



Anna Lindh Euro-Mediterranean Foundation for the Dialogue between Cultures
Fondation Euro-Méditerranéenne Anna Lindh pour le Dialogue entre les Cultures

مؤسسة أناليند الأورو-متوسطية للحوار بين الثقافات

PRACTICAL INFORMATION

To be read carefully by the participants selected to attend :

**The Euro-Mediterranean Seminar on
How to Use New Developed Material on Religious Diversity
In Amman, Jordan
27-29 June 2007**

Agenda of the seminar

A provisional Agenda will be sent to you in the next days proposing a programme on 3 working days, from 9.00 to 18.00. In any cases, the final Agenda may be subject to changes and adjustments decided by the team of trainers in function of the regular evaluations and feed-back from the participants.

Working language

The working languages of the training course will be **English**.

Venue

The course will be held at the **Conference room of the Bellevue Hotel of Amman** where non Jordanian participants will also be lodged.

Participants

The training seminar will be attended by about 35 teachers, teacher trainers or education professionals, all members of one of the 37 Anna Lindh national networks.

Travel information – important notice

Travel by air (participants from all countries except Palestine and Syria):

A flight ticket has been reserved by our Travel Agent, Thomas Cook Egypt, and its details sent to you by email. Upon your confirmation on the flight details, the ticket will be issued and sent to you.

In case of late cancellation or modification by the participant that implies cancellation or modification fees, these fees will be imputed to the participant according to cancellation and modification rules of Thomas Cook.

Please keep your boarding passes (return ticket) and any important document that will be given to you during your journey. They will be collected by Ms Fanny Durville at your arrival in Amman and you also will be asked to send the original of your boarding pass of your return flight to the Anna Lindh Foundation Headquarters in Alexandria after the seminar.

If you need to travel from your residency to the departure airport in your country, please keep all the invoices of your transportation and hand deliver them to Ms Fanny Durville in Amman in order to be reimbursed. Note that reimbursement will be done on the basis of the most economical option to travel. This means that if there are trains and metro transportation to the airport, they have to be preferred to taxis.

Travel by land (Palestinian, Syrian and Local Jordanian Participants):

Participants from Palestine and Syria as well as local Jordanian participants non living in Amman are kindly invited to arrange their own travel to reach Amman by Bus, taxi or even by their own private cars according to the most practical and economical option for them. Please note that all invoices must be kept and hand delivered to Ms Fanny Durville in Amman in order to be reimbursed.

VISA Issues

A list of your names and nationalities has been provided to our counterpart in Jordan in order to facilitate the delivery of the Visas at the airport for the nationals who do not need to get a visa prior to their arrival. Please make sure that you are in possession of a valid passport.

For the participants who need a Visa prior to their arrival in Amman, they must have undertaken the necessary arrangements before traveling, as specified in the invitation letter.

Meet and assistance in Amman:

Participants traveling by plane and landing at Amman International Airport will be assisted at their arrival by the Hotel Bellevue team. They will be assisting participants upon their flight schedule on the most rational way. On your arrival at the airport, please pay attention to panel holders with your name, the name of the Hotel Bellevue, or even the Anna Lindh Foundation Logo.

In case of problem, you are kindly asked to contact the Bellevue Hotel:

Belle Vue Hotel and Trade Center,
2nd Circle, Jabal Amman, PO Box 840385, Amman 11184, Jordan
Tel: + 962 (06) 4616144; Fax: + 962 (06) 4637850
Ms Randa Anani, Reservation Manager, Mobile: + 962 (079) 661 0662
Email: randa.anani@bellevue.com.jo; Website: www.bellevue.com.jo

Accommodation and meals

Accommodation

Non-Jordanian participants will be accommodated in the Bellevue Hotel in Amman, in single rooms, on Bed and Breakfast basis for the nights of the 26th, 27th, 28th and 29th of June.

Jordanian participants will not have hotel room reservations. If they do not live in Amman, they will be reimbursed of their local transportation from their city of residency in Jordan to Amman at the most economical rate and upon presentation of bills and/or tickets.

Meals

For all participants – both Jordanian and non-Jordanian and during the seminar namely on Wednesday 26, Thursday 28 and Friday 29 June:

- Coffee breaks and lunches have been organized at the venue of the seminar according to the Agenda.
- Dinners have been organized outside the hotel according to the Agenda.

The Anna Lindh Foundation will cover these costs. However, note that if you decide to have dinner out of the organized schedule, it will be at your own expenses.

Participants arriving early (before 14.00) on the 26th or leaving late on the 30th (after noon) will be covered for their meals according to our agreement with the hotel (information on arrival). In case they prefer having their meals outside the agreement, it will be at their own expenses.