



Ministry of Digital Economy
and Entrepreneurship



Digital
Cooperation
Organization

DCO 4th GENERAL ASSEMBLY

19 February 2025

King Hussein bin Talal Convention
Centre, Dead Sea

Hashemite Kingdom of Jordan

ADMINISTRATIVE CIRCULAR

MEDIA





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INTRODUCTION

The Digital Cooperation Organization “DCO” is honored to welcome you to the 4th DCO General Assembly, taking place on Wednesday 19 February 2025 at the Dead Sea, Hashemite Kingdom of Jordan.

This Administrative Circular provides essential logistical and general information regarding the arrangements for the General Assembly.

For any content and program matters, please reach out to the DCO General Secretariat Media Team at media@dco.org.



HIGH-LEVEL PROGRAM

The DCO General Assembly will be hosted in the Hashemite Kingdom of Jordan, on 19 February 2025.

Tuesday, 18 February 2025

Arrival of DCO General Assembly participants	
17.00 – 18.00	Registration and badges collection
18.00 – 19.00	Official inauguration of the International Digital Cooperation Forum (IDCF)
20.00 – 22.30	Gala Dinner hosted by the Hashemite Kingdom of Jordan (On Invitation) 1 st Edition of the Digital Prosperity Awards

Wednesday, 19 February 2025

08.00 – 09.00	Media accreditation – Badge collection
09.00 – 09.30	VIP Welcoming at the General Assembly
09.30 – 09.45	Group Family Photo (Member States only)
09.45 – 11.45	Closed Session (Member States only)
11.45 – 12.00	Opening Ceremony of the DCO General Assembly
12.00 – 13.30	Opening Session
13.30 – 13.45	Closing Ceremony: Announcements and Presidency Handover
13.45 – 14.00	Group Family Photo (All delegates)
14.00 – 15.00	Lunch (VIP lunch and Delegates lunch)
15.00 – 17.00	Press Conferences

ACCREDITATION

All Media are required to undergo the accreditation process. This entails completing an online application for each media via the online application at <https://dco.org/media-registration/>. It is important to emphasize that there will be no on-site accreditation available. Kindly ensure the filled forms are submitted by 15 January 2025.

The Delegation Contact Officers will receive further information via email from Media@dco.org once the registration and accreditation process has been completed.

MEETING VENUE

VENUE ADDRESS:

Hilton Convention Center - King Hussein bin Talal Convention Centre

Address: Dead Sea Rd., Sweimeh 11953

Phone: (00962) 5 349 3000

<https://maps.app.goo.gl/q1XgA2AQmRoJwRLP6>

ACCESS TO VENUE:

All media delegates will be issued passes to access the venue. Delegate passes are color-coded by category and will include the delegate information. Passes allow access to the meeting venue and hospitality facilities and are non-transferable.

COLLECTION OF PASSES:

The Media Outlet Contact Officer may collect the passes on behalf of their delegations at the designated official venue upon arrival.

MEDIA INTERVIEWS

Requests for media interviews shall be shared with the DCO Marketing and Communications team by the Media Outlet Contact Officer to the following email address media@dco.org before 29 January 2024.

VISA REQUIREMENTS

In case of requesting a visa to enter the host country (Jordan), an email should be sent to the designated email by the Media Outlet Contact Officer after completing the registration process. The instructions for the visa issuance will be shared with the Media Outlet Contact Officer.

For all visa-related inquiries, please contact yazan.malkawi@modee.gov.jo.

FLIGHT BOOKING

DCO will book the media delegation flights and accommodation. The booking details will be shared with the media delegation once accreditation is completed.

TRANSPORTATION

Logistics shall be covered by the DCO

MEDIA

The Media Facilitation Center will be available and operative from 8:00 a.m. to 9:00 p.m. on the day of the event. For media inquiries and matters related to coverage, footage, photos, and general inquiries, please contact: media@dco.org

For access to the Media Facilitation Center and technical inquiries, please contact: shorouq.h@modee.gov.jo



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ACCOMMODATIONS

Kempinski Hotel Ishtar at the
Dead Sea

[Special Rate Reservation](#)



Hilton Hotel at the Dead Sea

[Special Rate Reservation](#)



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GENERAL INFORMATION



Dead Sea

The Dead Sea is one of the most famous natural landmarks in Jordan and the world. It is a saltwater lake, and is the lowest point on Earth, located approximately 430 meters below sea level. The Dead Sea is a popular tourist destination, known for its mineral-rich waters and therapeutic mud, which is used in various medical and cosmetic treatments. The waters of the Dead Sea are highly concentrated with salts and minerals such as magnesium, calcium, and potassium, making swimming in it a unique experience. Due to the high salinity, visitors can easily float on the surface of the water.

For more information, please visit:
<https://jordan.gov.jo/Default/En>





TIME ZONE

Local time in Amman, Dead Sea is Arabia Standard Time (AST), which is Coordinated Universal Time (UTC)+3 hours.



INTERNATIONAL DIALING CODES

The country code for the Hashemite Kingdom of Jordan is +962.
To call a local number, dial +962, followed by the mobile number excluding the 0 (i.e., +962 7x xxx xxx).



CURRENCY AND BANKING

The official currency of the Hashemite Kingdom of Jordan is the Jordan Dinar (JOD). Currency exchange services are available at the airport and ATMs are widely available. All major credit cards are accepted throughout the Hashemite Kingdom of Jordan.



ELECTRICAL EQUIPMENT

The electricity supply voltage in Amman, Dead Sea is 220V/50Hz (Type D plug).



EMERGENCY PHONE NUMBERS

For any urgent matters, Delegates can call the emergency numbers below:
Kingdom Emergency Services, Fire, Police & Ambulance 911
(without the SIM card)



WORKING LANGUAGE AND INTERPRETATION

The event will be conducted in English. Interpretation services will be available in Arabic, English, and French.



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**WE ARE HERE
TO SUPPORT YOU**

**WE LOOK FORWARD
TO WELCOMING YOU**
media@dco.org