



Ministry of Digital Economy  
and Entrepreneurship



Digital  
Cooperation  
Organization

# DCO 4<sup>th</sup> GENERAL ASSEMBLY

19 February 2025

King Hussein bin Talal Convention  
Centre, Dead Sea

Hashemite Kingdom of Jordan

ADMINISTRATIVE CIRCULAR

MEMBER STATES  
GUEST COUNTRIES





# TABLE OF CONTENTS

- 01 INTRODUCTION
- 02 HIGH-LEVEL PROGRAM
- 03 ACCREDITATION
- 04 MEETING VENUE
- 05 BILATERAL MEETINGS
- 06 VISA REQUIREMENTS
- 07 FLIGHT BOOKING
- 08 ACCOMMODATIONS
- 09 TRANSPORTATION
- 10 MEDIA
- 11 GENERAL INFORMATION





# INTRODUCTION

The Digital Cooperation Organization “DCO” is honored to welcome you to the 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 at [ga@dco.org](mailto:ga@dco.org).

# HIGH-LEVEL PROGRAM

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

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## Tuesday, 18 February 2025

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Arrival of DCO General Assembly participants

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|---------------|--|
| 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 <sup>st</sup> Edition of the Digital Prosperity Awards |
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## Wednesday, 19 February 2025

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|---------------|---|
| 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                                       |
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# ACCREDITATION

Each Member State is requested to nominate one Delegation Contact Officer as the initial point of contact regarding further assistance and information about the DCO General Assembly.

Member States are requested to send the name and contact details (e-mail and phone number) of the Delegation Contact Officer via e-mail to [ga@dco.org](mailto:ga@dco.org) no later than 15 January 2025.

All delegates to the DCO General Assembly are required to undergo the accreditation process. This entails completing an online application for each head of delegation, their deputies, and other delegates via the online application at <https://dco.org/country-head-of-delegation/>. It is important to emphasize that there will be no on-site accreditation available. Kindly ensure the filled forms are submitted by 29 January 2025.

The Delegation Contact Officers will receive further information via email from [ga@dco.org](mailto:ga@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 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.

For each Member State, a maximum of three (3) delegates' passes, including the Head of Delegation access, will be provided as follows:

| Participants                      | Head of Delegation | Deputy | Delegates |
|-----------------------------------|--------------------|--------|-----------|
| Member States and Guest Countries | 1                  | 1      | 1         |

## COLLECTION OF PASSES:

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

# BILATERAL MEETINGS

Requests for bilateral meetings shall be shared with the DCO General Secretariat by the Member State Delegation Contact Officer to the following email address [ga@dco.org](mailto:ga@dco.org) before 15 January 2025. The list of attendees will be shared two weeks before the meeting.

# VISA REQUIREMENTS

In case a visa is required to enter the Hashemite Kingdom of Jordan, an email should be sent to the designated email by the Delegation Contact Officer after completing the registration process. Instructions for visa issuance will then be shared with the Delegation Contact Officer.

For all visa-related inquiries, please contact [yazan.malkawi@modee.gov.jo](mailto:yazan.malkawi@modee.gov.jo).

# FLIGHT BOOKING

Delegates are required to book their flights after receiving confirmation of their participation. Once the flight is booked, please email the flight details to: [ga@dco.org](mailto:ga@dco.org).

# ACCOMMODATIONS

1) The Kempinski Hotel Ishtar at the Dead Sea has been designated as the official hotel for the head of delegates.

The host country will provide hospitality for one (1) Head of the Delegation (Member States and Guest Countries)

2) Hilton Hotel at the Dead Sea has been designated as the official hotel for the delegates.

The host country will provide hospitality for two (2) delegates (Member States and Guest Countries)



# TRANSPORTATION

Transportation services will be provided for all delegates between the airport and the hotel/venue.

Delegates who choose to stay at a hotel other than the one recommended in this Administrative Circular will be responsible for arranging their own transportation to and from the venue. For those wishing to make independent transportation arrangements, both taxi and ride-sharing services are readily available.

For all transportation-related inquiries, please contact [yazan.malkawi@modee.gov.jo](mailto:yazan.malkawi@modee.gov.jo).

# MEDIA

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](mailto:media@dco.org)

For access to the Media Center and technical inquiries, please contact: [shorouq.h@modee.gov.jo](mailto:shorouq.h@modee.gov.jo)



# 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 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**  
[ga@dco.org](mailto:ga@dco.org)