



UNESCO WORLD CONFERENCE ON **CULTURE & ARTS** **EDUCATION**

13 – 15 FEBRUARY 2024
ABU DHABI, UNITED ARAB EMIRATES
ABU DHABI NATIONAL EXHIBITION CENTRE

LOGISTICS NOTE

General Information

MEETING VENUE

- [Abu Dhabi National Exhibition Centre – ADNEC](#) (see Annex 1. Map of the Abu Dhabi National Exhibition Centre – ADNEC) ([ADNEC 360 VIRTUAL TOUR](#))
- Address:
 - Al Khaleej Al Arabi Street
 - Al Rawdah Al Ma'arid
 - Abu Dhabi
 - United Arab Emirates
- 24/7 Telephone support:
Within UAE: 800 23 632; International: 00971 2 444 6900
- The reception desk of the World Conference will be open on 12 February from 1 pm – 7 pm and throughout the days of the Conference, days 13-15 February from 7 am – 7 pm at the Atrium.
- Contacts:
 - smanning@dctabudhabi.ae for logistical inquiries related to the city, venue, local transport, visas and entry into the country, accommodation, security, medical aid, etc.
 - WCCAE2024@unesco.org for inquiries related to the programme, registration, participation, etc.

WEBSITE OF THE WORLD CONFERENCE ON CULTURE AND ARTS EDUCATION

www.unesco.org/en/wccae2024

WORKING LANGUAGES

- Simultaneous interpretation of the plenary sessions and the ministerial thematic sessions will be ensured in the six UN official languages: **Arabic, Chinese, English, French, Russian** and **Spanish**.
- Side events at the World Conference will be held mainly in **English**. However, simultaneous interpretation in/from other languages may be provided upon the request of side event organizer(s).

WORKING DOCUMENTS

- The working documents of the World Conference will be available in six UN official languages and will be published online on the dedicated website of the World Conference.
- In line with [UNESCO's Environmental Sustainability and Management Policy](#), there will be no hard copies of the working documents except upon request.

Registration and Accreditation

REGISTRATION

- All the participants to the World Conference are strongly advised to register **no later than 11th February 2024**

- Online registration link: <https://unesco.evsreg.com/>

CONFIRMATION OF DELEGATIONS BY MEMBER STATES AND ASSOCIATE MEMBERS THROUGH NOTE VERBALE

- The composition of the delegation by each Member State or Associate Member is limited to five (5) persons, including the Minister(s) as Head(s) of the Delegation.
- The composition of the delegation shall be communicated prior to the World Conference to ensure official accreditation of all members *via a Note Verbale*, which should be addressed to the UNESCO Secretariat at WCCAE2024@UNESCO.ORG.

OFFICIAL ACCREDITATION

Press

- Press and media are invited to equally register to the World Conference through the dedicated online registration platform under the category “Press”.
- Please note that online registration does not signify automatic validation. Access to the venue of the Conference may be granted only upon the confirmation email.

Security personnel

- In the case where accreditation of security personnel is required, the Host Country must be notified through a *Note Verbale* or by email to the UNESCO Secretariat at WCCAE2024@unesco.org.
- Security personnel, once granted access to the Conference, should also register themselves through the online registration platform and select category “Other”.

Participants other than Member States, Press and Security

- Participants other than Member States, press and security are invited to equally register in the World Conference through the dedicated online registration platform.
- The registration does not signify automatic validation. Access to the venue of the Conference may be granted only upon the confirmation email.

BADGES TO THE WORLD CONFERENCE

- Badges may be obtained at the reception desk of the World Conference located at the atrium area in ADNEC venue, on 12th February from 1 pm – 7 pm and on event days 13-15th February from 7 am – 7 pm.
- Badges are personal and non-transferable. Proof of identity will be requested when collecting the badge.
- Participants must wear their badges at the conference venue at all times.

In case of theft or loss of the badge, the reception desk of the World Conference must be notified immediately, and ADNEC Security staff, or call 00971 24064444 (control room).

VISA AND ENTRY INTO THE COUNTRY

- Participants who need a visa for entry into the United Arab Emirates are invited to contact the embassies or consulates of United Arab Emirates in their countries, or travel agents for visa requirements before their departure.

