



Shell

Experienced Hire Final Assessment

Travel Information – MENA

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WELCOME TO SHELL – INTRODUCTION

Well done progressing to the Final Assessment! We look forward to meeting you soon and finding out more about your background and great experiences. This guide should help you arrange your travel and answer any questions you have regarding travel arrangements. If you do have any further questions or queries, please do not hesitate to contact your scheduling coordinator. We wish you the best of luck with your assessment on the day! Thanks for applying to Shell.

Please click [here](#) to watch a video about Shell's Employee Value Proposition.

TRAVEL AND LOCAL INFORMATION

YOUR SAFETY

At Shell we care about your safety and are committed to ensuring that Health, Safety, Security and Environment (HSSE) features as a key element of our recruitment events. With this in mind, we have produced some safety advice to help you stay safe during your visit. Please be sure to read our [safety guide](#).

If you need to fly to your assessment location, our travel agency Carlson Wagonlit Travel (CWT) will book and arrange payment for your flights or train. To arrange travel you must complete an authorization form. Once a date for the assessment is confirmed the Scheduling Coordinator will send you the authorization form.

JOURNEY MANAGEMENT PLAN

In keeping with Shell's commitment to safety, please complete the [Candidate Journey Management Plan](#) and return to your scheduling coordinator no later than 48 hours before your assessment.

PERSONAL INSURANCE

It is your responsibility to arrange any appropriate travel insurance. Shell is unable to accept liability for loss or damage to any items of luggage. It is advisable to take out appropriate cover with your travel agent but you will need to cover the cost of this yourself.

Welcome to Shell – Travel Information

SHELL TRAVEL AGENCY

Carlson Wagonlit Travel (CWT)

Tel: +20 (0)2 2292 85 86

Email – shell.eg@contactcwt.com

Shell provides air travel and hotel accommodation facilities for candidates who are not residing in Egypt, Qatar, UAE, Oman.

Please follow the guidelines below for the booking process:

Steps:

Within 24 hours of receiving the Assessment email invite, forward it to CWT at shell.eg@contactcwt.com and copy careers@shell.com by using the 'cc' function. Please include the following details in your email:

- a) Name as per Identity Card/Passport: XXX
- b) Email address: XXX@XXX.com
- c) Mobile/contact no: XXX
- d) Booking code: ME-XP
- e) Location you are travelling from: XXX
- f) Arrival Date/Time: (A day before Assessment)
 - i) Date: dd/mm/yyyy
 - ii) Time: hh:00 am/pm
- g) Departure Date/Time: (Assessment Day)
 - i) Date: dd/mm/yyyy
 - ii) Time: hh:00 am/pm

Your travel arrangements will be made by CWT and you will receive a confirmation email from them with the details within 2 working days

