



Eleventh Global Forum on Migration and Development (GFMD) Summit Meeting

5-7 December 2018, Marrakesh, Morocco

LOGISTICS NOTE 1 FOR PARTICIPANTS

OVERVIEW

The Eleventh Global Forum on Migration and Development (GFMD) will be held in Marrakesh from 5-7 December 2018. The GFMD is the largest voluntary, informal and non-binding government-led multi-stakeholder platform for dialogue and cooperation in the field of migration and development. While remaining outside the United Nations, the GFMD has supported and aligned its agenda with emerging processes, including the UN-led process of elaborating a Global Compact for Safe, Orderly and Regular Migration (GCM), to be adopted at the Intergovernmental Conference on Migration to be held in Morocco in December 2018.

The Eleventh GFMD Summit Meeting will take place in the framework of the GFMD 2017-2018 Co-Chairmanship of Germany and Morocco. Under the overarching theme, *“Honouring International Commitments to Unlock the Potential of All Migrants for Development”* the Meeting will serve as a continuation of the Tenth GFMD Summit Meeting in Berlin in 2017. The three-day Government-led Meeting on 5-7 December will feature Roundtable discussions, a Common Space for government and non-governmental stakeholders, a GFMD Business Meeting, GFMD’s Platform for Partnerships, a special session on the Future of the GFMD, and side events.

As in the past, the Summit Meeting will be preceded by the GFMD Civil Society Days, to be held on 4-6 December in Marrakesh. The GFMD Civil Society process is coordinated by the International Catholic Migration Commission (ICMC). For registration and other information about the Civil Society Days, participants may please visit: www.gfmdcivilsociety.org.

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I. DATE

The Eleventh Summit will be held on 5-7 December 2018 in Marrakesh. The GFMD Civil Society Days will be convened on 4-6 December 2018 in Marrakesh.

II. FACILITIES AND AMENITIES

The Eleventh Summit Meeting will be held at **Palmeraie Palace** in Marrakesh, Morocco.

Address: [Route des Jardins de la Palmeraie Marrakech, Morocco](#)

Website: <http://www.palmeraieresorts.com/fr/meetings/>

Telephone: +212 (9) 5 24 36 87 60

[Google Maps](#)



WIFI CONNECTIVITY

WiFi Connectivity will be available in the entire conference area. There will be complimentary mobile and laptop charging stations.

LANGUAGES

Simultaneous interpretation services will be made available in English, French, Spanish and Arabic. To avail of interpretation headphones, delegates may be asked to present an official photo ID or passport.

PRINTING

There will be no printing or copying facilities available in the conference building.

This Summit is a **paperless** meeting. Therefore all delegates are requested to bring their own electronic devices, such as smartphones, tablets or laptops and to download the GFMD Mobile App (free of charge) onto their devices **before** the conference. Participants may download the app on the following links: Mobile App ([Android](#) | [iOS](#)).

The registered delegates may, if desired, bring their own (hard) copies of the background papers and other program related documents. All meeting related documents will be made available on the GFMD website: www.gfmd.org and via the Mobile App.

In order to facilitate distribution of presentations during the meeting, participants are requested to e-mail electronic copies of their presentations to the organizers at least two days before the scheduled presentation via (support.unit@gfmd.org).

MEALS

Breakfast, coffee breaks and lunches will be provided from the 5 to 7 of December at the conference venue.

An official dinner will be hosted by the Moroccan Co-Chair on the evening of 5 December 2018.

A dinner reception will be hosted by the German Co-Chair on the evening of 6 December 2018.

For planning purposes, delegates will be requested to indicate their participation (or non-participation) in both dinners when they register for the GFMD Summit.

III. DELEGATION SIZE

There will be no restriction to the delegation size; however, all delegations are required to register on or before the deadline, which is **3 November 2018**.

IV. SECURITY

The entire venue will be a secured area. Only those with an accreditation badge can access the premises of the conference venue. At the checkpoint, every person will be checked. Therefore, participants are kindly asked to arrive **by 09h00** on the first day of the conference.

The main conference is wheelchair accessible.

V. REGISTRATION

All Eleventh GFMD Summit delegates are required to register by **3 November 2018** in order to obtain their accreditation badges that will allow entry to the Summit venue and participation in all official Summit and related activities.