- For entry into the country, it is the responsibility of all participants to complete all immigration procedures as required by the United Arab Emirates.
- If the travel to the United Arab Emirates involves a stopover via a third country, it is the sole responsibility of the participants to be familiar with the visa requirement of the country of transition and to make the arrangement themselves accordingly

Transport, Accommodation and Meals

WELCOME AND ORIENTATION DESK AT AIRPORT

- The Experience Abu Dhabi desk at the Abu Dhabi International Airport is available to facilitate the arrival and departure of the participants, which is located at the Arrivals Hall and shall be open 24 hours, between 12 and 16 February 2024.

LOCAL TRANSPORT PROVIDED BY THE HOST COUNTRY

Dedicated transport for Ministers as Heads of Delegations

- The Government of the United Arab Emirates will offer courtesy transport for the Ministers as Heads of Delegations of the Member States, Associate Members and Observers States of UNESCO. To be availed of this service, the Delegations will need to notify the information on the arrival and departure through the online registration form or contact the Host Country at cultureprotocol@dctabudhabi.ae
- In the event that the diplomatic representation of the invited country provides the transport to its Delegates, it will be appreciated that the Government of the United Arab Emirates is equally informed of this arrangement at: cultureprotocol@dctabudhabi.ae

Shuttle Bus Service for participants between the Airport and the officially recommended Hotels

- A shuttle bus service between the airport and the officially recommended hotels is made available to all the participants. The shuttle bus service will run at a 1-2-hour intervals, and based on flight arrivals/departures.
- Participants who wish to use the complementary shuttle service should advance to the Experience Abu Dhabi desk, presenting the validation email on their registration to the World Conference.
- The list of officially recommended hotels where the shuttle bus service is extended to may be found in Annex 3.
- The cost of using all other transport, including public transport and private taxi, to the recommended hotels or to the hotels of choice by participants is to be borne by participants themselves.

HOTELS RECOMMENDED BY THE HOST COUNTRY

- The Host Country recommends a list of hotels in the vicinity of the conference venue, which could be found in Annex 3.
- Participants are responsible for booking their own accommodation and for all expenses incurred during their stay in Abu Dhabi.

MEALS

- Coffee breaks & lunch will be provided for all registered participants.

- A welcome event will be organized by the United Arab Emirates for all participants in the evening on 13 February 2024 at the conference venue. Details of this will be available at the reception desk at the time of registration to the conference.

Meeting venue

SPACES FOR THE WORLD CONFERENCE

Plenary Sessions

- The room for the Plenary Sessions (Opening and Closing) will be in Hall 2/3, with capacity for up to 3000 people.
- Live retransmission will be available in Halls 4C and 4D as well as through the dedicated website.

Ministerial Thematic Sessions

- Two (2) ministerial thematic sessions will take place in parallel, and rooms are Halls 4A and 4B, each with capacity for 600 participants.
- Given the constraints of the capacity of the venue, participants who plan to attend the Thematic Sessions are advised to arrive punctually and, if possible, a little earlier.
- Live retransmission will be available in Halls 4C and 4D as well as through the dedicated website.

Side Events

- A number of side events will take place in parallel in conference rooms B1, B2, B3 (ground floor), and conference rooms CS 1 and CS 5 (first floor).
- Each room has varied capacity between 50 and 200. It is recommended that participants who wish to attend arrive on time and, if possible, a bit earlier.
- **IMPORTANT:** For security reasons, please note that luggage (travel bags) is not allowed inside the venue. The Abu Dhabi National Exhibition Center does not offer a cloak room facility.

OTHER MEETINGS ROOMS FOR UNESCO MEMBER STATES AND ASSOCIATE MEMBERS

Bilateral Meeting Rooms

- 4 Rooms for bilateral meetings will be available, with capacity for 12 or 22 people, between the 13 and 15, from 10 a.m. to 6 p.m., for sessions each up to 60 minutes. Reservation is mandatory, and subject to availability.
- Reservations may be made by the representatives of Member States and Associate Members at the dedicated set situated in front of Hall A.