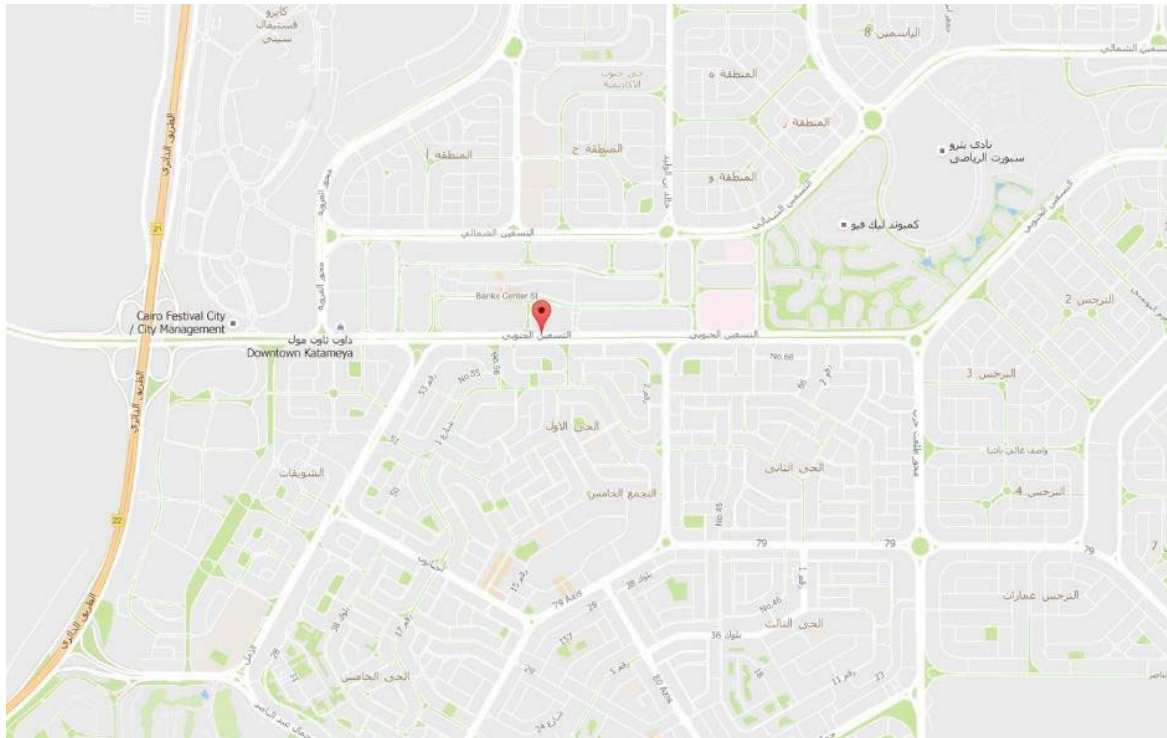
ASSESSMENT VENUE

EGYPT

OFFICE ADDRESS

Business View Building
No. 79, Road 90 South,
Fifth Settlement,
New Cairo
Tel: +2 02 2904111

MAP



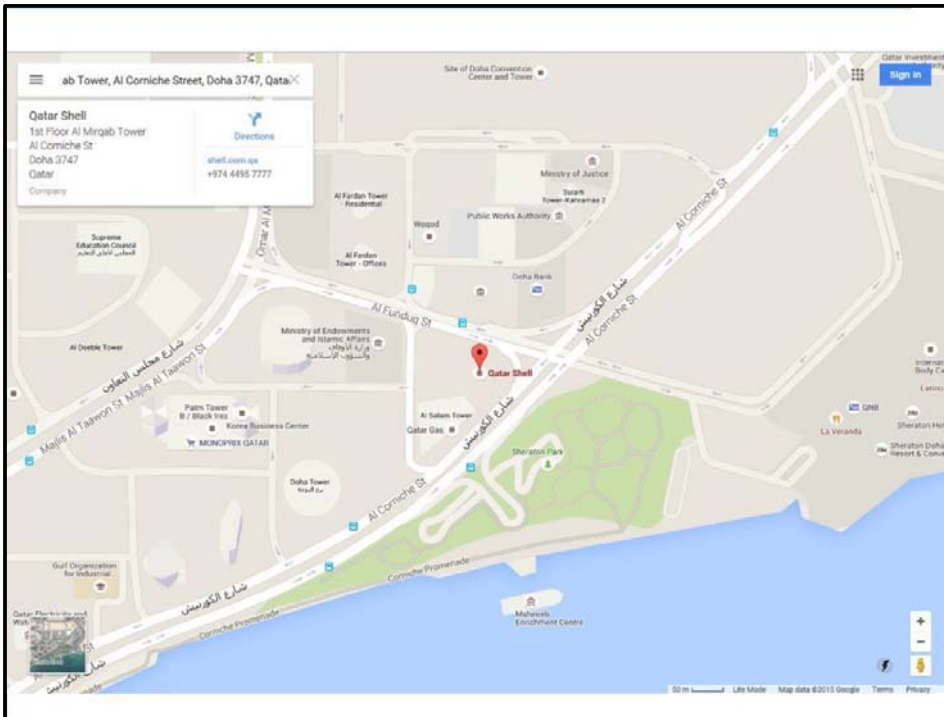
ASSESSMENT VENUE

QATAR

OFFICE ADDRESS:

Al Mirqab Tower,
Corniche Area
adjacent to the Sheraton Doha Hotel in West Bay.
Tel : +974 495 7777 (switchboard)

MAP:



DIRECTIONS TO SHELL LOCATION:

(When you stand in front of Sheraton, you will find two green glass towers. It's the tower on your right.)