HOW TO REGISTER

WEBSITE

The online registration platform for the Eleventh GFMD Summit is now open and will be accessible until **3 November 2018**. This online system allows Summit delegates to update their registration details (hotel accommodation, flight details, session participation, etc.).

GFMD MOBILE APP

The GFMD Mobile App was launched at the Berlin Summit in 2017 to boost interaction among GFMD users during the Summit Meeting while providing important information via mobile devices. The app is free of charge.

[GFMD Focal Points](#) (Governments and GFMD Observers) that have log-in credentials may also register via the GFMD Mobile App. Focal points can recover their credentials [here](#).

Please ensure that you have downloaded the latest version of the mobile app: ([Android](#) | [iOS](#)).

PAPER REGISTRATION

In case the online registration process is not feasible, delegates, in coordination with their respective [GFMD Focal Points](#), may download the registration form [here](#) – also available in Annex B. Please complete the registration form and attach a copy of the participant's passport, which is required for the issuance of an ID badge. Please submit these documents via:

- Email: registration2018@gfmd.org, or
- Fax: +4122 788 4948

NOTE VERBALE REQUIRED TO CONFIRM DELEGATION

To consolidate all registrations from each government / organization, a **Note Verbale** must be submitted to registration2018@gfmd.org, specifying **all members of the official delegation** and clearly **identifying the Head of Delegation**.

WHO MAY REGISTER

GFMD FOCAL POINTS (Governments and GFMD Observers)

To register, GFMD Focal Points are required to login to the [GFMD Web Portal](#) or via the Mobile App using previously assigned credentials. To retrieve your password, click [here](#).

NON-GFMD FOCAL POINTS (Governments and GFMD Observers)

To register other delegates who are not GFMD Focal Points, a 'Registration Key' is required for each delegate. For coordination purposes, **only focal points** may question registration key(s) using this [application form](#). The GFMD Support Unit will send the registration key(s) to the requesting focal point by email. The focal point may register the other delegation members using a unique key* for each delegate. Alternatively, the focal point can forward the key to the concerned non-focal point delegate to enable the latter to register directly via this [link](#).

For the list of GFMD Focal Points, click [here](#).

**The system will not allow more than one delegate to register using the same registration key.*

The registration key enables the non-GFMD focal point to create a GFMD Account which will only be valid for Eleventh GFMD Summit purposes. This will allow non-focal points to log in to the portal at any time to update their details (hotel accommodation, flight details, session participation, etc.), and to have full access to the GFMD Mobile App ([Android](#) | [iOS](#)).

CONTACT

For any question or assistance concerning registration to the Eleventh GFMD Summit, please write to registration2018@gfmd.org.

VI. DISTRIBUTION OF BADGES

The accreditation badges will be issued upon arrival on the first day when entering the conference area. All guests of the conference are requested to present a valid, official ID/passport upon arrival.

VII. FINANCIAL ASSISTANCE

Limited financial resources will be available to fund the participation of one (1) government delegate from each Least Developed Country (LDC) and Other Low-income Countries (OLIC) to ensure broader participation.

The financial assistance to the LDC and OLIC delegates will cover the following:

- A most direct and cost-efficient economy return air ticket;
- Hotel accommodation based on actual travel itinerary; and
- Limited Daily Subsistence Allowance (DSA) to meet their incidental expenses in Marrakesh, the amount to be determined by the Co-Chairs.

In addition, subject to availability of funds, the Co-Chairs may consider funding one (1) participant each from a few of the low-income developing countries, on a first-come first-serve basis.

The financial assistance to delegates from those low-income Developing Countries will cover the following:

- A most direct and cost-efficient economy class return air ticket; and
- Hotel accommodation based on actual travel itinerary.

How to apply for Financial Assistance:

Please submit the following documents via email to support.unit@gfmd.org or via Fax + 4122 788 4948:

- An official written request via a separate Note Verbale indicating the nominee of the government's funded delegate; and
- A copy of the participant's passport.

Requests must be submitted no later than 3 November 2018.

