



**International Association of  
Refugee Law Judges (IARLJ)**  
**AFRICA CHAPTER**



**International Association of Refugee Law Judges (IARLJ)**

**Africa Regional Chapter Conference in Marrakesh, 23-27 November 2015**

**PRACTICAL GUIDE FOR PARTICIPANTS**

The conference is hosted by the Moroccan Government, organized by the International Association of Refugee Law Judges (IARLJ)'s African Chapter, in collaboration with the Ministry of Justice of Morocco and the United Nations High Commissioner for Refugees (UNHCR). At this year's conference, judges from all over Africa, and from other regions, will meet from 25 until 27 November 2015 in order to discuss legal challenges in "*Addressing Forced Displacement within the African Continent through Progressive Legislative Developments and the Critical Role of the Judiciary*", the title of this year's conference. The conference will be preceded by a 2-day pre-conference training on 23 and 24 November 2015.

The conference has been made possible thanks to the generous contribution of the GIZ – the German international cooperation - and the support of the Embassy of France.



Réalisé par :

**giz** Deutsche Gesellschaft  
für Internationale  
Zusammenarbeit (GIZ) GmbH



## 1. Invitation / Registration

Participation in the pre-conference and the conference is limited to invited experts/judges only. UNHCR and IARLJ will soon contact all invited participants who confirmed their participation in order to arrange the logistical details regarding accommodation, travel, visa, transport, etc.

## 2. Venue / accommodation

The conference will take place at the Palm Plaza Hotel in Marrakesh:

### **Palm Plaza Hotel**

Avenue 7eme Art; Agdal. MARRAKESH

Tel + 212 524 388 700

<http://hotelpalmplaza.com>

Participants will also be staying at the Palm Plaza. Sponsored participants do not need to book the hotel for the duration of the pre-conference and the conference. Rooms have already been reserved and the booking will be done by the organizers. The accommodation, breakfast and lunches are provided for by GIZ and UNHCR.

For participants of the pre-conference and the conference, the rooms will be booked from Sunday, 22 November 2015, until Saturday, 28 November 2015.

For participants of the conference only, rooms will be booked from Tuesday, 24 November 2015, until Saturday, 28 November 2015.

- **Additional days at the hotel:** Participants who wish to stay additional nights before or after the conference may do so at their own cost. These additional nights should be booked directly with the hotel in advance. The conference organizers negotiated a special price for such additional nights. The price of a single room is DH 814.60 (USD 85). The price of a double room is DH 1.043,20 (USD 109). When booking reference has to be made to "GIZ Conference".
- **Accompanying spouses:** Sponsored participants wishing to bring spouses may do so at their own cost. They should send a special request to the hotel directly. For a double room, participants will pay an extra of DH 228.60 (USD 24) per night.

**All booking requests for additional days and accompanying spouses should be made to:**

Jamila AIMARAH

Responsable Commerciale

Palm Plaza Marrakesh Hotel & Spa 5\*

Tel : +212 (5) 24 38 87 00

GSM: +212 (0) 6 78 49 37 23

Fax : +212 (5) 24 38 23 69

Avenue du 7ème Art, Agdal - 40 000 - Marrakesh

Jamila AIMARAH [salesexecutive@hotelpalimplaza.com](mailto:salesexecutive@hotelpalimplaza.com)

- **Meals:** Lunches are provided throughout the days of the pre-conference and the conference. Participants are also invited to two official dinners organized and sponsored by the Ministry of Justice on Wednesday (25 November 2015) and Thursday (26 November 2015) evening respectively.
- **Self-funded participants:** Participants whose participation is not sponsored by UNHCR and GIZ – which is the exception - are required to book their accommodation themselves. GIZ has negotiated a special prize for the Palm Plaza hotel. The price for a single room is DH 814.60 (ca. USD 85). This includes a single room and breakfast. Self-funded participants should book with the hotel directly and as soon as possible specifying that they will attend the "GIZ Conference".

