



**THE STATE OF QATAR
MINISTRY OF FOREIGN AFFAIRS**

ADMINISTRATIVE ARRANGEMENTS

THE 16th MINISTERIAL MEETING OF ASIAN COOPERATION DIALOGUE (ACD)

30th April - 2nd May 2019

DOHA, QATAR

Venue and Date of the meeting:

The 16th. ACD Ministerial Meeting will be held at the Ritz-Carlton Hotel; and the schedule of meetings will be as follows:

DATE	ACTIVITY
Tuesday, April 30, 2019	Senior Officials Meeting
Wednesday, May 1 st , 2019	The Ministerial Meeting
Thursday, May 2 nd , 2019	Businessmen Forum

Method of registration and issuance of visas:

- ❖ To register for meetings and businessmen forum, please log on the website (www.16acd.com) and **fill in the registration form before 15/4/2019.**
- ❖ Visas will be issued and sent to participants via e-mail shown in the participant registration form.
- ❖ For more information on visa-exempt countries, please follow the following link: (www.visitqatar.qa/en/plan/visas-requirements.html)

Collection of security cards:

Security cards will be issued and can be collected from the Registration Desk situated in the hotel lobby.

Reception:

- ❖ Arrival and departure times must be provided when filling out the registration form posed on the website **no later than April 15, 2019.**
- ❖ Ministers and senior officials will be received in the ministerial lounge at Hamad International Airport.
- ❖ A working team from the Department of Protocol of the Ministry of Foreign Affairs will be ready to receive participants at Hamad International Airport.

Accommodation:

❖ The hosting country will bear the cost of accommodation for (Minister +2, senior officials 2, Business Forum 2), at the Ritz-Carlton hotel.

Executive Suite: For Their Excellences the Ministers
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Deluxe Room: for senior executives and businessmen
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❖ Delegates wishing to reserve an additional room, please contact the hotel directly:

The Ritz Carlton Hotel

Phone: +974 4484 8000

Website: www.ritzcarlton.com

❖ 3 meals (breakfast + lunch + dinner) will be provided in addition to the cost of laundry service.

❖ Proposed hotels close to the place of the meeting:

- Grand Hyatt Hotel Phone: +974 4448 1234

Website: doha.grand.hyatt.com.qa

- Mondrian Hotel

Website: ar-ae.morganshotelgroup.com/mondrian/mondrian-doha

Transportations:

❖ A car will be assigned to each head of delegation participating in the ministerial meeting.

❖ The hosting country will provide transportation to and from the airport, and an office for the participants in the meeting will be provided next to the hotel entrance for the cars.

Official Dinner:

An official dinner will be held for Their Excellencies the Ministers on Tuesday 30/4/2019.(time and venue , to be announced later)

Security arrangements of the personal guard accompanying Their Excellencies the Ministers:

❖ Please send us details and frequencies of the wireless communication systems and details and types of weapons through the diplomatic channels.

Private airplanes:

❖ Please inform us of the details of the airplane, dates and hours of arrival and departure.

The facilities of the conference:

❖ The secretariat of the delegations:

Three halls shall be provided for bilateral meetings behind Al Wosail hall. Halls can be reserved through the ACD's secretariat.

❖ Medical arrangements:

- A clinic shall be provided at the Ritz-Carlton hotel during the conference period.
- For general inquiries please contact Ms. Noof Abdullah Al Shammari on phone No: +974 4011 3196 and E-mail: nalshamari@mofa.gov.qa
- For inquiries about logistic arrangements, please contact Ms. Maryam Mohammed Al Makki on phone No: +974 4011 1831 and E-mail: Maryam@16acd.com

Customs Laws:

For customs laws and procedures, please log onto the official website of Qatar's General Authority of Customs at www.customs.gov.qa

General Information about the State of Qatar

Location:

State of Qatar lies in the middle of the western shore of The Arabian Gulf, east of the Peninsula between the Altitudes (26-10 and 10-26) North and Longitudes (45-50 and 40-51 east of Greenwich Line). Peninsula of Qatar stretches Northward on the waters of the Gulf and covers an area of 11, 512 kilometer squares.

The Weather:

A desert weather prevails, with hot summer, heat yearly rate ranges between (30 to 50 degrees Celsius, the winter is warm, degrees range from 8-22 Celsius with little rain). In April and early May, the average temperatures would be between 30.0°C and 40.0°C.

Electricity:

The voltage in State of Qatar is 220 Volts, 50-60 KH. Most power plugs and sockets are of type D and G "three pin". However, adapters for two pin plugs are available at all hotels.

Currency:

Qatar official currency is QR (Qatari Riyal) (US 1\$: QR3.65); there are no restrictions on exchanging the currency at all banks, Hamad International Airport and the Exchange centers.

Local Time:

The state of Qatar is 3 hours ahead of GMT. (+3)

Communication:

❖ Opening line in Qatar is (+974)

❖ There are two companies providing the Mobile communication services in the State of Qatar, these are International- standard companies compatible with all available communication systems, you can purchase your cell phone SIM Cards from the credible providers.

Emergency phone call in the State of Qatar:

(999)