

# IP3 Training Administrative Information

## Cairo, Egypt

### Application Procedures

Candidates are requested to complete the Course Registration Form in its entirety and send it to IP3 by e-mail, facsimile, or international courier as soon as possible, as registration is limited. Initial applications may also be processed by telephone. Please address any correspondence to the Global Training Division.

### Admissions Criteria

The IP3 Admissions Committee will review candidate applications. Confirmation of acceptance will be made by return communications once the Committee has reached a decision. Decisions on admission are based on educational background, relevant work experience, language capabilities, and a recognized desire/need to attend the particular course to achieve personal and professional goals.

### Visa Requirements

Visas are often required to enter Egypt. Please make necessary arrangements with the Egyptian Embassy/Consulate in your country well in advance of travel plans. Upon admission to a workshop, candidates will receive a letter of invitation, which can be used to assist in visa processing. Acceptance to attend the IP3 training program does not guarantee that participants will be granted an Egyptian Visa. It is the applicant's responsibility to comply with the requirements set by the Egyptian Embassy/Consulate in his/her locality. IP3 is unable, however, to send direct correspondence to Egyptian Embassy/Consulate on the applicant's behalf unless instructed to do so by the Embassy/Consulate.

To determine if you need a visa, please contact the Egyptian Embassy/Consulate in your country or visit the following website for visa requirement information: [www.embassyworld.com](http://www.embassyworld.com).

### Tuition Fees

The tuition fee for each workshop is indicated on the Course Registration form. This fee includes all program training sessions, materials, break service during the training sessions, professional site visits, study tour transportation, and social activities organized by IP3. Fees must be in US dollars unless otherwise agreed in advance and may be paid by organization check, traveler's checks, wire transfer, or credit card (VISA or MasterCard). Payment information is below:

#### By Check

Please make payment in US dollar payable to "The Institute for Public-Private Partnerships."

Please remit payment to the following:

The Institute for Public-Private Partnerships, Inc.  
1010 Wisconsin Ave., NW, Suite 250  
Washington, D.C. 20007, USA

Attn: Accounting Department

**By Wire Transfer** (be sure to include the name of the participant on the transfer):

Adams National Bank  
1627 K Street N.W.  
Washington, D.C. 20006, USA

ABA Routing Number: 054001314  
Account Name: The Institute for Public-Private Partnerships  
Account Number: 0043571601

**By Credit Card** (MasterCard or Visa)

Please follow the link below to our secure payment site. Follow the instructions on the form and fill it out completely to submit your payment/deposit.

<https://secure.xo.com/ip3.org/secureCC.htm>

A deposit of \$500 is required for all accepted candidates with the balance of the program fees payable five-days prior to the start of the course.

### **Certificate of Achievement and Continuing Education Units (CEUs)**

For those participants who successfully complete the training requirements, a Certificate of Achievement will be issued decreeing professional advancement in the particular field or study. IP3 has been reviewed and approved as an Authorized Provider by the International Association for Continuing Education and Training (IACET) and can award 3.0 CEU's to participants who successfully complete a one-week program and 6.0 CEU's to participants who successfully complete a two- week program (for on site and customized training, the number of CEUs earned will be based on the actual number of hours trained for a particular workshop). CEUs can be used for maintenance of professional affiliation with an institution or professional advancement in organizations. Program requirements will be provided in detail to the participants upon acceptance into the course.

The course you are taking with IP3 may be eligible for one of our three professional Certification programs offered jointly with WEDC of Loughborough University in the United Kingdom:

- Certified Public-Private Partnership Specialist™
- Certified Regulation Specialist™
- Certified Competitive Utility Management Specialist™

Obtaining a professional certification in one of these fields will provide you with a body of knowledge necessary for you to better plan and implement your work requirements. For more information on each certification program and to enroll, please go to [www.globalcertifications.org](http://www.globalcertifications.org)

### **Financial Assistance**

IP3 is not in a position to offer financial assistance to applicants. Participants to our training workshops have been traditionally funded by their own organizations or through technical assistance portions of loans from bilateral and multilateral agencies such as the World Bank, African Development Bank, Asian Development Bank, the United Nations Development Program or the United States Agency for International Development (USAID). Participants are advised to

contact the local representative offices of these organizations for the possibility of financial assistance or IP3 for more information.

