

Bali Process Regional Meeting of the Global Forum on Migration and Development

**24-25 March 2020**

**Abu Dhabi, United Arab Emirates**

**ADMINISTRATIVE ARRANGEMENTS**

Delegates should forward their registration forms to support.unit@gfmd.org. Please copy in the International Organization for Migration (IOM), at CBRregister@iom.int.

1. **Background**

Global Forum on Migration and Development (GFMD) – Bali Process Regional Meeting

Created in 2007, the Global Forum on Migration and Development (GFMD) is a state-led, informal and non-binding process, which helps shape the global debate on migration and development. It provides a flexible, multi-stakeholder space where governments can discuss the multi-dimensional aspects, opportunities and challenges related to migration, development, and the link between these two areas. The GFMD process allows governments – in partnership with civil society, the private sector, the UN system, and other relevant stakeholders – to analyse and discuss sensitive issues, create consensus, pose innovative solutions, and share policy and good practices.

1. **Meeting Dates and Venue**

An official dinner for all delegates will be from 1830 to 2030 on Tuesday 24 March 2020 at the **Etihad Towers Hotel** (venue TBC).

The Bali Process Regional Meeting of the Global Forum on Migration and Development will be held from 0830 to 1700 Wednesday 25 March 2020 at the **Etihad Towers Hotel Ballroom numbers 3 and 4.** Registration will be from 0800.

|  |
| --- |
| **Etihad Towers Hotel** |
| **Address:** Corniche West Street, opposite Emirates Palace – Abu Dhabi. |
| **Tel:** +971 2 811 5555 |
| **Email:** JADReservations@jumeirah.com |
| **Website:** [www.etihadtowers.ae](http://www.etihadtowers.ae) |
| **Maps and Directions:** <https://goo.gl/maps/6cboPTmKX17LiCdc6> |

1. **Accommodation**

Accommodation at the **Etihad Towers Hotel** will be booked for funded delegates upon receipt of registration forms.

Self-funded delegates can take advantage of a discounted rate at the **Etihad Towers Hotel** by booking using a special link or contact information for bookings. The rate for the Bali Process self‑funded delegates is tentatively AED650 net (USD175 approximately) for a single room including breakfast and tax.

Other hotels in the vicinity of the meeting venue

**InterContinental Abu Dhabi**

shorturl.at/dtIVY

Address: King Abdullah Bin Abdulaziz Al Saud St - Abu Dhabi - United Arab Emirates

Phone: +971 2 666 6888

Email: intercontinental.abudhabi@ihg.com

Kind Deluxe Room: ~USD190, including service charge and tax (flexible rate, room only)

**Jumeirah at Etihad Towers**

shorturl.at/chuGR

Address: Etihad Towers,West Corniche, - Abu Dhabi - United Arab Emirates

Phone: +971 2 811 5555

Email: reservations@jumeirah.com

Deluxe Room: ~USD260, including taxes and service fee (advance purchase, room only)

**Khalidiya Palace Rayhaan by Rotana**

shorturl.at/dgqK9

Address: Corniche Rd - Abu Dhabi - United Arab Emirates

Phone: +971 2 657 0000

Classic Room: ~USD140, including taxes (advance purchase, with breakfast)

**Grand Hyatt Abu Dhabi Hotel**

<https://gallefacehotel.com/>

Address: West Corniche, Abu Dhabi, United Arab Emirates

Phone: +971 2 510 1234

Email: abudhabi.grand@hyatt.com

Grand King: ~USD180, including taxes (advance purchase, room only)

1. **Getting around in Abu Dhabi**

Bus: the Abu Dhabi Department of Transportation operates more than 95 bus routes throughout the Emirate with extensive services in Abu Dhabi city and Al Ain. Buses run at all hours of the day and night, though service may be more limited on Fridays and Saturdays; times vary depending on the line. Rides within specific transport zones — Abu Dhabi city, Al Ain and Al Gharbia cost approximately AED2 each way.

Car: visitors can find most major car rental agencies represented in Abu Dhabi. Visitors are able to rent a car at the Abu Dhabi International Airport or from one of the Abu Dhabi city outposts; many hotels also feature car rental kiosks. In order to rent a car in Abu Dhabi, you will need a valid international driver’s license.

Taxi: taxis are metered and charge AED5 at flagfall (AED25 at the airport) plus AED1.82 per kilometer. Between 10pm and 6am the flagfall climbs to AED 5.50. An AED12 minimum fare is in effect at all times. Government-monitored Abu Dhabi Taxi runs metered taxis and also operates a ladies' cab service. Visitors can book either over the phone or, if you have a UAE phone number, by downloading the Abu Dhabi Taxi app.

1. **Dress Code**

The attire for the meetings will be business attire.

1. **Meals and excursions**

Lunch and refreshments for coffee/tea breaks will be provided for participants.

An official dinner for all delegates will be from 1830 to 2030 on Tuesday 24 March 2020 at the Etihad Towers Hotel.

1. **Working Language**

The Meeting and all associated documents will be in English. Please note that no interpretation service will be provided.