Information about air ticket, flight itinerary, assigned hotels and per diems will be communicated by the GFMD Support Unit to approved funded delegates in due course. Should you have any questions

concerning the administration of financial assistance, please contact the GFMD Support Unit in Geneva at support.unit@gfmd.org.

VIII. ACCOMMODATION

SPONSORED DELEGATES

Hotel accommodation for sponsored delegates will be arranged and communicated separately by the GFMD Support Unit.

NON-SPONSORED DELEGATES

Non-sponsored delegates are responsible for booking and paying for their own accommodation and all related costs during their stay. For the list of single occupancy rooms *with preferential rates* that have been provisionally reserved at the hotels by the host government, please see **Annex C**.

GFMD delegates may also book directly with the designated hotels through the Summit's online platform: <https://www.booking-gfmdmarrakech2018.ma/>. The deadline to book these hotels with preferential rates is **Saturday, 3 November 2018**.

IX. TRANSPORT

Delegates are encouraged to arrive at the **Marrakesh Menara Airport (RAK)**.

Transportation services (from airport to hotel and back) will be provided but only to the designated GFMD hotels in **Annex C**.

For those arriving at the **Casablanca Mohammed V International Airport (CMN)**, transportation to Marrakesh by train is also possible. For more detailed routes and schedules, please check the website of the national railway operator (ONCF): <https://www.oncf.ma/en/>

X. WELCOME DESK

A welcome desk will be set up at the Marrakesh Menara Airport (RAK) to assist GFMD delegations.

XI. ENTRY TO MOROCCO AND VISA REGULATIONS

In order to find out if a visa is required for Morocco, please visit the Kingdom of Morocco's travel advice [website](#).

Delegates requiring a visa to enter Morocco are strongly encouraged to contact the appropriate consular authorities or the nearest [Moroccan diplomatic representation](#).

For visa application purposes, an official invitation letter to the Marrakesh Summit may be obtained via the GFMD Support Unit (support.unit@gfmd.org).

All governments and international organizations are advised to submit a **Note Verbale** to appropriate consular authorities when requesting a visa.

FOR COUNTRIES WITHOUT MOROCCAN DIPLOMATIC MISSION: Visas will be issued exceptionally upon arrival for international delegates coming from countries without any Moroccan diplomatic representation. To apply, the following details must be submitted to the GFMD Support Unit via support.unit@gfmd.org no later than 15 November 2018.

- Name;
- Date of Birth;
- Nationality; and
- Passport Number (including date of issue and expiration).

XII. GENERAL INFORMATION ON MOROCCO AND MARRAKESH

MOROCCO

The Kingdom of Morocco, with a population of over 33.8 million, is a unitary sovereign state located in the Maghreb region of North Africa. Geographically, Morocco is characterised by a rugged mountainous interior, large tracts of desert and a lengthy coastline along the Atlantic Ocean and Mediterranean Sea.

RELIGION AND LANGUAGE

Morocco's predominant religion is Islam, and the official languages are Modern Standard Arabic and Amazigh (Berber). The Moroccan Arabic dialect, referred to as *Darija*, and French are also widely spoken.

HIGHLIGHTS

- [Jamaâ El Fna](#)
- [Koutoubia Mosque](#)
- [Ben Youssef Madrasa](#)
- [Jardin Majorelle](#)
- [Dar Si Said Museum](#)

MONEY

The local currency is the Moroccan Dirham (MAD). You may find indicative exchange rates at <http://www.xe.com/fr/currency/mad-moroccan-dirham>.

Currency exchange services are available at the airport, hotel receptions (for smaller amounts in USD and EU only) and outside the hotels.

BANKING HOURS

The general banking hours in Morocco are weekdays from about 8h00 to 16h00.

WEATHER

Average temperatures in Marrakesh in the month of December range from a low of 8 °C to a high of 19 °C.

SECURITY

Morocco is a politically stable country with a robust touristic infrastructure and strong security presence.

DIAL CODE AND PHONE CALLS

The international dial for Morocco is +212. To make a local call, you must first dial 0.

The three major telephone providers are Maroc Telecom (IAM), Orange and Inwi. You may purchase SIM cards and prepaid data packages at the airport, stores and supermarkets. You may visit this website for more information: <https://www.finder.com/best-prepaid-sim-card-morocco>.