### **Medical/Accident/Life Insurance**

IP3 does not provide medical/accident/life insurance for participants. Please make appropriate arrangements with your sponsoring agency for insurance coverage. If requested, IP3 can make arrangements with an international insurance firm such as Specialty Risk International to provide temporary and short-term medical, accident, and life insurance. You may view their policies and eligibility requirements at [www.specialtyrisk.com](http://www.specialtyrisk.com).

### **Arrival and Departure to/from the Cairo Area**

Participants are requested to arrive at least one full day prior to commencement of the workshop so as to minimize potential logistical delays. Please schedule your return home for the day after the final day of the workshop and remember to reconfirm your flights at 72 hours in advance of the departure time.

Your arrival to Cairo, Egypt will generally be through Cairo International Airport (CAI).

Please proceed directly to the course hotel upon arrival.

### **Participant Housing and Related Expenses**

Participants are responsible for making their own hotel reservations (unless you specifically request IP3 to make your reservations for you), and for paying for all accommodation costs. The training will take place at a conveniently located hotel in Cairo. The hotel lodging cost at the IP3-designated training hotel has been reduced substantially from normal Cairo hotel rates, taking into account participant per diem limits. We strongly encourage all participants stay in the course headquarters hotel. In addition to lodging expenses, participants will also be responsible for meals, incidental expenses, and international travel. Please contact Heshim Marzouk of Oscar Tours at: 2-012-210-5464 (reference IP3) to secure your room reservation at the IP3 discounted rate. Our primary hotel information follows (please check with us for the hotel for your specific course):

Safir Suites Hotel Zamalek  
21 Mohamed Mazhar Street  
Zamalek, Cairo, Egypt  
Phone: +2-02-737-0055  
Fax: +2-02-737-1202  
Website: <http://www.safirhotels.com/default.aspx?pageld=28>

The hotel has both single, double, triple, and quadruple occupancy availability in all suites including private sleeping rooms and bathrooms and shared full kitchens, dining rooms, and living rooms. Please contact IP3 for the current discounted rate to quote when speaking with the hotel.

The Safir Suites Hotel Zamalek is located on the Zamalek Island in the Nile River in the heart of Cairo. Also located in Zamalek is the Cairo International Opera House and an active shopping, dining, and entertainment district. Zamalek is also home to numerous Embassies and consulates, including those of Iraq, Tunisia, and several Gulf of Arabia countries. Located nearby are IP3's offices, several Ministries, the Egyptian Museum, Arab League Headquarters, and

sporting facilities. It is 22 KM from Cairo International Airport and within 15 minutes drive of downtown Cairo, the Pyramids, the main train station, and the international bus station. Alexandria is two and one half hours away by train.

Each participant is responsible for payment of room and services directly to the Safir Suites Hotel Zamalek. **According to Egyptian law, hotel bills must be paid in US Dollars or EUROS, payment in other currencies including Egyptian Pounds is not accepted.**

