

Information Note for Participants
Fourteenth IRENA Council and related meetings, 27-29 November 2017

Meetings and events

Pre-Council day (27 November 2017): IRENA Headquarters, Masdar City, Abu Dhabi ([map](#))

The following pre-Council meetings will take place in the Sun & Energy meeting room on the 1st floor of the IRENA Headquarters:

- REmap National Experts Annual Workshop
- Meeting of the Programme & Strategy Committee
- Meeting of the Administration & Finance Committee

Kindly note that space in the Sun & Energy meeting room is limited. One seat will be provided to each country delegation. Seats for additional delegates are provided according to space availability. The schedule of the meetings will be communicated in due course.

Council meeting (28-29 November 2017): Sheraton Corniche Hotel, Abu Dhabi

The Council agenda and additional information will be circulated shortly.

Please plan your travel arrangements accordingly.

Registration and badges

Participants can register online between Sunday, 1st of October and Sunday, 5th of November 2017 at <https://council.irena.org/>.

Badges will be issued as follows:

- 27 November 2017, 8 am to 5 pm: Ground floor, IRENA Headquarters, Masdar City
- 28-29 November 2017, 8 am to 6 pm: Registration desk, ballroom foyer, Sheraton Corniche Hotel

Please wear your badges visibly at all times. Badges will be checked at the entrances to allow access to the meeting room.

Visa

A list of countries exempted from UAE visa requirements is available at this [link](#).

Delegates from countries that require a visa to enter the UAE and do not receive an entry visa upon arrival are requested to contact the UAE mission in their country or their Diplomatic Mission in the UAE and apply for a visa in good time before travelling. A list of UAE Missions abroad and Foreign Diplomatic Missions in the UAE is available at this [link](#).

Delegates from countries that do not have a UAE mission in their country or a Diplomatic Mission in the UAE should contact protocol@irena.org. A list of countries that should contact IRENA for visa support is available at this [link](#).

Passports must be valid for a minimum of 6 months after the entry date in the UAE. Passports having an expiration date prior to 26 May 2018 will not be accepted.

Interpretation

Simultaneous interpretation for Arabic, Chinese, English, French, Russian and Spanish will be provided during the Council meeting.

Meeting documents

In an effort to implement paper smart procedures for IRENA's governing body meetings, the IRENA Secretariat will be launching the meeting application for the fourteenth meeting of the Council ahead of the meeting. The application will include all sessional documentation and relevant information pertaining to the Council. It will be accessible following the circulation of sessional documentation. More information on the meeting application will follow shortly.

Sessional documentation will also be posted on the REmember portal at <http://remember.irena.org/>.

If you do not yet have access to REmember, please email remember@irena.org to request a user name and password.

Accommodation

The following IRENA preferential rate at the Sheraton Corniche Hotel is **valid until 12 November 2017** after which additional requests will be subject to room rate availability. Early booking of rooms is encouraged.

Classic Single Room at **615 AED**

- Rate is inclusive of 10% service charge and 6% tourism fee and 4% municipal taxes.
- Rate is per person per room per night.
- Rate is inclusive of buffet breakfast.
- Rate includes internet.

Please [click here](#) to book your hotel accommodation.

Contact details of the Sheraton Corniche Hotel:

Telephone: +971 2 6773333
Fax: +971 2 6725149
Reservations Office: +971 2 6970206
Email: sheraton.abudhabi@sheraton.com; ivan.lucic@sheraton.com

Lunch

Lunch will be provided during the Council meeting at the "Flavours" Restaurant located at the Sheraton Corniche Hotel, and at the IRENA Headquarters on 27 November 2017. A light lunch will also be provided for participants at the side events during Council.

Transportation

Bus transportation will be provided between the Sheraton Corniche Hotel and IRENA Headquarters, Masdar City, for delegates to attend meetings on 27 November 2017. Bus timings will be communicated closer to the dates of the events.

Taxis are available at the airports. Please see approximate rates below:

- Abu Dhabi International Airport to Sheraton Corniche Hotel, Abu Dhabi: approximately AED 100
- Dubai International Airport to Sheraton Corniche Hotel, Abu Dhabi: approximately AED 320

Contact

Should you require any assistance, please contact the Secretariat at secretariat@irena.org