FORM 10

ANNUAL DISCLOSURE OF GIFTS FROM GOVERNMENTAL ENTITIES AND DIRECT SUPPORT ORGANIZATIONS AND HONORARIUM EVENT RELATED EXPENSES

LAST NAME -- FIRST NAME -- MIDDLE NAME: Cooper- Joy- Frances	THIS STATEMENT REFLECTS GIFTS AND HONORARIUM EVENT RELATED EXPENSES RECEIVED DURING CALENDAR YEAR 2013. **DO NOT FILE THIS FORM IF YOU HAVE NOTHING TO REPORT ON IT.**
MAILING ADDRESS: 301 Holiday Drive	NAME OF AGENCY: City of Hallandale Beach
CITY: Hallandale Beach ZIP: 33009 COUNTY: Broward	OFFICE OR POSITION HELD: Mayor

PART A -- GIFTS (HAVING A PUBLIC PURPOSE) FROM GOVERNMENTAL ENTITIES

NAME OF PERSON PROVIDING GIFT(S)	TOTAL VALUE OF GIFTS FROM THAT PERSON	DESCRIPTION OF INDIVIDUAL GIFTS	DATE EACH GIFT RECEIVED

PART B -- GIFTS FROM DIRECT SUPPORT ORGANIZATIONS

NAME OF PERSON PROVIDING GIFT(S)	TOTAL VALUE OF GIFTS FROM THAT PERSON	DESCRIPTION OF INDIVIDUAL GIFTS	DATE EACH GIFT RECEIVED

PART C -- HONORARIUM EVENT RELATED EXPENSES

	EVENT #1	EVENT #2
NAME OF PERSON PAYING EXPENSES	Government Saudi Arabia	
ADDRESS OF PERSON	Government of Saudi Arabia	
AFFILIATION OF PERSON	Government of Saudi Arabia	
AMOUNT OF HONORARIUM EXPENSES	Unknown/ See Attached pages1-13	
DATE(S) OF THE EVENT	Dec 6- Dec 13 , 2013`	
DESCRIPTION OF EXPENSES PAID EACH DAY	Travel, Lodging and Food	
TOTAL VALUE OF EXPENSES FOR THE EVENT	Unknown / See Attached pages 1-13	

INSTRUCTIONS on who must file this form and how to fill it out are on the reverse side.

FILING INSTRUCTIONS for when and where to file this form are located on the reverse side.

IF ANY OF PARTS A THROUGH C ARE CONTINUED ON A SEPARATE SHEET, PLEASE CHECK HERE ☑

REMEMBER TO ATTACH COPIES OF ***ALL*** STATEMENTS PROVIDED TO YOU BY PERSONS AND ENTITIES PROVIDING OR PAYING FOR THE GIFTS AND HONORARIUM EVENT RELATED EXPENSES DISCLOSED ON THIS FORM. YOU MUST DISCLOSE ALL OF THESE KINDS OF GIFTS AND EXPENSES EVEN THOUGH YOU DID NOT RECEIVE A STATEMENT OR REPORT FROM THE PERSON OR ENTITY PROVIDING THEM. YOU MAY EXPLAIN ANY DIFFERENCES BETWEEN THE ATTACHED REPORTS AND STATEMENTS AND THE INFORMATION PROVIDED ON THIS FORM BY ATTACHING AN EXPLANATION TO THE FORM.

SIGNATURE: Joy A Cooper **DATE SIGNED:** 6/13/14

This trip was paid in full by the Saudi Government at no time were we provided with receipts or cost information. The USCM also does not have cost information. (Please see attached documentation)

Hotel we all government run and secured hotels

All food was supervised and/or provided by the Saudi government

Airfare, ground transportation and security services were all provided by the Saudi Government

Honoraria plate and plaques were given at various stops and are on display in our city Hall

In order to at minimum I have researched what cost would be I I were to plan to go any other type city business trip.