### 3. Visa

Participants are requested to consult the below MFA website in order to check the visa requirement for Morocco, depending on their nationality:

<https://www.diplomatie.ma/en/Conseilsauxvoyageurs/tabid/3175/language/en-US/Default.aspx>

Participants in need of a visa are required to send a scanned copy of their passport **before Friday, 16 October 2015**, to Ms. Maguelone Girardot ([girardot@unhcr.org](mailto:girardot@unhcr.org)), cc Ms. Dalila Zenati ([zenati@unhcr.org](mailto:zenati@unhcr.org)). The respective Moroccan consulates in the participants' country of residence will be informed. Participants are subsequently required to request the issuance of the visa at the respective Moroccan consulate in their country of residence with reference to the IARLJ conference.

### 4. Flights

Participants are asked to either fly to Menara Airport (Marrakesh) or Mohamed V Airport (Casablanca).

The closest airport to Marrakesh is **Menara Airport**. The airport is located 5km (3 miles) from the city of Marrakesh.

The next closest airport is **Mohamed V Airport** in Casablanca. The airport is located 230 km (143 miles) from the city of Marrakesh.

For participants sponsored by UNHCR country offices, the booking of flights will be done by the respective office. For participants sponsored by the French Embassy in Morocco, the booking will be done by the Embassy.

## **5. Transportation – airport / hotel**

The Ministry of Justice of Morocco will arrange transportation shuttles from Menara Airport in Marrakesh and from Mohamed V Airport in Casablanca to Palm Plaza hotel in Marrakesh on Sunday, 22 November and Tuesday, 24 November. The Ministry of Justice will also arrange transportation shuttles from Palm Plaza hotel to both airports on Saturday, 28 November.

Upon arrival, participants will find a shuttle driver holding a sign with the title:

**'IARLJ Conference 2015 – Marrakesh'.**

## **6. Registration of participants**

Participants attending the pre-conference training and the conference are requested to register on Monday, 23 November, between 8.00 and 8.45 am at the registration desk in the hotel, before joining the opening of the pre-conference at 9.00 am.

Participants attending the conference only are requested to register on Tuesday, 24 November, between 7.00 pm and 9.00 pm, or on Wednesday, 25 November, between 8.00 am and 08.45 am at the registration desk in the hotel, before joining the opening of the Conference on Wednesday, 25 November, at 9.00 am.

## **7. Program of the event**

The comprehensive program of the Pre-Conference Training and of the Conference will be shared with the participants towards the end of October. It will also be available on the IARLJ website: [www.iarlj.org](http://www.iarlj.org)

## **8. Languages**

The official languages in Morocco are Arabic and Berber. However, the most used languages are Arabic and French. As Marrakech is a touristic city, you can easily find your way around in other languages such as English.

Both, the pre-conference training and the conference will be simultaneously translated into three languages - English, Arabic and French. Participants will be asked to provide an identity document in order to obtain a headset.

## **9. Medical issues**

Basic medical services will be available at the hotel. Moreover, Morocco has reliable health infrastructures, such as public hospitals and private clinics. Both are easy to reach in a big city like Marrakech. The private clinics are not expensive and provide reliable and affordable medical care.

## 10. Basic information on the host country Morocco

The event will be hosted in Morocco, a middle income country with a population of 33.8 million. It will all take place in Marrakesh, the fourth biggest city in Morocco, hosting around 928,850 inhabitants. The so-called "ochre city" is famous worldwide for the beauty and its major landmarks, such as the place *Jemaa el-Fna* and the *Koutoubia* Mosque. Marrakesh is also famous for the perpetual agitation that brings its streets and souks to life, days and nights and at any moment of the year. November temperatures in Marrakesh drop considerably although they remain fairly mild. At the end of November, the temperature average fluctuates between 10 and 24 degrees Celsius and rainy days are infrequent.

Public transportation, including the train system, is inexpensive and connects all the major centres in the country. Taxis are in abundance in large cities such as Casablanca and Marrakesh. The taxis called "*petit taxis*" are restricted to the inside of cities. The price of the fare may fluctuate from 5 to 50 dirhams (i.e. 0.5 to 5.2 USD), depending of the journey length and the time of the day. The tariff is calculated by a meter called "*compteur*", which is fixed on the right of the driver. Check carefully that the taxi driver uses it to record the length of the journey.

## 11. Contact details for queries:

All queries regarding the conference should be addressed to:

Ms. Maguelone Girardot

UNHCR Morocco

girardot@unhcr.org

And Copied to

Ms Sarie Brits – Secretary to the Africa Chapter.(IARLJ)

sariebrits@ymail.com