INFORMATION BOOKLET

4TH MEETING OF THE OIC PUBLIC EMPLOYMENT SERVICES NETWORK (OIC-PESNET)

29 February 2024 – 1 March 2024 **Marrakech, Morocco**

VENUE

Kenzi Menara Palace: Zone de l'Agdal, Bd Mohamed VI, Marrakesh 40000, Morocco
Phone: + 212 (0) 5 24 45 99 99 **Fax**: + 212 (0) 5 24 45 99 01
Web: https://www.kenzi-hotels.com/kenzi-menara-palace/
Geolocation: Please visit https://bit.ly/3UyapWw to see the detailed address of the venue.

VISA REQUIREMENTS: Please check https://www.consulat.ma/en/list-countries-whose-citizens-are-exempted-entry-visa-morocco if prior visa is required for the passport type you hold. If a visa is required for entry into Morocco and if you need any additional documentation for your visa application, please inform us as soon as possible through: training@sesric.org

ACCOMMODATION: The National Agency for Promotion of Employment and Skills (ANAPEC) of Morocco has already blocked a limited number of rooms **Kenzi Menara Palace**. ANAPEC has generously offered to provide complimentary accommodation for one (1) participant from the country for a duration of 3 nights (check-in: February 28, 2024; check-out: March 2, 2024). For those participants who wish to arrange their own accommodations, the following room rates apply:

Room Type	Nightly Rate
Single Room (B&B)*	1,300 DH
Double Room (B&B)*	1,450 DH

* *Bed and Breakfast*

If your accommodation is covered by ANAPEC, the room reservation confirmation will be provided to you by ANAPEC. Kindly let us know in case of any accompanying person or family member to share the same room with you to make the necessary arrangement. Please note that any surcharge due to the change of the room type from single to double and any other extra charges will be paid by the participant to the Hotel. You are kindly requested to follow the check-in and check-out times of the Hotel and kindly inform the Hotel in case you need extra time especially for late check-out.

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For self-paid participants, the above special rates are only valid for a limited number of rooms based on "first-come first-served" basis. The special rates may not be secured for late applications. In this respect, the self-paid participants wishing to stay at the recommended Hotel are required to complete as soon as possible the **online registration form** whose link has been indicated in the invitation note verbale.

AIRPORT TRANSFERS: Airport transfers will be provided from Marrakech Menara International Airport (RAK) to the Hotel and vice versa according to your departure and arrival times. If participants choose to make their own transportation arrangements from RAK to their respective Hotels, the Organisation Committee cannot reimburse the costs incurred. When you arrive at the RAK International Terminal, after passport control and baggage pick-up, a person will be waiting for you with ANAPEC sign at the International Arrivals Gate. It is strongly advised not to leave the airport until you meet the pick-up person. In case you cannot find the person with the ANAPEC sign, please call:

Mrs. Halima SALAK: +212 7000 28398

If you miss the transfer service provided by ANAPEC, you may also use other transportation means which can be seen on https://marrakeshairport.info/transport/airport-bus/.

THROUGHOUT THE EVENT

BADGES: Please fill out the sign-in sheet and pick up your badge at the Information Desk before the Event starts. The identification badges should be worn by all participants throughout the Event. You will be guided by staff at the Information Desk to the Event Room.

LUNCH: Lunch will be served during the Event days at the Kenzi Menara Palace.

DRESS CODE: The dress code for the Event is business attire/smart casual.

WORKING LANGUAGE: The Event will be conducted in Arabic, English and French.

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DRAFT PROGRAMME & EVENT DOCUMENTS: The Draft Programme of the Event will be made available in three languages of the OIC (namely, EN, AR, and FR) at: https://www.sesric.org/event-detail.php?id=3011

BOARDING PASSES: Participants whose flight tickets are provided by the Organisation Committee should keep their boarding passes throughout their trips. Their boarding passes will be collected on the first day of the Event and return boarding passes should be sent to training@sesric.org as scanned copies upon return to their countries.

LOGISTICS

FOREIGN EXCHANGE & CREDIT CARDS: The official currency of the Kingdom of Moroccan Dirham (MAD). All payments on the territory of Morocco must be done in MAD. The local banks and exchange offices in Marrakech provide foreign currency exchange service. As it may be hard to exchange money during the Event hours due to the schedule, participants are advised to use foreign exchange facilities of the Marrakech Menara International Airport (RAK). It is also possible to use the ATMs located in banks, hotels, and large shopping malls. Major credit cards, such as Visa and MasterCard are accepted at hotels, restaurants, shops, etc. However, some restaurants and small shops accept cash payments only so it is recommended to have some cash in Moroccan Dirham with you.

WEATHER: The average temperature in Marrakech in February-March 2024 will be between 20 and 22 degrees Celsius. To avoid from any unexpected weather condition, please check the weather forecast before coming.

ELECTRICITY: Morocco operates on 220 volts, 50 Hz, with round-prong European-style plugs that fit into recessed wall sockets/points.

DIALING CODE: The international dialling code of Morocco is **+212**.

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EMERGENCY PHONE NUMBERS:

Ambulance:	150
Police:	19
Fire:	15

MEDICAL SERVICES: All participants will be responsible for payment of any medical, surgical, dental, hospital or ambulance services that they may be required in Morocco and are advised to make appropriate arrangements for insurance.

TIME ZONE: Local time is GMT +1 hours. The same time zone is used all over the country.

PRAYER ROOMS & TIMES: Praying facilities (masjid for ladies and gentlemen) will be available at the Venue throughout the Event. If requested, praying rugs and Qiblah directions will also be provided at the Hotel.

Date	Fajr	Sunrise	Dhuhr	Asr	Maghrib	Isha
28 Feb 2024	06:35	07:56	13:50	17:01	19:35	20:45
29 Feb 2024	06:34	07:55	13:50	17:01	19:35	20:46
1 March 2024	06:33	07:54	13:49	17:02	19:36	19:47
2 March 2024	06:32	07:53	13:49	17:02	19:37	19:37

PLACES TO VISIT IN MARRAKECH

Brochures including information about shopping areas, sightseeing and other hotels can be accessed via:

https://www.tripadvisor.com/Attractions-g293734-Activities-Marrakech_Marrakech_Safi.html

DIPLOMATIC MISSIONS: The contact information of diplomatic missions in Marrakech can be accessed on: https://embassies.net/morocco/marrakech

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CONTACT INFORMATION	
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