Food (Per Diem at $36.00 per day)	$ 360.00
Hotel (Guest Palaces similar to a Holiday Inn at $69.00)	$ 690.00
Air fare from Fort Lauderdale to NYC	$ 500.00
Airfare from NYC to Riyadh (Saudi Air)	$4200.00
Total estimated cost of Honoraria	$5750.00

Submitted by:

Mayor Joy Cooper

usmayors.org
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Jocelyn Bogen <jbogen@usmayors.org>

Invitation for upcoming Mayoral Mission to Saudia Arabia November 15- 23, 2013

Jocelyn Bogen <jbogen@usmayors.org> Mon, Aug 19, 2013 at 3:12 PM
To: "Cooper, Joy" <jcooper@hallandalebeachfl.gov>, csantiago@hallandalebeachfl.gov

In cooperation with the Royal Embassy of Saudi Arabia, I am pleased to invite you to participate in an important Mission to SaudiArabia, beginning Friday, November 15 , 2013 and ending Saturday, November 23, 2013. This mission will offer American mayors an opportunity to build business relations between their cities and businesspeople in Saudi Arabia and to exchange experiences on city management. In addition, the mayors will have the chance to learn first-hand about the people, politics, and culture of a very important Middle Eastern country. The Conference is assisting in organizing this mission at the request of the Royal Embassy of Saudi Arabia in Washington, D.C., which requested specifically that you be among the mayors invited.

The delegation of seven to ten mayors will leave New York on November 15 and will arrive in Saudi Arabia the following day. The group will visit the Saudi capital, Riyadh, the Eastern Province, the Empty Quarter, and Jeddah, on the west coast. The mayors will also meet with top ranking Saudi government officials and leading private sector representatives, visit one of the world's largest oil fields, tour prominent educational institutions and enjoy cultural activities. The delegation will arrive back in the United States on the morning of Saturday, November 23rd. Spouses or a staff member are welcome to join the delegation. All expenses for the trip will be covered, including first class (international) airfare and accommodation at a Royal Palace.

This is the fourth trip of U.S. mayors to Saudi Arabia that the Conference has helped to organize, following four very successful visits in November 2008, May 2009, November 2011, and November 2012. Participants in the previous trips were very pleased with their experience. Please see the attached letter from Laredo Mayor Raul Salinas, who has a message for you concerning his experience last November in the Kingdom.

Mayors have expressed a variety of objectives for visiting Saudi Arabia, including learning about the world's largest desalination plants, exchanging ideas about local issues and challenges, promoting businesses and investment between Saudi Arabia and their cities and gaining a better understanding of the politics and culture of a leading Middle Eastern nation.

If you have questions or would like more information, please contact Jocelyn Bogen on my staff member, at (202) 861-6727, or jbogen@usmayors.org. You may also contact Mr. Nail A. Al-Jubeir, Director of Information and Congressional Affairs Office, Royal Embassy of Saudi Arabia, Washington, D.C., at (202) 337-4134 or naa@saudiembassy.net.

This mission will provide in-depth insights into many aspects of a long-time U.S. ally. We hope that you will be able to participate. **Please confirm receipt of this message and RSVP**

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We could not find flights as per your original search criteria on the airlines we search, we have found some alternate recommendations below, please check carefully.

Modify Your Search

◉ Roundtrip ○ One Way

From
NYC - New York All Airports, New York,

To
RUH - Riyadh, Saudi Arabia

Depart 06/10/2014 Return 06/24/2014

Airline airline code

☐ Search direct flights only

More Advanced Options

Search

New York All Airports, New York, USA (NYC) to Riyadh, Saudi Arabia (RUH)
Tue. Jun-10-2014 -- Tue. Jun-24-2014

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	Qatar Airways	Saudi Arabian	American Airlines (with others)	Qatar Airways (with others)	Lufthansa	Saudi Arabian (with others)	British Airways (with others)
Non-stop/ 1 Stop	--	$10449.99 Total $10523.49	--	--	--	$20582.99 Total $20706.42	$20582.99 Total $20706.42
1 stop	$4259.99 Total $4333.79	--	$11251.99 Total $11325.79	$11251.99 Total $11325.79	$14660.99 Total $14787.94	$17100.99 Total $17211.49	$18533.99 Total $18694.42

Show more airlines »

Fares are round trip, incl. all taxes and all fees. Airfares include applied Booking Bonus. Additional baggage fees may apply. Some flights displayed may be for alternate dates and/or airports. Certain results may be outside your search criteria.