Multilateral Meeting Room

- A room for Multilateral meetings – regional, electoral group or interregional - will be available at Capital Suite 3, first floor, with capacity for up to 40 people, from 10 a.m. to 6 p.m., for sessions of each up to 90 minutes. Reservation is mandatory and subject to availability.
- Reservations may be made by the representatives of Member States and Associate Members at the dedicated set situated in front of Hall A.

VIP LOUNGE

- A dedicated lounge, equipped with internet access and coffee service, will be arranged for the use of Heads of delegations and other VIP participants during the Conference.

MEDIA CENTRE

- A media centre will be set up during the World Conference. It shall be equipped with computer service, internet access, and live retransmission of the plenary and ministerial thematic sessions of the Conference. It is located on the first floor.
- Access to the media centre will only be granted when presenting the badges issued to the Press and Media.

MEDICAL SERVICE

Medical services are available within ADNEC clinic which is located by hall 7.

- **Hospital emergency numbers**

Emergency number

Police dial 999

Nearby Hospitals

- Burjeel Medical City
 - 28th Street - Mohamed Bin Zayed City - Abu Dhabi
 - 80023
- Medeor 24x7 Hospital
 - Al Falah St - Al Danah - Zone 1 - Abu Dhabi
 - 80055
- Sheikh Khalifa Medical City
 - Al Karamah St - Al Manhal - Al Tibbiya - Abu Dhabi
 - 0097128190000
- Cleveland Clinic
 - 59 Hamouda Bin Ali Al Dhaheri St - Al Maryah Island - Abu Dhabi Global Market Square - Abu Dhabi
 - 80082223

For more information about healthcare in the United Arab Emirates, or for health advice, visit www.doh.gov.ae.

INTERNET & PRINTING SERVICES

- Free Wi-Fi will be provided at the meeting venue. Connection information will be provided upon registration at the venue.
- The Government of the United Arab Emirates encourages paperless initiatives when and where possible. Therefore, onsite printing will be limited but available upon request on Conference Room B-Organisers Office.

OTHER USEFUL INFORMATION

- **Time zone:** Abu Dhabi time: GMT+4
- **Official language:** Arabic. The use of English is also frequent.
- **Official Currency:** United Arab Emirates Dirham (AED).

- **Exchange rate:** 1.00 USD = 3.67 AED; 1.00 EUR = 4.00 AED., as of November 2023

It is recommended to make the currency exchange upon arrival in the country.

Credit cards issued through Visa, MASTERCARD, American Express and other international card associations are widely accepted by banks and hotels in the United Arab Emirates.

- **Banking services**

ATMs are available within the conference venue in the Grandstand area, adjacent to Hall 8 and adjacent to the ICC.

- **Telephone dialing**

The telephone code for the United Arab Emirates is +971.

Landline number of Abu Dhabi begins with 02.

Local calls: +971 + 02+(phone number)

International calls: 00 +(country code) +(phone number).

- **Weather:** The temperature in Abu Dhabi in February ranges between 16° and 25°C (61 – 78°F).

- **Water**

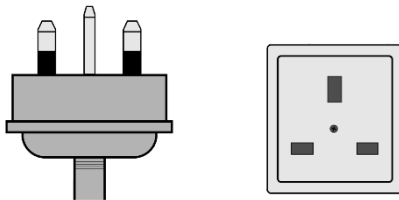
Tap water is safe for shower in Abu Dhabi.

- **Electric Current:**

Voltage: 230 V

Frequency: 50 Hz

Plugs: Type G standard socket can be used in the United Arab Emirates, while other types will require an adapter.