Kindly note that a parking space inside the parking area of Al Mirqab Tower has been reserved for you. Please advise the security team at the gate with your name to allow you inside.

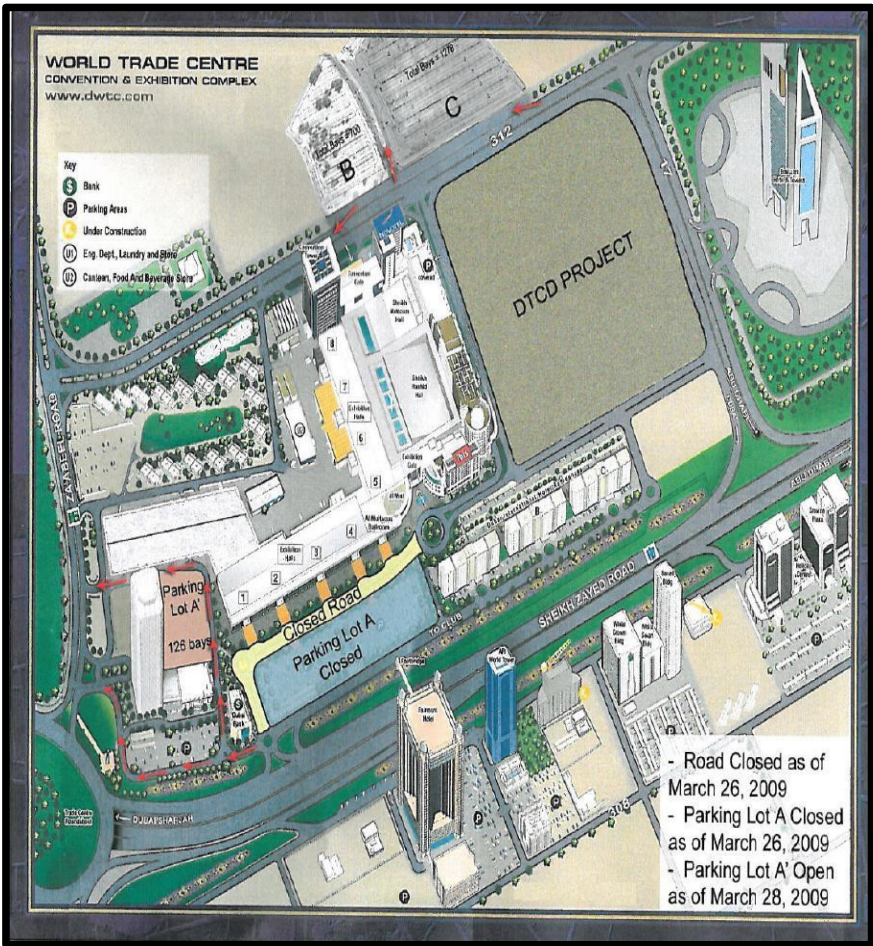
The office is open from 07.00 to 19.00 and official office hours are 07.00 –1530. All visitors must report to security on the 1st Floor to register and from there they will be directed to the correct office.