Multiple Airlines

Refine Your Search

Flight Times

Going to Saudi Arabia (RUH)
Depart: 12:25 PM - 11:00 PM

Return to New York (NYC)
Depart: 12:25 AM - 9:30 PM

Show Arrival Times

Airports

☐ Depart/Return, same airport
☐ Hide Alternate/Nearby Airports

Departing from:

☑ JFK - New Yo... $4333.79
☑ EWR - Newark... $14787.94

Arriving at:

☑ RUH - Riyadh $4333.79

Clear all filters

Sort by:

Price / All Results | **Shortest/Direct Flight** | **Flexible dates from $10523.49**

Act fast: Only 2 tickets left at this price! | **This is an alternate date, please verify the date.**

$4259.99 + $73.80 (taxes) = $4333.79
Final Total Price (incl. fees)

SELECT

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Qatar Airways Flight 702 77W more — New York Kennedy (JFK) → Doha (DOH) — **11:00pm** - 11Jun, Wed, **06:20pm** - 12Jun, Thu — **Nonstop** Business 12hr 20min

Connecting flight wait time 6 hours 15 minutes

Qatar Airways Flight 1166 788 more — Doha (DOH) → Riyadh (RUH) — **12:35am** - 13Jun, Fri, **02:00am** - 13Jun, Fri — **Nonstop** First 1hr 25min

This is an alternate date, please verify the date.

Flight Duration : 13hr 45min | Layover Duration : 6hr 15min | Total Trip Time : 20hr 00min

Select this Departure

Qatar Airways Flight 1167 788 more — Riyadh (RUH) → Doha (DOH) — **04:00am** - 26Jun, Thu, **05:20am** - 26Jun, Thu — **Nonstop** First 1hr 20min

Qatar Airways Flight 701 77W more — Doha (DOH) → New York Kennedy (JFK) — **08:15am** - 26Jun, Thu, **03:00pm** - 26Jun, Thu — **Nonstop** Business 13hr 45min

This is an alternate date, please verify the date.

Flight Duration : 15hr 05min | Layover Duration : 2hr 55min | Total Trip Time : 18hr 00min

Select this Return

Act fast: Only 2 tickets left at this price! | **This is an alternate date, please verify the date.**

$4259.99 + $73.80 (taxes) = $4333.79
Final Total Price (incl. fees)

SELECT

Best Price Guarantee!

Qatar Airways Flight 702 77W more — New York Kennedy (JFK) → Doha (DOH) — **11:00pm** - 11Jun, Wed, **06:20pm** - 12Jun, Thu — **Nonstop** Business 12hr 20min

Connecting flight wait time 6 hours 15 minutes

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Travel Weekly Power List

Fort Lauderdale, FL (FLL) to New York, NY (LGA) Tue, Jun 10, 2014
New York, NY (LGA) to Fort Lauderdale, FL (FLL) Tue, Jul 15, 2014

Flexible Dates?

Refine Results

Outbound
Take-off: 4:45 PM - 9:00 PM

Inbound
Take-off: 5:45 AM - 9:30 PM

Non-stop
1 stop
2+ stops

Multiple Airlines
AirTran Airways
Delta Air Lines
jetBlue
US Airways

Matching Results: 488

Sort by: Lowest Price

Additional may apply.