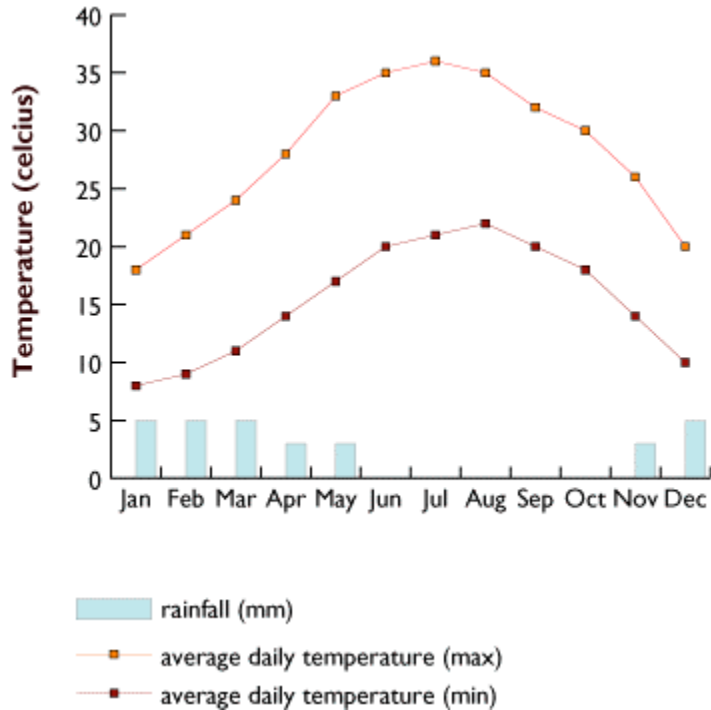
### Per Diem

In addition to the hotel lodging and travel expenses, participants will be responsible for meals, incidental expenses, and some local transportation. IP3 recommends a minimum of \$50.00 per day, per person for meals and incidental expenses.

### Weather in Cape Town

Egypt - Cairo										
Month	Average Sunlight (hours)	Temperature				Discomfort from heat and humidity	Relative Humidity		Average Precipitation (mm)	Wet Days (+0.25 mm)
		Average		Record			am	pm		
		Min	Max	Min	Max					
Jan	7	8	18	2	31	-	69	40	5	1
Feb	8	9	21	2	33	-	64	33	5	1
March	9	11	24	3	38	-	63	27	5	0.8
April	10	14	28	6	45	Moderate	55	21	3	0.4
May	10	17	33	9	47	Medium	50	18	3	0.2
June	12	20	35	13	47	Medium	55	20	0	0
July	12	21	36	16	43	Medium	65	24	0	0
Aug	11	22	35	17	43	Medium	69	28	0	0
Sept	10	20	32	14	42	Medium	68	31	0	0
Oct	9	18	30	11	43	Medium	67	31	0	0.3
Nov	8	14	26	6	38	Moderate	68	38	3	0.8
Dec	6	10	20	1	31	-	70	41	5	1

Source: BBC Weather Centre



Source: BBC Weather Centre

Please bring appropriate clothing for your stay based on the temperature chart. Workshop attire is business casual. There will be banquets for which more formal attire is requested (national dress is encouraged).

### First Day Registration

The course program will begin at 9:00 a.m. on the first Sunday of the workshop. Please check the meeting board in the lobby of the hotel for the meeting room assignment. The first morning session will focus on administrative details and an outline of the training program objectives and curriculum.

### Data and Materials To Bring

To help facilitate your participation in the workshop, we request that you bring the following information with you:

- any economic or business data on your country
- technical and financial information pertaining to your existing project
- brochures or information on your company, ministry, or agency (20 copies)

During the second day of the course, participants will be requested to make a brief presentation on a national program or specific project they are undertaking. This will be used as the basis for developing participant *Action Plans*.

### What to Expect

This training course is organized as an adult learning program. IP3's teaching methodology (CIPA™ Training Methodology) utilizes a variety of "hands on" participation by all attendees, including presentations, case study discussions, simulation exercises, and Action Planning that

requires preparation and study by each participant. Our training includes approximately six hours of classroom activities (or site visits) per day and will require approximately one to two hours of preparation per night by each participant.

This program is not a conference. Individual participation, full attendance, and completion of an Action Plan is required to successfully complete the course requirements and to receive an IACET authorized Certificate of Achievement and CEUs in the program subject matter.

For more information, please feel free to contact our Cairo Training Director, Jeff Wuorinen at: [jwuorinen@ip3.org](mailto:jwuorinen@ip3.org)