

ADVANCED TRAININGS ON HUMANITARIAN LAW AND POLICY

*Amman, Jordan
21-25 February 2010*

LOGISTICS INFORMATION

HPCR INTERNATIONAL CONTACT

For questions or concerns, please contact Eileen Tufay, HPCR International Project Coordinator, at +32 (0)2 790 88 40 or by email at pdptrainings@hpcr.org.

TRAINING VENUE

The Advanced Professional Trainings on Humanitarian Law and Policy will take place within the premises of the **Jordan Institute of Diplomacy (JID)**, at the following address:

Sixth Circle,
P.O. Box 850746,
Amman 11185, Jordan

Tel.: +962 6 593 44 00
Fax: +962 6 593 44 08



ACCOMMODATIONS

The course fee does not cover accommodations during the Advanced Professional Trainings. Participants are responsible for arranging their own accommodation and have the option to book a room at a preferred rate at the following accommodations venues close to the JID.

Bookings are to be made by the participant directly with the chosen hotel. To avail of the preferred JID rate, the participant will need to communicate (s)he is attending the Advanced Trainings on Humanitarian Law and Policy at the Jordan Institute of Diplomacy. Otherwise, the full hotel rate applies.

High-End Hotels

CROWNE PLAZA AMMAN (7 MINUTES WALKING DISTANCE FROM THE JID)

King Faisal Bin Abdul Aziz Street – 6th Circle, Amman 11195 (located on map below)

Tel.: +962 6 551 00 01

Fax: +962 6 551 00 03

www.amman.crowneplaza.com

JID Rates:

- JD 85 for Standard Single Room
- JD 95 for Standard Double Room
- Buffet breakfast IS included
- Internet is NOT included in room rate
- Not included: 10% service charge & 8% sales tax

SHERATON AMMAN AL NABIL HOTEL & TOWERS (10 MINUTES WALKING DISTANCE FROM THE JID)

5th Circle, P.O. Box 840064, Amman, 11184 (located on map above)

Tel.: +962 6 593 4111

Fax: +962 6 593 4222

www.starwoodhotels.com

JID Rates:

- JD 135 for Classic Single Room
- JD 150 for Classic Double Room
- Internet is NOT included in room rate
- Not included: 10% service charge & 8% sales tax

BRISTOL HOTEL (5 MINUTES WALKING DISTANCE FROM THE JID)

Fifth Circle, P.O. Box 142509

Amman 11844 (located on map above)

Tel.: +962 6 592 34 00

Fax: +962 6 592 37 25

JID Rates:

- JD85 net for Single Superior Room
- JD 95 net for Double Superior Room
- JD 105 net for Single Club Room
- JD 120 net for Double Club Room
- Buffet breakfast is included
- Internet is included in room rate
- Not included: 10% service charge & 8% sales tax

Mid-Level Hotels

DANA PLAZA (3 MINUTES WALKING DISTANCE FROM THE JID)

Zahran – 6th Circle, Amman 11158

Tel: +962 6 592 44 55

Fax: +962 6 593 24 24

Email: danapl@nol.com.jo

www.danaplazahotel.com

JID Rates:

- JD 50 for Single Room
- JD 60 for Double Room
- JD 70 for Suite
- Breakfast is included
- Internet is NOT included in room rate
- Not included: 10% service charge & 8% sales tax

AMMAN INN HOTEL (10 MINUTES WALKING DISTANCE FROM THE JID)

Sweifieh, P.O. Box 851307, Amman 11185

Tel: +962 6 581 96 30

Fax: +962 6 582 76 67

Email: info@amman-inn.com

www.amman-inn.com

JID Rates:

- JD 40 for Single Room
- JD 50 for Double Room
- JD 65 for Studio Triple
- JD 75 Executive Suite
- JD 90 Royal Suite
- Breakfast is included
- Not included: 10% service charge & 8% sales tax

RETAJ HOTEL (10 MINUTES WALKING DISTANCE FROM THE JID)

