



# NOTICE

**DATE: 2<sup>nd</sup> August 2019**

## **To all Delegates Attending the 40<sup>TH</sup> African Association for Public Administration and Management (AAPAM) Round-Table Conference**

AAPAM in Collaboration with the Government of Egypt would like to notify all delegates attending its 40<sup>th</sup> Roundtable Conference scheduled for **3<sup>rd</sup>- 6<sup>th</sup> December 2019** at **Nile Ritz Carlton, Cairo-Egypt** that;

- 1. Visa Application:** Delegates must apply for visa in the embassies in their respective countries, or those embassies responsible for their countries. Visa processing takes at least three weeks hence delegates are advised to start the process early to avoid inconveniences. Delegates are requested to send a copy of their passport bio-data page to AAPAM Secretariat immediately on registering to attend the conference. The copies of passport bio-data pages should be emailed to [linda@aapam.org](mailto:linda@aapam.org), [kevin@aapam.org](mailto:kevin@aapam.org) with a copy to [jessica@aapam.org](mailto:jessica@aapam.org) and [info@aapam.org](mailto:info@aapam.org)

**N/B: Please note that there will be no visa on arrival hence delegates are hereby advised to apply for their visa as early as possible.**

- 2. Accommodation:** Delegates are advised to visit our website [www.aapam.org](http://www.aapam.org) and secure their hotels at negotiated rates. The hotel list will be uploaded in due course.

Since December is a peak season and Cairo being a city with heavy traffic, delegates are kindly advised to make their hotel reservations from the list of hotels to be provided as early as possible.

**N/B: No pick-up and drop-off services will be offered to delegates staying outside the provided list of hotels.**

Please feel free to contact the AAPAM Secretariat and National Organising Committee (NOC) for any clarifications or additional information regarding the conference.

Thank you,

**Dr. G. K. Scott**  
**AAPAM Secretary general**