- **Travel Insurance**

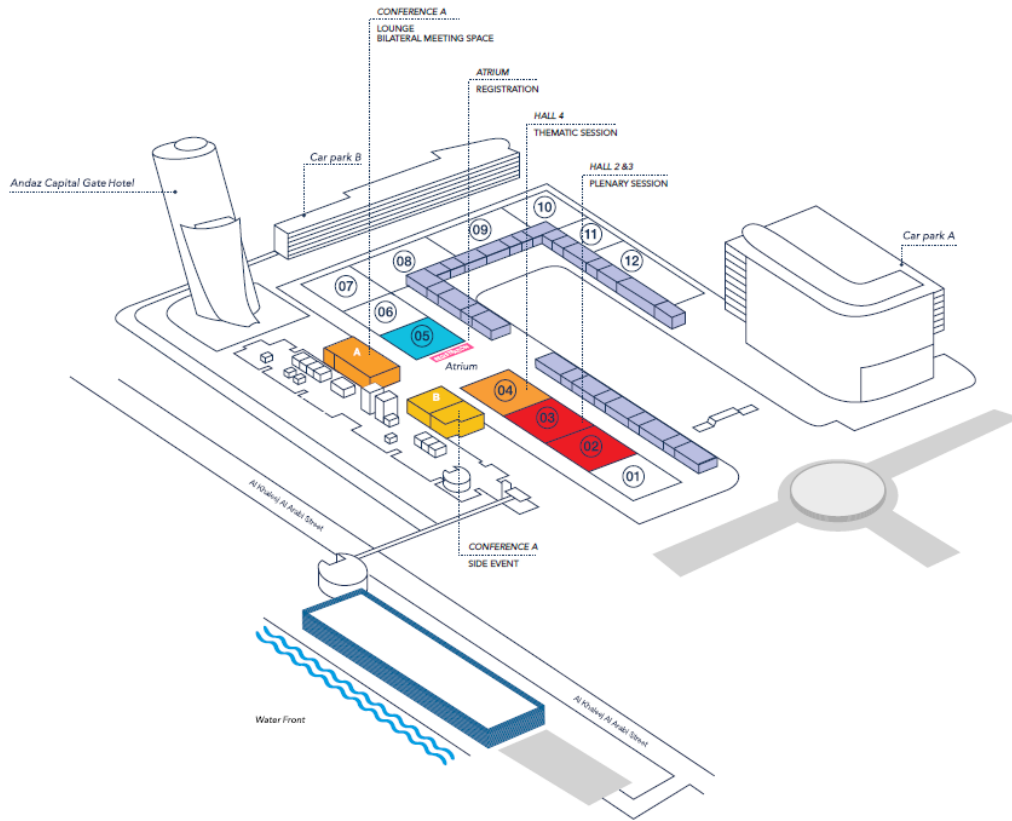
First-aid services will be provided at the meeting venue. Directions to the first-aid room can be obtained from the reception.

However, **you are expected to assume responsibility for the medical costs received while in the United Arab Emirates.** Participants are strongly recommended to obtain health insurance and accidents coverage for their travel and stay in the United Arab Emirates prior to their departure.

Neither UNESCO nor the United Arab Emirates will cover expenses in case of accidents or medical emergencies.

ANNEX 1. MAP OF THE ABU DHABI NATIONAL EXHIBITION CENTRE – ADNEC

VENUE MAP



ANNEX 2. LIST OF THE EMBASSIES OR CONSULATE OF THE UNITED ARAB EMIRATES

UAE embassies abroad

<https://www.mofa.gov.ae/en/missions/uae-missions-abroad>

UAE consulates abroad

<https://www.mofa.gov.ae/en/missions/uae-missions-abroad>

Ordinary Passport holders can check if they require a visa.

For more information on visas, you can consult the following links:

<https://u.ae/en/information-and-services/visa-and-emirates-id/do-you-need-an-entry-permit-or-a-visa-to-enter-the-uae/visa-on-arrival>

Visas and requirements to visit the United Arab Emirates (Arabic).

<https://u.ae/ar-ae/information-and-services/visa-and-emirates-id/do-you-need-an-entry-permit-or-a-visa-to-enter-the-uae/visa-on-arrival>

Visas and requirements to visit the United Arab Emirates (English).

<https://u.ae/en/information-and-services/visa-and-emirates-id/do-you-need-an-entry-permit-or-a-visa-to-enter-the-uae/visa-on-arrival>

Annex 3. LIST OF RECOMMENDED HOTELS

- o Aloft Abu Dhabi
- o Andaz Capital Gate
- o Pearl Rotana
- o Centro Capital Centre
- o The Ritz Carlton Abu Dhabi
- o Park Rotana
- o Anantara Eastern Mangroves
- o Grand Millenium Al Wahda
- o Fairmont Bab Al Bahr
- o Le Royal Meridien Abu Dhabi
- o Grand Hyatt Abu Dhabi
- o Marriot Hotel Downtown Abu Dhabi