180-Zahran Street,5th Circle, Jabbal Amman 11953

Tel: +962 6 551 66 88

Fax: +962 6 553 40 37

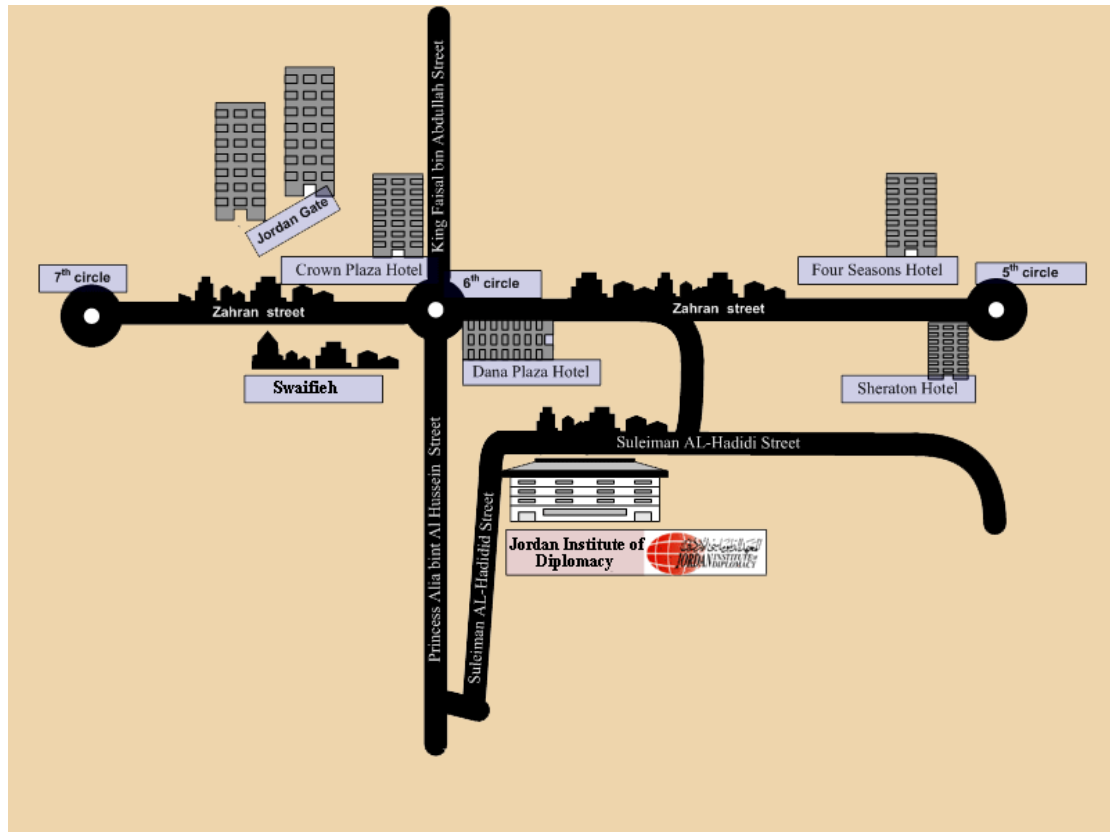
Email: reservation@retajhotel.com

www.retajhotel.com

JID Rates:

- JD 50 for Single Room
- JD 60 for Double Room
- Breakfast is included
- Internet is included in room rate
- Room charge includes 10% service charge & 8% sales tax

Map locating some of the hotels listed



TRANSPORTATION

Please be informed that transportation to and from the training venue is to be arranged by the participant and is not included in the training fees.

From Amman Queen Alia International Airport to meeting venue and surroundings (35km or 27.1miles):

By taxi

Depending on traffic, taxis take 30 to 40 minutes from the airport to the meeting venue or hotel in the same area, and cost approximately JD 30-35.

By car

If driving, please be advised that parking spaces are available next to the Jordan Institute of Diplomacy.

ENTRY VISA REQUIREMENTS

Please note that the indicative visa information below may have changed since the time of publishing of this document. **Make sure to refer to the Jordan consulate/embassy in your country of residence for more information on visa requirements** and to ensure you have all the necessary papers for travel.

An entry visa for Jordan is required for British, Australian, Canadian, USA and other EU citizens. For these nationals, visas can be obtained on arrival at any point of entry into Jordan except for the King Hussein Bridge at the Jordan/Israel border. Certain nationalities require an entry visa to be obtained prior to travel.

