikh Zayed Road, Dubai) in the table attached.
- 4.2 Participants will need to arrange their own hotel reservation.

5. TRANSPORTATION

- 5.1 Participants are requested to make their own arrangements for transportation from/to the airport and from/to the events venue. However, taxis are available from Airports to all destinations. The taxi fare from the airport starts at 40 AED.
- 5.2 Car rental agencies are located at the arrival hall of the airport terminal building.
- 5.3 Participants are required to arrange the daily commute to/from the venue.

6. INSURANCE

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

7. SOME USEFUL TRAVEL INFORMATION

PASSPORT

7.1 All foreign nationals entering the United Arab Emirates must possess a passport or other valid documents for travel valid for a minimum of 6 months from the date of entry into the United Arab Emirates.

VISA

7.2 It is mandatory for participants requiring entry visa to the United Arab Emirates to apply/obtain official visas from the UAE's Embassy or Consulate in their Country prior to their departure to UAE or online on <https://www.moec.gov.ae/en/entry-requirements>.

7.3 Participants that require assistance for their entry visa may contact the following Focal Point:

- Mrs. Fatima Al Darmaki
Mobile: +971 56 350 9586
E-mail: faldarmaki@szc.gcaa.ae

CUSTOMS

7.4 Each traveler is permitted to bring items allowed as per the customs requirement in the following link: <https://u.ae/en/information-and-services/finance-and-investment/clearing-the-customs-and-paying-customs-duty>

8. CURRENCY, CREDIT CARDS AND BANKING SERVICES

8.1 The unit of currency in UAE is Dirhams (AED) with notes of 5, 10, 20, 50, 100, 200, 500 and 1000 and coins of Fils 10, 25, 50 and 1 Dirham. The current rates of exchange for the major currencies are as follows:

- USD 1= 3.673 AED
- More rates are available from www.xe.com

8.2 Foreign currency exchanges and ATMs are readily accessible at the airport and major shopping destinations.

8.3 International Credit Cards, such as Visa, Master Card, etc. are usually accepted at most hotels, department stores and restaurants.

8.4 Commercial banks, currency exchanges and major foreign currencies and branch networks stay open from 08:00 am to 04:00 pm for customers, six days a week, from Monday to Saturday, with Sunday being the day of closure, with a few exceptions. On Fridays, the aforementioned financial institutions stay open from 08:00 am and close at 12:00 pm to observe the Friday prayer.

9. OTHER USEFUL INFORMATION

DRINKING WATER

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

TELEPHONE

9.2 Mobile SIM cards are available at the Service provider's outlets, the airport arrival hall, and all major commercial centres.

9.3 The Venue Hotel is within Walking distance from the Dubai Mall, Burj Khalifa, the Museum of the Future and Sheikh Mohammed Bin Rashed Boulevard. It is also a 3-minute walk from the nearest Metro Station.

9.4 Dubai is a vibrant city known for its stunning skyline, luxury lifestyle, and world-class attractions. Iconic landmarks include the Burj Khalifa, the tallest building in the world, the Dubai Fountain with its captivating water displays, the Palm Jumeirah, and the Dubai Mall, a hub for shopping and entertainment. The Museum of the Future, a striking architectural marvel, offers a glimpse into innovative technologies and possibilities. Adventure seekers can enjoy desert safaris or visit Ski Dubai, an indoor ski resort. With its mix of modern marvels, cultural heritage sites like Al Fahidi Historical District, and pristine beaches, Dubai offers an unforgettable experience for every traveler.

10. WEATHER CONDITIONS

10.1 The main daily maximum and minimum temperatures for the month of February are between 28°C by day and drop down to 16°C during the night. Please refer to <https://www.accuweather.com/en/ae/abu-dhabi/321626/march-weather/321626> for further updates.

11. OTHER ASSISTANCE

11.1 The General Civil Aviation Authority of UAE will be glad to assist the participants to the Events with any advice they may require.

11.2 In case of an emergency in UAE, please call the Focal Point from the UAE GCAA:

- Mrs. Habeeba Ali Al Towaiti
Mobile: +971 503747579
E-mail: htowaiti@szc.gcaa.ae

LIST OF HOTELS WITH GCAA CORPORATE RATES IN DUBAI

HOTEL	ADDRESS	Rate	DISTANCE TO VENUE BY CAR	E-MAIL	TEL. No. RESERVATIONS
Dusit Thani Dubai	Sheikh Zayed Rd - Trade Centre - DIFC - Dubai	750 AED	<i>Venue Hotel</i>	Reservation Link	+97143433333
Sheraton Grand Hotel, Dubai	3 Sheikh Zayed Rd - Trade Centre - Trade Centre 1 - Dubai	950 AED per night Deluxe Room	9–20 min (4.8 km)	mustafa.almalky@sheratongranddubai.com	+971 52 6958 914
Shangri-La Dubai	Sheikh Zayed Rd Near Financial Metro Station - Dubai	650/750 AED for single/double	12 min (5.5 km)	reservations@shangri-la.com	+97143438888
The Dubai Edition	DUBAI FOUNTAIN STREET, DOWNTOWN DUBAI, UNITED ARAB EMIRATES, 11788 TOLL	2102.50 AED for Single	12 min (10.8 km)	Manal.Mokbel@editionhotels.com Jennifer.Engering@editionhotels.com	+971504076008

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