1. **Visa Requirements**

Delegates are required to organize their own visas for travel to Abu Dhabi, UAE. We encourage you to check with the nearest Embassy of the United Arab Emirates or Consulate and allow sufficient time for visa processing when necessary. Kindly note that you need the following to request a courtesy visa:

* Visa form (fill all required information)
* Colour copy of passport (bio-date page)- It should be in full size and clear
* Colour copy of passport cover
* Colour photo (white background)

Note: There are some further requirements for certain nationalities.

The application form is attached.

A list of nationalities eligible for visa-free entry to the UAE can be found here: [**https://tinyurl.com/w7xf63fm**](https://tinyurl.com/w7xf63fm)

1. **Climate**

Abu Dhabi has a sub-tropical, arid climate. Clear skies and high temperatures can be expected for most of the year. The daily average temperature ranges from 18 degrees Celsius (64 °F) in January to around 35 °C (95 °F) in August. In a typical year, only 50 millimetres of rain falls, most of which occurs between December and March.

1. **Time zone in Abu Dhabi**

|  |  |
| --- | --- |
| **Offset** | **Time Zone Abbreviation & Name** |
| UTC +4 |  Gulf Standard Time (GST) |

1. **Currency and banking**

The Emirati Dirham is the official currency of the UAE, abbreviated officially as AED. Unofficial abbreviations include Dh and Dhs.

The dirham is divided into 100 fils.

Coins are in the following denomination: AED 1, 50 fils and 25 fils.

Notes or bills are in the denomination of AED 5, 10, 20, 50, 100, 200, 500 and 1,000.

An online currency converter is available at: <https://www.xe.com/currencyconverter/convert/?Amount=1&From=USD&To=AED>

Transfers can be made easily as there is no exchange control and the Dirham is freely convertible. Banking hours are generally Saturday to Thursday, 8am - 1pm (some banks also keep later hours). Some banks have small branches based in malls, which are open in the evening. Most banks operate ATMs, which accept a range of cards. Most ATMs, although linked to a specific bank, are part of a central network so visitors are able to withdraw money with a bank card for a nominal charge. Common systems accepted around Abu Dhabi include American Express, Cirrus, Global Access, MasterCard, Plus System and VISA. ATMs can be found in all shopping malls, major supermarkets, most petrol stations and the airport. For international cards, the exchange rates used in transactions are normally competitive and the process is faster and far less hassle than using traditional travellers' cheques.

For more information on the cost of living in Abu Dhabi: <https://www.numbeo.com/cost-of-living/in/Abu-Dhabi?displayCurrency=USD>.

1. **Communications**

The UAE's country code is +971.

For calls to the UAE dial: 0011 + 971 + area code + telephone number.

1. **Language**

The official languages of the UAE are Arabic and English.

1. **Electricity**

All power sockets in United Arab Emirates (UAE) provide a standard voltage of 220V with a standard frequency of 50Hz. Power outlets and plugs of types C, D & G are commonly used in the UAE.

1. **Emergency contacts**

In case of an emergency, you can call the following numbers while anywhere in the UAE:

 999 for Police

 998 for Ambulance

 997 for Fire Department (Civil Defence)

 996 for Coastguard

 911 for electricity failure

 922 for water failure.

1. **Notes**

The Administrative Arrangements are not final until stated otherwise.

Bali Process Regional Meeting of the Global Forum on Migration and Development

**25 March 2020**

**Abu Dhabi, United Arab Emirates**

Registration Form

**\*\*\*\*\*\*\*\*\*\*\*\***

**Part A: Delegate Information**

Please enter your details exactly as they appear on your passport.

|  |  |
| --- | --- |
| **Participation Role** |  **[ ]  Head of Delegation [ ]  Delegate**  |
| **First Name**  |  |
| **Last Name** |  |
| **Nationality** |  |
| **Preferred Name on Badge** |  |
| **Official Designation**  |   |
| **Organization** |   |
| **Country** |  |
| **Office Phone**  |  |
| **Mobile**  |  |
| **Mobile where you can be reached while in Abu Dhabi**  | **[ ]  WhatsApp [ ]  Viber** |
| **Email Address** |  |

**Please kindly complete your passport particulars and provide a scanned copy of your passport. Kindly note that delegates are responsible for their own visa arrangements.**

|  |  |
| --- | --- |
| **Passport Number** |  |
| **Passport Type: Ordinary/ Official /Diplomatic** |  |
| **Issued Date**  |  |
| **Expiry Date** |  |

**Part B: Flight Details:**

|  |  |
| --- | --- |
| Date/time of arrival: | Flight number: |
| Date/time of departure: | Flight number: |

**Part C: Accommodation Details:** Accommodation, pending availability, can be booked at your cost at the **Etihad Towers Hotel** upon confirmation of attendance. A special link or contact details will be provided for bookings upon request and return of this registration form. The rate for the Bali Process self-funded delegates is tentatively AED 650 net (USD175 approximately) for a single room including taxes and breakfast included.

Please note that incidental costs incurred for the use of mini-bar, telephone, laundry and any other hotel services will be the responsibility of the occupant.

**Part D: Dietary Requirements:** Please indicate any dietary requirements:

**[ ]  None [ ]  Vegetarian**

**[ ]  Halal [ ]  Others, please indicate: .......………………**

**Please return completed form no later than 28 February 2020 to:** support.unit@gfmd.org

