



Kingdom of Morocco



Parliament



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Regional seminar on “The evolving relationship between citizens and parliaments in the Arab world”

Rabat (Morocco), 5-6 June 2013

Logistical Arrangements

Dear Participants,

We welcome your participation in the Regional Seminar, which will take place in **Rabat, Morocco, on 5 and 6 June 2013** and are pleased to provide you with this logistics note.

1. Venue

The seminar will be held at the Parliament of the Kingdom of Morocco in Rabat, which is located at the following address:

PARLIAMENT OF MOROCCO
Avenue Mohamed V
P.O. Box 432, Rabat,
Morocco
Tel. +212 5 37 67 96 03/04
Website: <http://www.parlement.ma/en/>

2. Registration

All participants must register for the Seminar by completing the attached registration form and returning it by e-mail to: mounjid@parlement.ma and Hamza.fqihberrada@gmail.com or by fax to +212 537 65 93 82 **by 20 May 2013 latest.**

Please note that a maximum of two delegates per parliamentary chamber is allowed for this Seminar.

3. Accommodation

All participants will stay at the *Sofitel Jardin des Roses* Hotel, where a block reservation has been made.

Sofitel Rabat *Jardin des Roses*
Avenue Mohamed V
P.O. Box 450 – Souissi 10000, Rabat,
Morocco
Tel. +212 537 67 56 56
Website: H6813@sofitel.com

Room rates are US \$ 270 per night (UN exchange rate for May: USD 1 = 8.517 MAD).

Please note that accommodation costs are to be borne by participants.

Ground transfers between the hotel and the Parliament will be provided.

4. Check-in and Check-out Times

Check-in time is usually 3 p.m. However, participants arriving in the morning should inform us so we can notify the hotel and arrange for them to have their room available before 3 p.m.

Check-out time is 12 noon. Hotel porters will arrange to keep your luggage until your departure that day.

5. Arrival and Departure

Participants should make every effort to arrive on 4 June 2013 and depart on 7 June 2013.

6. Meals

Breakfast is served at the hotel between 6.30 and 10.30 a.m. Lunch will be provided at the Parliament for the duration of the Seminar. An official dinner will be organized on 5 June.

7. Internet Access

The hotel offers complimentary high-speed, wireless Internet access in the rooms and lobby.

8. Airport Transfers

Casablanca International Airport is 110 km from the centre of Rabat, where the hotel is located. Travel time between both locations is approximately 90 minutes. Rabat Airport is 11 km from the city centre. Expected travel time is 30 minutes. Further information on airports in Morocco is available at: <http://www.onda.ma/onda/an>

Where possible, participants are encouraged to fly directly to Rabat-Salé to reduce their travel time.

Airport transfers of participants will be provided. Participants are therefore required to send us a copy of their flight itinerary along with their registration form.

9. Visas

Travellers with a national passport need to contact the Moroccan Embassy in their country of residence to check whether they need a visa to enter Morocco and obtain it directly if necessary. Visas are not required for holders of a UN laissez-passer.

Visas may be issued at the airport upon arrival, but **only in cases where there is no Moroccan diplomatic representation in the traveller's country of residence**. The UNDP Country Office in Morocco may be able to assist with visa formalities but will need to receive a copy of the relevant passport details and arrival time.

10. Local Transportation

For getting around Rabat, small blue-coloured taxis are available and can be flagged down on the street. They usually use a meter but in general the fare does not exceed MAD 50 = US \$ 6.

11. Currency

The Moroccan currency is the dirham, which is divided into 100 centimes. The UN exchange rate for May is USD 1 = 8.517 MAD.

Bank notes are issued in the following denominations: 200, 100, 50, 25 and 20 and the following coins are used: 10, 5, 2, 1, 0.5, 0.2 and 0.1.

Bringing Moroccan dirhams into the country or taking them out of Morocco is prohibited by law. Hard currency and Traveller's Cheques can be changed at the airport, at hotels, bureaux de change and banks. You are advised to always keep the receipt of all exchange transactions as you may be asked to produce them when converting dirhams back into US dollars before leaving Morocco. A rule of thumb is not to exchange too much money in one go.

Bank hours:

- Monday – Thursday:
8.30 a.m. to 3.30 p.m.
- Friday:
8.30 a.m. to 3.45 p.m.

Credit cards:

Major credit cards are accepted in most hotels, shops and restaurants. There are ATMs in all of the major cities throughout Morocco.

12. Voltage



The voltage in Morocco is 220 volts. Electrical outlets take one type of plug with two round-pronged European-style pins. If you travel to Morocco with a device that does not take 220 V, you will need a power converter. Although most computers automatically detect and switch to any voltage between 100 and 240 V, participants

may wish to ensure that their equipment is compatible before travelling to Rabat. If your computer does not carry the right plug, you will also need to bring an adapter.

13. Climate

The weather in Rabat in May is usually pleasant. During the day the temperature tends to fluctuate between 20°C (68° F) and 27°C (81° F), but it may get chillier at night. You are advised to bring a jacket or a sweater.

Closer to your travel date, you may wish to consult the following link for weather updates:

<http://www.weather.com/weather/today/Rabat+Maroc+MOXX0007>

14. Focal Points

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