Searching flights

Round-trip
Fort Lauderdale (FLL) New York (LGA)
June 10, 2014 – July 15, 2014

$496.49
Leave Tue, Jun 10
6:40 PM Fort Lauderdale — 9:39 PM New York — non-stop 2hr 59min — Delta Air Lines 1514
Return Tue, Jul 15
11:30 AM New York — 4:28 PM Fort Lauderdale — 1 stop 4hr 58min — US Airways 891 / 1760
Earn Earn in bonus Orbucks

$496.49
Leave Tue, Jun 10
6:40 PM Fort Lauderdale — 9:39 PM New York — non-stop 2hr 59min — Delta Air Lines 1514
Return Tue, Jul 15
6:59 PM New York — 12:03 AM Fort Lauderdale — 1 stop 5hr 4min — US Airways 1995 / 1717
This is an overnight flight, which will arrive one (1) day later.
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1 traveler

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6:40 PM Fort Lauderdale — 9:39 PM New York — non-stop 2hr 59min — Delta Air Lines 1514
Return Tue, Jul 15
6:30 AM New York — 11:45 AM Fort Lauderdale — 1 stop 5hr 15min — US Airways 1951 / 1709
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$496.49
Leave Tue, Jun 10
6:40 PM Fort Lauderdale — 9:39 PM New York — non-stop 2hr 59min — Delta Air Lines 1514
Return Tue, Jul 15
8:40 AM New York — 1:55 PM Fort Lauderdale — 1 stop 5hr 15min — US Airways 2071 / 1961
Earn Earn in bonus Orbucks

Site Feedback

3

Cooper, Joy

From: Jocelyn Bogen <jbogen@usmayors.org>
Sent: Monday, October 07, 2013 1:14 PM
To: QB10@akronohio.gov; Hoffman, Laurie; swarren3@vzw.blackberry.net; Reenie Murphy; Faush, Erskine R.; Cooper, Joy; Moseley, Lori; Covington, Shari B.
Subject: 2013 Saudi Arabia Delegation Travel Advisory1 and logistical forms
Attachments: 2013VisaAttachmentinstructionsandwebsiteFINAL.pdf; USA flight Selections form.docx; Emergency Form Saudi Arabia December 2013.doc; Travel Advisory 1 2013.pdf; Tentative Schedule for Mayoral Mission to the Kingdom of Saudi Arabia November 2013-1.pdf

Hello Mayor,

I am pleased to share with you Travel Advisory 1 and some forms I need completed for your participation in the 2013 Delegation to the Kingdom of Saudi Arabia December 6-13, 2013. We are pleased to have you represent the Conference on this important mission.

As we plan the trip, I would like to request you to not share the attached itinerary or delegation member names externally at this time. We make this request for two reasons, the delegation members and some of the planned Saudi government official meetings are subject to change, and in the past some Mayors have opted not to share when they are traveling out of the country. We will prepare a release template for you to send out on your own letterhead closer to the trip.

In addition to the Travel Advisory 1 and tentative schedule, the attached forms need to be completed and materials sent to my attention by **November 1st**. Attachments to be completed are:
* Visa attachment which includes the application link to download the form, and instructions to complete your visa application; Please note: You will send me your passport and a passport photo for each traveller to submit with visa applications.
* USA Flight selections form; and
* Emergency Contact Form.

As always if you have any questions or need any assistance please do not hesitate to contact me.

Regards,

Jocelyn

The content of this e-mail (including any attachments) is strictly confidential and may be commercially sensitive. If you are not, or believe you may not be, the intended recipient, please advise the sender immediately by return e-mail, delete this e-mail and destroy any copies.

4

TRAVEL ADVISORY 1

TO: MAYORS INVITED ON THE 2013 MISSION TO SAUDI ARABIA

FROM: NAIL A. AL-JUBEIR, DIRECTOR OF INFORMATION AND CONGRESSIONAL AFAIRS, ROYAL EMBASSY OF SAUDI ARABIA

RE: TRAVEL ADVISORY

DATE: October 3, 2013

We are very honored to invite you to join this important mission to the Kingdom of Saudi Arabia. This is a very distinguished group, and we are delighted that you are considering going! The mayors who were a part of the three previous delegations to Saudi Arabia were very pleased with their experience, and we believe that you will be, too.