ELECTRICITY

Type C and E (220-240 V) are the electrical sockets used. It is recommended to bring adapters/converters.

MEDICAL SERVICES IN MARRAKESH

- Recommended central private hospital – [Clinique Internationale](#)
- Public hospital – [Hôpital Ibn Tofail](#)
- Well-regarded private hospital – [Polyclinique du Sud](#)

IMPORTANT NUMBERS

Police: 190

Ambulance: 150

SOS Médecins Maroc (SOS Doctors): (0) 5 24 40 40 40

Train (ONCF): (0) 8 90 20 30 40

Marrakesh Airport: (0) 5 24 44 79 10

Information call: 160

XIII. QUESTION/ASSISTANCE

This logistics note covers initial information. Further details and updates will be provided at a later stage via official GFMD communications and on the website www.gfmd.org.

For questions or any other assistance, please contact the GFMD Support Unit:

GFMD Support Unit

Tel: +4122 788 49 46 / +4122 788 49 47

Fax: +4122 788 49 48

Email: support.unit@gfmd.org

Annex A – Location Map

You will find on this [link](#) the interactive map showing the location of strategic points, places of interest and hotels used by GFMD Delegates for the 2018 Summit in Marrakesh.

You will find below the indicative distance and travel time from the conference venue to the designated hotels.

	Indicative distances from conference venue (Palmeraie Palace)	Indicative travel time (by car)
Key Points		
Marrakesh Menara International Airport	13.1 km	26 minutes
Venue of the GCM Conference (Bab Ighli)	11.6 km	22 minutes
Designated Hotels		
Hotel Riad Ennakhil	2.6 km	5 minutes
Hotel Adam Park Marrakesh	13.7 km	25 minutes
Hotel Les Jardins de l'Agdal	13.6 km	24 minutes
Hotel Mogador Palace Agdal	13 km	23 minutes
Hotel Zalagh Kasbah	14.7 km	26 minutes
Hotel Mogador Express Gueliz	10.6 km	21 minutes
Hotel Atlas Asni	10.3 km	20 minutes

Annex B – Registration Form

Preferably, please register online at <http://gfmd.org/eleventh-gfmd-summit-meeting-registration-landing>

Alternatively, you may fill in this form and send it back to registration2018@gfmd.org along with a **copy of your passport**.

Registration Form¹ “Honouring International Commitments to Unlock the Potential of All Migrants for Development” Eleventh GFMD Summit Meeting

5-7 December 2018

Palmeria Palace, Marrakesh

Fields marked with a red asterisk (*) are required. To promote coherent participation in the GFMD process, registration should be coordinated with the government/organization’s GFMD Focal Point.

DELEGATE INFORMATION			
Name of country, organization or agency: *			
TITLE *	FIRST NAME *	LAST NAME *	MIDDLE NAME (OPTIONAL)
<input type="checkbox"/> Mr. <input type="checkbox"/> Ms.			
Participation category: *	<input type="checkbox"/> A. GOVERNMENT	<input type="checkbox"/> B. GFMD OBSERVER	<input type="checkbox"/> C. OTHER (non-government)
Participation type: *	<input type="checkbox"/> Head of delegation <input type="checkbox"/> Member of delegation	<input type="checkbox"/> Head of delegation <input type="checkbox"/> Member of delegation	<input type="checkbox"/> Expert <input type="checkbox"/> Civil Society <input type="checkbox"/> Business <input type="checkbox"/> Media <input type="checkbox"/> Other (specify):
Diplomatic / VIP Function (optional)	<input type="checkbox"/> Minister <input type="checkbox"/> Vice Minister <input type="checkbox"/> Ambassador and Permanent Representative <input type="checkbox"/> Deputy Ambassador and/or Permanent Representative <input type="checkbox"/> Other, please specify		
Official designation:*			
Division / office: *			
Department / Ministry: *			
IDENTIFICATION DOCUMENT			
Nationality(ies): *			
Origin of Identity Document: *		Date of Birth: * (DD/MM/YYYY)	
Passport or ID Number: *		Date of Expiration: * (DD/MM/YYYY)	
FLIGHT AND HOTEL INFORMATION			
Arrival Date and Time:		HOTEL	
Flight Number:		Name of Hotel:	
Departure Date and Time:		Address:	

¹ Register no later than 3 November 2018.