ASSESSMENT VENUE

UAE

OFFICE ADDRESS:
Shell EP International Limited,
Dubai Convention Tower, 9th Floor,
Zabeel Area, Dubai, UAE

MAP:



ASSESSMENTVENUE

IRAQ

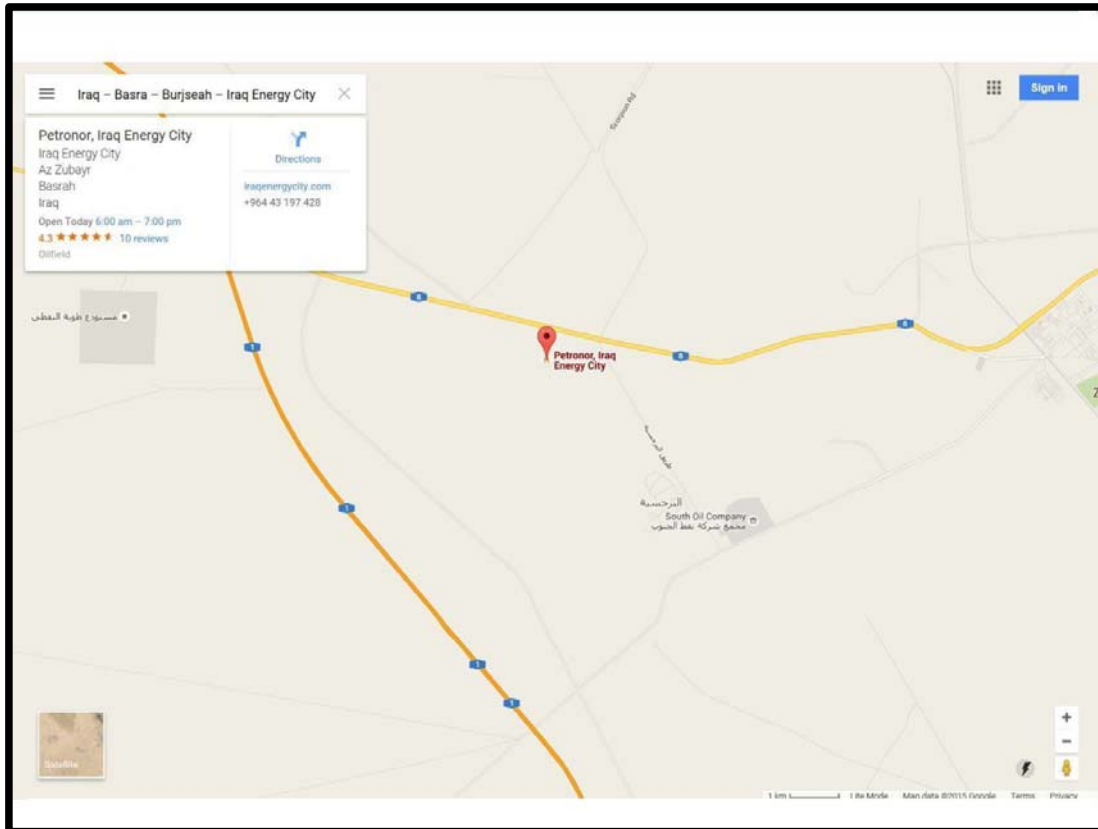
OFFICE ADDRESS:

Iraq – Basra – Burjseah – Iraq Energy City / next to the drilling Iraqi company.

BIH – Corniche – Shatt Al Arab / P.O. Bx 86538

AlAshar . Basra . Iraq

MAP:



ASSESSMENTVENUE

OMAN

OFFICE ADDRESS:

Shell Development Oman LLC
P.O.Box: 74, PC 116 Mina Al Fahal , Muscat
Tel: +968 24664119

ACCOMMODATION

Your hotel accommodation has automatically been booked for you under your name and paid for by Shell, this includes the cost of your breakfast. All incidental charges such as telephone calls will be for your own account. Please settle these upon departure. If you wish to stay longer, this will be at your own expense.

If you do not wish to stay in the hotel room or wish to cancel your booking prior to the Final Assessment, please notify your Scheduling Coordinator as soon as possible otherwise, we will be charged for your non-arrival.

You should check out of your hotel before the Final Assessment.