Mayors:

1. USCM Past President, Mayor Donald L. Plusquellic Akron, OH
2. Mayor William Bell, Birmingham, AL
3. Mayor Joy Cooper, Hallandale Beach, FL
4. Mayor Lori Moseley, Miramar,FL
5. Mayor Setti Warren, Newton, MA

USCM Staff:

6. Tom McClimon, Managing Director
7. Jocelyn Bogen, Program Director

Saudi Embassy in Washington, D.C.:

8. Nail A. Al-Jubeir, Director of Information and Congressional Afairs, Royal Embassy of Saudi Arabia, Washington, D.C.

Attached is a preliminary schedule, which gives you an overview of the types of officials with whom you will be meeting and of other activities.

This travel advisory memo will focus on

1. Passport and Visa Required for Saudi Arabia
2. Arrangements for Air Travel

3. Climate
4. Credit Card Companies and Bank
5. Time Difference
6. Health issues and a few additional suggestions

1) Most Important: YOUR PASSPORT

- **Please be sure that your passport is up-to-date will not expire** no sooner than **May 31, 2014.** Please make sure you have at least (2) two blank pages in your passport.

- Please advise Jocelyn ASAP if need to acquire a new passport, renew or have pages added, and be sure to do this by ***expeditited service*** with US Postal Service **immediately**.
  http://travel.state.gov/passport/forms/forms_847.html

- **In addition to your passport, a visa is also required for travel to Saudi Arabia.** Please see the visa application and instructions document attached to this message. **PLEASE SEND TO JOCELYN BY Friday October 25, 2013.**

- Your staff will complete the visa application and then will Fed Ex the passport, visa application, and one photo, which we will describe for you in the instructions, to Jocelyn. Her address and telephone number are Jocelyn Bogen U.S. Conference of Mayors, 1620 Eye Street, N.W., Washington, D.C. 20006, phone 202 861 6727.

- You are welcome to use the U.S. Conference of Mayors fed ex number, which is **0200 6524 9. If a project number is needed, it is 2123.**

- Once Jocelyn receives the passports, she will personally take all the passports with visa applications and photos to the Saudi Embassy. Processing at the Embassy will take about two days. When we get the passports back from the Embassy, we will Federal Express the passport with the visa now inside the passport back to each mayor. Jocelyn will let your staff know when it is being sent.

2) AIR TRAVEL TO AND FROM SAUDI ARABIA

- The Saudi Embassy will be working on the airline travel arrangements for all members.

- Delegation members will **select and advise** on coach flights from their home city to New York John F Kennedy International Airport (JFK) on Friday, December 6, and you will return to the US through Washington Dulles International Airport and delegation members will fly from IAD back to his or her city on December 13th.

- The Saudis will pay for the tickets from the mayor's home city to JFK and on to Saudi Arabia and for the return tickets from Saudi Arabia back to the United States and from IAD Airport to the home city.

- Departure from the United States will be from New York John F Kennedy International Airport (JFK) on Friday December 6. The delegation will leave on a **8:30** pm flight. We will need to be at the airport by **5:30** p.m. or **3 hours ahead**. Please see flight choice document and advise on flights from home city to JFK and IAD to home city.

- You will arrive in Riyadh the 4:25 pm the afternoon of **Saturday, December 7, 2012.**

- **Return to the United States, Friday, December 13, 2013:** Coming home, the delegation will fly on a non-stop flight at **8:25 am** from Saudi Arabia to Washington Dulles International Airport (IAD) arriving at **2:00 pm**. After arriving at IAD the mayors will collect their baggage, go through customs, recheck their bags to their final destination, and then the mayors will go their separate ways back to their own cities. All flights to home/local city should depart **after 4:00 p.m.**

Once the tickets have been arranged, the Saudi Embassy will send the tickets to each mayor's office.

