



## Seventh TEPHINET Global Conference Details

Dear Participant,

We are pleased to provide you with the following information regarding the arrangements for the upcoming global conference.

### 1. Conference Venue

The Royal Convention Centre (RCC)  
Le Meridian Hotel  
Amman, Jordan

2. **Accommodation:** Accommodation is arranged at the Le Meridian Hotel, Amman and Regency Palace, Amman as a secondary option if Le Meridian is full. The properties are side by side, and across the street from the Convention Centre. Preferential rates have been negotiated for delegates. To secure your accommodation at these rates, you must book through the online registration form (<http://conferences.tephinet.org/tephinet-2012-conference-registration>)

### 3. Contacts

For inquiries about registration and arrangements in Amman, please contact **Arab Organizers:**  
Arab Organizers Co.  
Amman | Jordan  
Tel./ 0096 2 6 5539771  
Fax./ 0096 2 6 5510090  
Email: araborganizersjo@gmail.com / araborganizers@index.com.jo  
[www.araborganizers.com.jo](http://www.araborganizers.com.jo)

4. **Language:** The conference will be held in English.

### 5. Registration, Opening session and closing ceremony

The registration will take place at RCC on November 10 between 8:00am and 5:00pm

The conference will begin on Saturday November 10 at 19:00 pm with the opening sessions. The conference will end at 03:00 pm on Thursday November 15<sup>th</sup>.

6. **Working days and hours:** Working days are indicated on the conference program (see <http://conferences.tephinet.org/global-2012/program>). The meeting will be held from 09:00am to 5:00pm with short breaks for refreshments in the mornings and afternoons and an hour break for lunches every day from 1:00 to 2.00 pm. **Smoking is not allowed in the conference sessions.**

### 7. Meals

- Breakfast is included in the hotel rate

- Lunches are included in the conference package. Delegates will therefore only need meal per diem for dinners on the remaining nights.

8. **Exchange rate:** Local currency is Dinar (JOD). Currently the rate is US\$1 = 0.708 JOD

9. **Visas:** Please check this website for information on visa requirements:

<http://www.visitjordan.com>

The conference organizing company offers to facilitate your visit to Jordan by providing you with entry visa if required. Please visit [www.visitjordan.com](http://www.visitjordan.com) to check if your country requires a pre-issued visa to enter Jordan. You can submit your visa request at <http://www.visitjordan.com>

If you needed a visa before your arrival, please send a copy of your passport to Arab Organizers [araborganizersjo@gmail.com](mailto:araborganizersjo@gmail.com) or Fax: +962 551 00 90. The subject of the email should be VISA REQUEST – NAME, LAST NAME.

Note: Please note that you must send this information **by October 9th** in order to allow enough time for processing.

## 10. Transportation to the hotel and meeting venue

From Queen Alia International Airport: Transfers will be provided from Queen Alia International Airport to the hotel. Please complete your flight details on the registration form (on the conference website <http://conferences.tephinet.org/tephinet-2012-conference-registration>). You will see a TEPHINET Conference sign as you come into the International Arrivals Terminal.

Return Travel arrangements. Transfers will be provided from the hotel to Queen Alia International Airport. Please complete your return flight details on the registration form.

11. **Climate:** In November, the temperature in Amman ranges between 15 to 20 degrees Centigrade.