HOTEL DIRECTIONS EGYPT

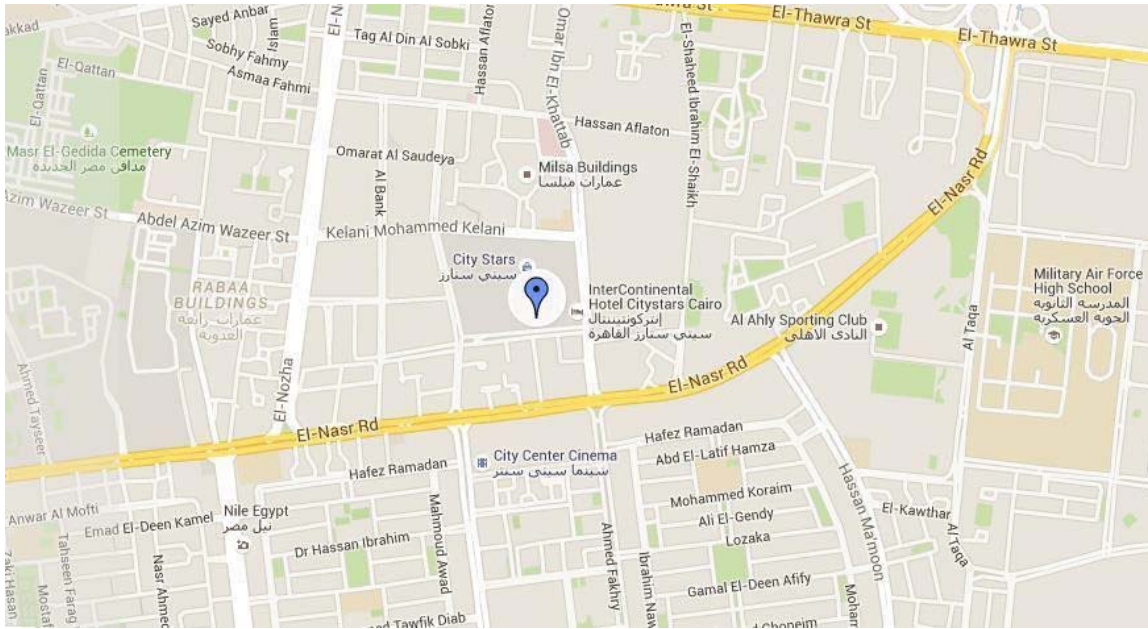
City Stars Intercontinental

CAIRO, 11737

Tel: +20-2-24800100

Fax: +20-2-24800200

The hotel is situated at Heliopolis, approximately 45 minutes away from Cairo Airport.



HOTEL DIRECTIONS QATAR

InterContinental Doha The City

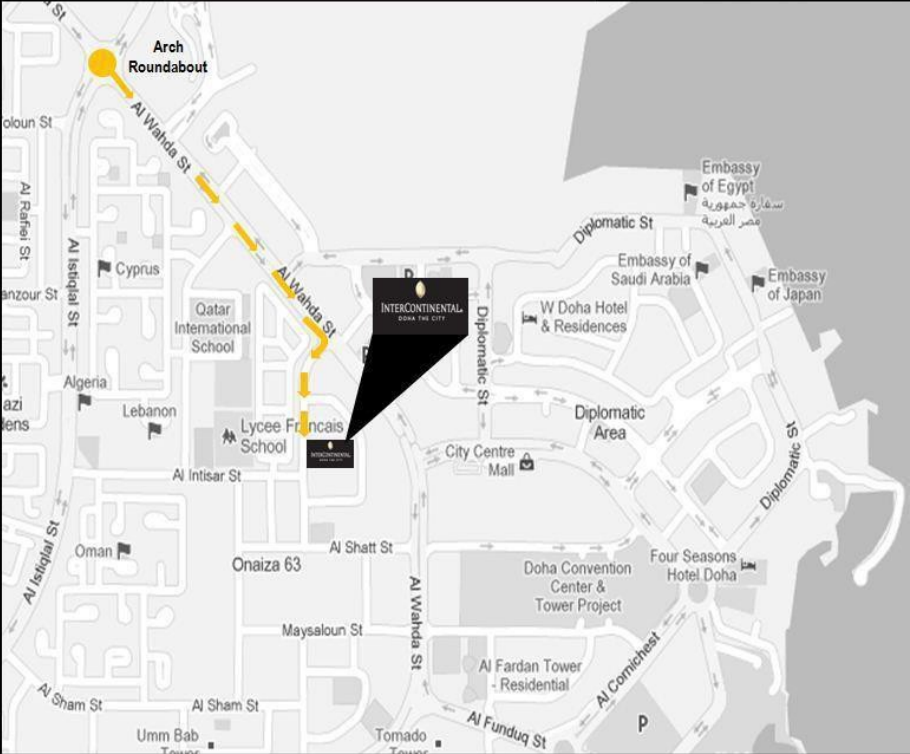
Address : Off Al Wahda Road, West Bay, Doha, Qatar
Phone : +974 4015 8888