3) CLIMATE

Riyadh: (Saturday night, December 7 – Sunday evening, December 8)

Riyadh is similar to Las Vegas in the winter. The lows are early morning (usually before sunrise). During the day expect upper 70s and mid-60s in the evening in Riyadh. Jeddah is about 10 degrees warmer. I would recommend light jackets, especially in Riyadh.

Dharhan and Shiba: (Monday, December 9):

The temperature in the Eastern part of Saudi will be similar to Riyadh. After visiting a high school and lunch and touring the Aramco Exhibit in Dharhan, the delegation will fly south to the Empty Quarter—the desert. We will likely arrive in the late afternoon, and it will still be quite warm. We will probably have dinner outside, and it may cool down to the low to mid '60's. If you get cold easily, you might want to have a wrap or light jacket.

Jeddah (Monday night arrival, December 9 – Friday December 13)

Temperature in Jeddah, which is on the Red Sea, is going to be higher than Riyadh, with an average high in the 80's. Because of the heat and the sun in Saudi Arabia, you should bring sunglasses, sun block, and a hat.

4) CREDIT CARD COMPANIES AND YOUR BANK

Please let your credit card companies and your bank know that you will be traveling in Saudi Arabia December 6, 2013 – December 13, 2013. We suggest that you take on the trip with you the emergency numbers for each credit card company and your bank to call in case a credit card is lost on the trip, or if your ATM card does not function. American Express, Diners Club, MasterCard and Visa are all widely accepted.

5) TIME DIFFERENCE

Saudi Arabia is seven hours ahead of Eastern Daylight Savings time; thus when it is 6 am in Washington, D.C., it is 1 pm in the afternoon of the same day in Saudi Arabia.

6) HEALTH

The U.S. delegation will be traveling to Saudi Arabia at the invitation of the government of Saudi Arabia. The actual time in-country will be seven days. Every effort will be extended by the Saudi government to ensure the safety, security, health, and comfort of all members of the delegation.

Note: The Saudi government itself does not require special vaccinations that would be applicable to our delegation; **however, it would be a good idea to consult your doctor as soon as possible to let him or her know you are traveling to Saudi Arabia and to see if you are up to date on routine vaccinations and others.**

A. *VACCINATIONS*

We recommend that you consult with your doctor as soon as you can to be sure you are up to date on your vaccinations, especially

A. Routine vaccinations:

- Measles/mumps/rubella (MMR),
- Diphtheria/pertussis/tetanus (DPT) vaccine,
- Poliovirus vaccine, etc.

B. Hepatitis A or immune globulin (IG): We recommend that you check with your doctor about whether or not you need Hepatitis A and Hepatitis B.

(Note re Hepatitis B: The World Health Organization recommends that **all travelers, regardless of where they are traveling, also receive Hepatitis B.** Source: Lonely Planet, ***Oman, UAE, and Arabian Peninsula*** (2nd Edition: September 2007), pp. 560.)

Note, the Travel Medical Service we talked to here in Washington, D.C. said that **malaria is not a problem** in the areas of Saudi Arabia, where we will be.

B. *PREPARATION FOR TRAVEL*

The following are suggestions from Lonely Planet, ***Oman, UAE, and Arabian Peninsula*** (2nd Edition: September 2007), pp. 560-565.

- **Bring medications in their original, clearly labeled containers** with a signed and dated letter from your physician describing your medical condition and the medications.
- **Carry a spare pair of contact lenses and glasses** (and take your optical prescriptions with you.)
- If carrying syringes or needles, be sure to have a physician's letter documenting their medical necessity.
- You ma y wish to see your **dentist** before the trip.
- **Please bring all prescription medicines and all over-the-counter medicines you will need.** Some suggestions are:

1. Acetaminophen/paracetamol, e.g. Tylenol, or aspirin;
2. Anti-bacterial hand wipes or hand sanitizer.
3. Anti-bacterial ointment, e.g., Neosporin;
4. Antidiarrheal drugs, such as loperamide or over-the-counter Immodium A-D, or CIPRO (prescription)
5. Antihistamines (for allergic reactions);
6. Anti-inflammatory drugs, e.g., Ibuprofen
7. Band-Aids;
8. Steroid cream or cortisone (for allergic rashes)
9. Sun block: the Saudi sun is hot!
10. Sunglasses for protection from harmful effects of UV sun rays.
11. Thermometer; and
12. Tweezers; and
13. Other products you need when traveling.

