

Office of the Director  
Division for Public Economics and Public Administration  
Department of Economic and Social Affairs  
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**Capacity Development Workshops and Global Forum on Reinventing Government**  
“Citizens, Businesses, and Governments: Partnerships for Democracy and Development”  
**Marrakech, 10-13 December 2002**

**INFORMATION CIRCULAR TO ALL OTHER PARTICIPANTS**  
**(NON FUNDED BY UN-DESA)**

**1. Date and Place of the Workshops and Global Forum**

The Capacity Development Workshops will take place in Marrakech, Morocco on 10-11 December 2002 at the *Palais des Congrès* from 9:00 am to 6:00 pm. The Workshops are scheduled for two days before the Global Forum, which will take place on 12-13 December 2002 in the *Palais des Congrès*. The Opening Ceremony of the Global Forum will take place on 11 December at 6:00 pm.

**2. Registration, Accommodation, and other Logistic Arrangements**

Registration to the Workshops and Forum should be made through the official Web-site of the Global Forum at: <http://www.globalforum.ma> When you register, you will be asked to select which workshop you wish to attend and also which hotel you would like to book. All participants are responsible for making their own hotel reservation, and information concerning the hotels in Marrakech is available on-line under “accommodation”. If for any reason you are unable to access this Web-site, please contact Ms. Asmaa Azmi at Formatiscom in Morocco who will send you by fax or e-mail a registration form and information on available hotels. Please note that all invited members of your delegation must fill in a personal form through the on-line registration (or by fax). Detailed information of each participant is required to ensure that upon arrival in Marrakech he/she receives a personal badge, which allows entrance to the *Palais des Congrès*. It is recommended that you register before November 20, 2002. For all information concerning registration, accommodation and other logistic arrangements, please contact:

Ms. Asmaa Azmi  
Formatiscom, Morocco  
Tel.: +212-22251738,  
Fax: +212-22-77-41-45,  
E-mail: [azmi@formatiscom.com](mailto:azmi@formatiscom.com)

### **3. Transportation in Marrakech**

Transportation in Marrakech will be taken care by Formatiscom of Morocco, a private company working for the Government of Morocco on all logistic matters. This will include the following:

#### **a) Arrival:**

Transportation from the airport or the train station (for people who come by train to Marrakech) to partner hotels starting a few days before the beginning of the Forum will be provided. Please be informed that there will be a Global Forum desk and a representative from the Government of Morocco at each airport (Marrakech and Casablanca), and an information desk at the train station of Marrakech. Please make arrangements to be in Marrakech by the evening of 9 December 2002.

#### **b) During the Forum:**

There will be a shuttle service from the hotels to the *Palais des Congrès* during the whole duration of the Forum.

#### **c) Departure:**

Formatiscom will take care of departure from the hotels to the airport and to the train station after the last day of the Forum. Formatiscom will also provide transportation for those who will leave the Forum before it ends. A shuttle service will transport them from the hotels to the airport or the train station.

For more information concerning transportation in Marrakech, please contact:

Ms. Asmaa Azmi  
Formatiscom, Morocco  
Tel.: +212-22251738,  
Fax: +212-22-77-41-45,  
E-mail: [azmi@formatiscom.com](mailto:azmi@formatiscom.com)

### **4. Visa**

Morocco's regulations require most visitors from places where Moroccan Embassies exist to obtain visa before arrival. Please contact the Moroccan Embassy or Consulate closest to you, for Visa requirements. You should have the following information available:

Letter of Invitation to the Capacity Development Workshops  
Full name of participant  
Nationality of participant  
Passport number  
Place of Departure  
Date of arrival  
Flight number and time of arrival

Kindly note that it is the responsibility of each participant to obtain his/her visa.