



Arab Inter-Parliamentary  
Union



Hashemite Kingdom of Jordan  
House of Representatives



## 29<sup>th</sup> Conference Of the Arab Inter-Parliamentary Union

“Jerusalem is the eternal capital of Palestine”

The Hashemite Kingdom of Jordan – Amman  
March 03-04, 2019

## Organizational Information

### 1. The Conference Venue

The 29<sup>th</sup> conference will be held at Fairmont Amman Hotel.

### 2. Reception and Transportation

The delegations participating in the Conference will be received at the airport. The Jordanian Parliamentary Group will ensure the receiving of the participating delegations and will take the necessary arrangements for their departure; to and from the airport, hotel, meeting places, and official events venues.

### 3. Registration and Information Desk

A Registration and Information Desk shall be placed at the conference venue. The participating delegations are required to register upon arrival in order to get a folder of documents including the personal identity badges, general information, and invitations to attend official events.

Participants are requested to fill out the attached participation form and submit it to the Secretariat of the Jordanian National Parliamentary Group and to the General Secretariat of the Arab Inter-Parliamentary Union, before **15/02/2019** (for organizational needs) on the following addresses:

Secretariat of the Jordanian Parliamentary Group	General Secretariat of the Arab Inter-Parliamentary Union
King Hussein Street- Al Abdali region Amman – The Hashemite Kingdom of Jordan POB: -11101 Amman Tel: 00 962 6 5635 100/ 200 Cell: 00 962 795546566 Fax: 00 962 6 5685970 Email: Arabipu.Amman@Representatives.jo	Al Maarad Street – Port of Beirut region Beirut – Republic of Lebanon House of the Parliament - Nejmeh Square POB: 2011-8403 Tel: 00 961 1 985 960/ 1,2 Fax: 00 961 1 985 963 Email: info@arabipu.org arab.ipu@gmail.com

### 4. Entry Procedures to Jordan

The Jordanian Authorities will facilitate the granting of visas for the delegations' members, either from Jordanian Embassies in the concerned countries or at the airport of destination for the delegations whose countries do not have a Jordanian Diplomatic Representation.

### 5. Distribution of documents

The working documents shall be distributed in the meeting halls to the participating ladies and gentlemen, and they may obtain additional copies from the place assigned for this purpose next to the meeting halls.

### 6. Photocopying services

For facilitation purpose for the members of the delegations, a space will be provided to photocopy documents during the Conference.

## **7. Security Precautions**

The participating delegations are required to carry their badges during the entire period of the Conference meetings and during the official events.

## **8. Health Services**

The Jordanian Parliamentary Group will ensure a medical unit at the venue of the Conference, to provide first aid services when necessary.

## **9. Currency Exchange**

The currency in use in Jordan is the Jordanian dinar. Delegations can exchange and transfer money at the exchange offices at the hotel and banks.

The currency exchange rates on March, 2019 are as follow:

- US \$ 1: 0.71 JOD
- 1 euro: 0.81 JOD
- 1 pound sterling: 0.92 JOD

## **10. Weather Conditions**

Amman city is characterized by a mild climate during the day and relatively cold at night in March.

## **11. Hotels Accommodation**

The Jordanian Parliamentary Group has chosen several hotels for the accommodation of the delegations participating in the Conference, on the basis of preferential rates. Thus, the participating ladies and gentlemen are required to fill out the reservation form and send it directly to the hotel. A copy of this form shall be sent to the secretariat of the Jordanian Parliamentary Group and the General Secretariat of the Arab Inter-Parliamentary Union before **15/02/2019** (for organizational needs).

Participants at this conference shall pay the hotel accommodation fees.

Kindly find attached the addresses of the hotels with the detailed prices.