



# **General Instructions and Guidelines for IPW 2019**

**MUSCAT – OMAN  
13-16 October 2019**

## **1. Introduction**

### **1.1. General**

This document is intended to provide a quick and easy guidance for the attendees of IPW 2019 in Oman. The general instructions and admin guidelines are provided to assist the visiting delegations with certain information needed during the visit.

### **1.2. Queries**

Any queries, clarification or questions in relation to the content of this guideline can be directed to the Secretariat of IPW Oman 2019. Contact details are as follow:

E-mail: [oman-ions@mod.gov.om](mailto:oman-ions@mod.gov.om) & [omsc@mod.gov.om](mailto:omsc@mod.gov.om)

Telephone: +968 24 303251/ +968 24303321

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## **2. General Information**

### **2.1. Date**

The IONS preparatory workshop will be held on 13-16 October 2019.

### **2.2. Venue**

Grand Millennium Hotel

### **2.3. Weather**

The average temperature forecast in October is 25° C minimum and 35°C maximum.

### **2.4. Dress**

The attendees are required to participate in IPW 2019 in Military uniform (Military daily uniform) as shown below:



**2.5. Time Zone**

Muscat's time zone is (GMT+4).

**2.6. Language and Interpretation Arrangements**

The formal language of the IPW 2019 will be English.

**2.7. Attendees Bio Data**

The attached form is to be duly completed and sent to Maritime Security Centre not later than 01 August 2019. (Appendix 1).

### **3. Before Visiting Sultanate of Oman**

#### **3.1. Visa**

All delegations will require a valid passport and a visa to enter Oman. It is the responsibility of the delegations to arrange the appropriate visa through authorities and officials in charge. Delegations are encouraged to contact their Embassy or High Commission in Oman to determine their exact requirement.

#### **3.2. Delegations Flight Details**

Flight details of delegations are required to be sent to Maritime Security Centre at the proper time in order to arrange reception at the Airport.

## **4. Arrival in Sultanate of Oman**

### **4.1. Timing**

Maritime Security Centre anticipates all delegations to arrive on Sunday 13 October 2019 before 1500 hrs. In order to attend the welcome dinner. (Kindly be informed that it is approximately 20 minutes trip from Muscat International Airport to Grand Millennium Hotel)

### **4.2. Transportation**

Maritime Security Centre shall provide transportation as per the scheduled program in Muscat. Furthermore, you are kindly requested to inform the Maritime Security Centre of the flight details through the announced contact details, in order to arrange transportation for your arrival and departure.

### **4.3. Airport Affairs**

On arrival at the airport, the delegations will be met by Maritime Security Centre officer at final gate with delegation name presented.

### **4.4. Liaison Officer**

Delegation Liaison Officers will assist delegations during their stay in Muscat.

### **4.5. Transportation to Grand Millennium Hotel**

The liaison officers shall accompany delegations and transport them to Grand Millennium Hotel.

### **4.6. Unannounced Flights**

Failure to inform Maritime Security Centre of your flight details will lead to inability to provide the above.

## **5. Accommodation**

### **5.1. Hotel**

In order to accommodate the guests, Maritime Security Centre has chosen Grand Millennium Hotel in Muscat and booked rooms for each head of delegation and one accompanying officer (2 Officers only).

### **5.2. Expenses**

Maritime Security Centre has organized and paid all expenses of the rooms for two members (head of the delegation and one accompanying officer) for 3 nights from 13 to 16 October 2019. In case of special occasions (changes in flight details or other reasons), if the delegation requires to stay extra days, either at arrival or departure, they will need to organize the reservations and send the relevant information to the IPW Secretariat in Oman. In such cases, the extra payment is to be made by the delegation.

### **5.3. Check in & Check out**

Please note that check-in time is 1400 hrs, and Check-out time is 12:00 hrs.

### **5.4. Hotel Services**

Hotel rooms cover the common services (internet access, gym court, swimming pool, tea and coffee in the room). Other expenses must be paid by the guests upon checking out.

### **5.5. Meals Expenses**

During the IPW 2019, Maritime Security Centre shall pay the expenses of all main meals for all delegations in accordance with the IPW 2019 schedule.

### **5.6. Payment Method**

The hotel will request a (cash / credit card) to pay expenses other than expenses paid by Maritime Security Centre. In addition, the hotel will take a credit card pre-authorization from each room as a payment guarantee for incidentals.

### **5.7. Medical Expenses**

Any special medical expenses and medical insurance during the stay in Oman will be the responsibility of the delegations.

### **5.8. Electricity**

The sockets have three pin contacts.

### **5.9. Telephone Service**

Mobile SIM cards can be bought at the airport on arrival or from Muscat Grand Mall, which is connected to Grand Millennium hotel, at delegation own expenses.

### **5.10. Dialing**

- a) Local calls: dial the number directly. (You can call mobile phone numbers the same way)
- b) International calls: dial the international direct dial access (00) plus country code

## **6. Schedule of IPW 2019**

### **6.1. Schedule**

The schedule for IPW 2019 will be provided by 14 August 2019.

## **7. Departure**

### **7.1. Departure Details**

The delegations will leave the hotel on Wednesday 16 October 2019 by 1200 hrs, the date by which the booking time of the rooms ends.

Notice: If the delegations wished to stay in Oman after the IPW 2019, not only they would have to pay for their stay, but they also have to coordinate it through other official and diplomatic channels, and inform the IPW 2019 Secretariat beforehand. Please note that, this is the responsibility of the delegation and their diplomatic representation.

### **7.2. Going to the Airport**

The delegations need to be at the airport at least three hours before their departure time plus 20 minutes for transportation to airport.

### **7.3. Transportation to the Airport**

Delegations will be transported to the Muscat International Airport by Maritime Security Centre transportation.