Flight Number:					
CONTACT INFORMATION					
Address: *					
City: *		Country: *		ZIP: *	
Phone: *		Mobile: *		Fax:	
Email 1: *		Email 2:			
PARTICIPATION INFORMATION					
Opening Ceremony (5 December 10h00 – 12h30)* <input type="checkbox"/> Yes, I will attend. <input type="checkbox"/> No, I will not attend.	1st Simultaneous RT Sessions (6 December 08h30 – 11h00)* <input type="checkbox"/> Session 1.1 (Harnessing the capital of migrants to realise their potential) <input type="checkbox"/> Session 2.1 (South-South mobility: trends, patterns and transferable learning) <input type="checkbox"/> Session 3.1 (Aligning governance with contemporary drivers of migration)	2nd Simultaneous RT Sessions (6 December 14h30 – 17h00)* <input type="checkbox"/> Session 1.2 (Migrants' engagement with public services: from basic access to co-production) <input type="checkbox"/> Session 2.2 (Regional mobility and policy coherence to support development) <input type="checkbox"/> Session 3.2 (Beyond Remittances)	GFMD Business Mechanism Meeting (6 December 17h15 – 20h15) * <input type="checkbox"/> Yes, I will attend. <input type="checkbox"/> No, I will not attend.	Special Sessions (7 December 09h00 – 11h00)* <input type="checkbox"/> Future of the Forum (heads of delegation) <input type="checkbox"/> Platform for Partnerships	
Common Space (5 December 14h00 – 19h00) <input type="checkbox"/> Yes, I will attend <input type="checkbox"/> No, I will not attend			Official Dinner hosted by Co-Chair Germany (6 December 20h15 – 20h00)* <input type="checkbox"/> Yes, I will attend <input type="checkbox"/> No, I will not attend	Closing Session (7 December 14h30 – 16h30)* <input type="checkbox"/> Yes, I will attend. <input type="checkbox"/> No, I will not attend.	
Dinner hosted by the Kingdom of Morocco (5 December 19h00 *) <input type="checkbox"/> Yes, I will attend. <input type="checkbox"/> No, I will not attend.					

Annex C – Hotels for Delegates

Hotels' List in Marrakech

Contact:

Deadline to confirm bookings:

Hotels	Category (STARS)	Period	Address	Price in DHS (TTC)		
				Single	Double	Suite Junior
Riad Ennakhil And Spa Marrakesh	5	1 st to 15 December	Km 5 Route De Casablanca Jnane El Qodate, Marrakesh, Morocco http://riad-ennakhil-hotel-spa.hotelsmarrakech.net/en/	1000	1200	1800
Adam Park Hotel & Spa Marrakesh	5	1 st to 15 December	Zone Touristique Agdal, Marrakesh, Morocco http://adam-park-hotel-spa.hotelsmarrakech.net/en/	850	1000	2000
Les Jardins de L'Agdal Hotel & SPA Marrakesh	5	3 to 8 December	Avenue Mohamed VI, Marrakesh, Morocco http://les-jardins-de-lagdal-hotel-spa-marrakech.hotels.com/en/	850	1000	2000
Mogador Palace Agdal Marrakesh	5	1 st to 15 December	Zone Touristique Agdal, Marrakesh, Morocco http://www.mogador-palace-agdal.hotelsmarrakech.net/en/	800	950	1800
Zalagh Kasbah Hotel & Spa Marrakesh	4	1 st to 15 December	Zone Touristique Agdal, Marrakesh, Morocco http://zalagh-kasbah-hotel-spa.hotelsmarrakech.net/en/	750	900	1600
Atlas Asni Marrakesh	4	1 st to 15 December	Avenue Mohamed VI, Marrakesh, Morocco http://atlas-asni.hotelsmarrakech.net/en/	800	1000	1600
Mogador Express Gueliz Marrakesh	4	1 st to 15 December	Avenue Hassan II, Marrakesh, Morocco http://mogador-gueliz.hotelsmarrakech.net/fr/	750	900	1600