A single entry visa for all nationalities costs JD 10 (approx. 10 Euros).

COURSE FEES

The cost of the Core Professional Training on Humanitarian Law and Policy is 900 Euros, and 600 Euros for the Thematic Workshop on Islamic Law and the Protection of Civilians. These fees cover all meals provided during the trainings (see 'Meals' section below) as well as tuition and course materials.

Please be reminded that the course fees do not include accommodation (see accommodation details above) or travel expenses. *Payment of the course fee must be received by 24 January 2010 otherwise your participation may be forfeited to applicants on our waiting list.* For additional information on payments, please visit our website at www.hpcr.org/core_trainings_payment.html or email us at pdptrainings@hpcr.org.

CANCELLATION POLICY

In case of cancellation prior to the payment deadline (24 January 2010), applicants may opt to participate in an alternative training session at a later date (availability permitting) or to receive a refund of their course fee, minus any associated bank transfer fees. No refund will be provided should a cancellation be made after the payment deadline.

MEALS

Coffee Breaks

Coffee will be available at the training venue every morning before the start of the day's sessions. It will be also be served mid-morning and mid-afternoon as per the training agenda.

Lunches

Lunches are included in the training course fee and will be held in the lunch room of the JID (ground floor). They are served in open buffet style.

Opening Dinner on Sunday 21 February

A formal opening dinner will be served at the end of the first day of the Core training, and is included in the course fee. All participants are encouraged to attend. *Registration to the dinner can be made via a logistics form you will receive in due time.* If there is valid reason for cancellation at the last minute, please inform us so that the necessary arrangements can be made. Dinner venue to be communicated at training.

Light Dinner on Monday 22 February

A light dinner will be served at the JID before the screening of the movie this day.

Thematic Workshop Dinner on Wednesday 24 February

A (less formal) dinner will be held for the workshop participants and is included in the workshop fee. All participants are encouraged to attend. *Registration to the dinner can be made via a logistics form you will receive in due time.* If there is valid reason for cancellation at the last minute, please inform us so that the necessary arrangements can be made. Dinner venue to be communicated at training.

EXCHANGE RATE

1USD = 0.7035 JD (Jordanian Dinar)

1 Euro = 1.0410 JD (Jordanian Dinar)

(as of 9 December 2009)

OTHER INFORMATION

Internet & Computer Access

Please note that the course room at the Institute does not provide wireless Internet access. However, several computers with Internet access will be available in the computer lab of the Institute, where you may also plug in your own laptop computer.

Schedule

Please refer to the general schedule on the last page of this document. You may note that no events have been arranged on some evenings (i.e. Tuesday 23 and Thursday 25 February), thus enabling participants to explore the city of Amman. There is a wide range of dining and entertainment options in the local area, including several restaurants and cafés.

Climate

The climate in Amman at the end of February is relatively cold. Average high temperature is approximately 14°C and the average low is 5°C, with occasional rain showers. We advise packing a sweater and a warm jacket to ensure your comfort for cooler evenings.

Attire

Casual dress is appropriate for all seminar activities. However, more formal attire (no jeans or T-shirt) is recommended for the dinners.

GENERAL SCHEDULE

ADVANCED PROFESSIONAL TRAININGS ON HUMANITARIAN LAW AND POLICY

*Amman, Jordan
February 21-25, 2010*

Core Professional Training on Humanitarian Law and Policy

Sunday, February 21

8:15 – 9:00 Welcome Coffee and Registration
9:00 – 17:45 Sessions Day One
19:00 Formal Opening Dinner

Monday, February 22

8:30 – 9:00 Coffee
9:00 – 17:30 Sessions Day Two
18:00 Light Dinner & Film Screening

Tuesday, February 23

8:30 – 9:00 Coffee
9:00 – 17:30 Sessions Day Three
17:30 Optional Core Training Exam & Event Closing

Thematic Workshop on Islamic Law and the Protection of Civilians

Wednesday, February 24

8:15 – 9:00 Welcome Coffee and Registration
9:00 – 17:10 Sessions Day Four
18:30 Dinner

Thursday, February 25

8:30 – 9:00 Coffee
9:00 – 17:00 Sessions Day Five
17:00 Event Closing

A detailed agenda is available on HPCR International's website.