Location Map

Drive from Arch Roundabout on Al Wahda Street towards City Centre Mall.

Take the first right-turn after you have passed the first traffic light on Al Wahda Street.

InterContinental Doha The City will be located on your left hand side after about 250 meters.



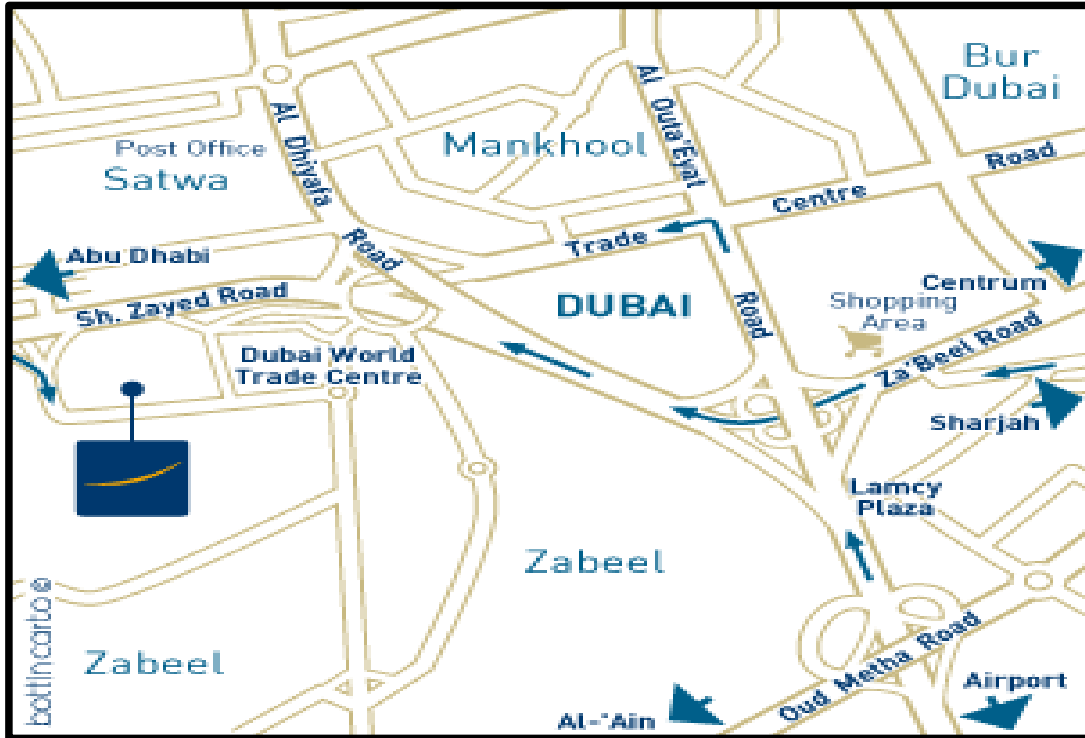
**INTERCONTINENTAL.
DOHA THE CITY**

Off Al Wahda Street
PO Box 22178
Tel: +974 4015 8888

HOTEL DIRECTIONS UAE

Hotel Novotel World Trade Centre Dubai

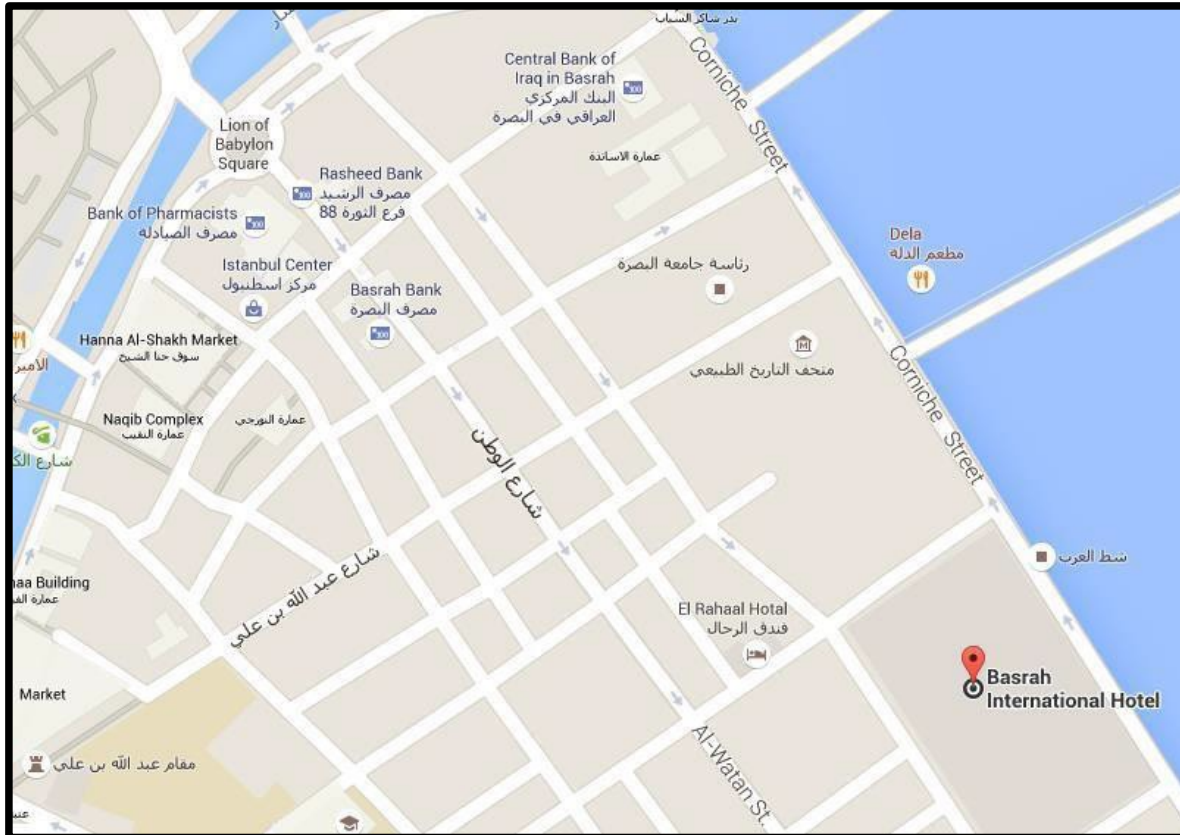
Address : Sheikh Zayed Road, Al Saada Street, Bur Dubai - Near World Trade Centre Metro Station - إمارة دبي - United Arab Emirates
Phone : +971 4 332 0000



HOTEL DIRECTIONS IRAQ

Basra International Hotel Iraq

Address : Basra, Kuwait
Phone : +964781 5555472



Should you still have any questions, please ask your Scheduling Coordinator. Take time to read all the information carefully and make sure you are well prepared for the Final Assessment. We look forward to meeting you soon!