C. STAYING HEALTHY DURING THE TRIP

Diseases from food and water are the leading cause of illness in travelers. While on the trip, you should follow these tips for safe eating and drinking:

- Wash your hands often with soap and water, especially before eating. If soap and water are not available, use a hand-sanitizer.
- Drink only bottled or boiled water, or carbonated (bubbly) drinks in cans or bottles. Avoid tap water, fountain drinks, and ice cubes.
- Do not eat food purchased from street vendors.
- Make sure food is fully cooked.
- Avoid dairy products, unless you know they have been pasteurized.

Note: No alcoholic beverages are available in Saudi Arabia, and none can be brought into the country.

D. *SUGGESTIONS FOR WHAT ELSE TO BRING*

- **Business Cards**
- **Camera: Very important:** Always ask permission before taking someone's photograph, and do **not** take pictures of women (unless you have asked and gained their permission). Do not take pictures in the airport, or around or inside government buildings. "The basic photographic rules in Saudi Arabia are: do not photograph anything military in nature, including the police, or anything construed as "strategic," such as airports, bridges, and train stations. Photography is usually allowed inside religious and archaeological sites, when

entry is permitted, unless there are signs indicating otherwise. **Source:** Lonely Planet, ***Oman, UAE, and Arabian Peninsula*** (2nd Edition: September 2007), pp. 538.

- **Food:** Power or Balance bars and raisins.
- **A hat.**
- **Lists of phone numbers/fax numbers:** You may wish to bring a list which includes the name and phone/fax number of your physician, dentist, ophthalmologist, pharmacy, and any other people whom you might need to contact.
- **Xeroxes of important information:** Bring at least two Xeroxed copies of the front page of your passport with your picture on it and info about where you got the passport, etc. ***[Remember to leave with your office a Xerox of your passport, a Xerox of your credit cards, Xerox of your driver's license, etc.]***
- **Wash rag:** Bring a wash cloth if you ordinarily use one; they are not generally supplied in hotels.

We hope these ideas are helpful.

Jocelyn's contact information is:

Jocelyn Bogen
Director, City Livability Awards Program
The U.S. Conference of Mayors
1620 Eye Street, N.W.
Washington, D.C. 20006
jbogen@usmayors.org
Office: (202) 861-6727
Mobile: (202) 294-1757

Final schedule of the visit of US mayors to the Kingdom of Saudi Arabia between Friday, December 6, 2013 and Friday, December 13, 1, 2013

TIME	PLACE	ACTIVITY
Saturday, December 7		
4:30 PM	Arrival in Riyadh	
6:00 PM	Check in at Guest Palace	
Sunday, December 8		
9:30 AM	Depart Guest Palace	
10:00 AM – 11:00 AM	US Embassy in Riyadh	Tim Lenderking, Charge D'Affaires
11:30 AM – 12:30 PM	Ministry of Municipal & Rural Affairs	HRH Minister Dr. Mansour bin Miteb
1:00 PM – 3:00 PM	Saudi Arabian General Investment Authority and lunch	HRH Prince Saud bin Khalid Al-Faisal, Deputy Governor
3:30 PM – 4:30 PM	Princess Nourah University (largest women-only university in the world)	Meeting with HE Huda bint Mohammad Al-Ameel followed by tour of campus
5:30 PM – 7:00 PM	National Museum	
7:30 PM – 10:00 PM	Dinner	Traditional Saudi cuisine
Monday, December 9		
7:30 AM	Depart Guest Palace	
8:00 AM – 10:00 AM	Saudi Industrial Property Authority (Modon)	Meeting with senior officials
10:30 AM – 12:30 PM	Shoura Council meeting with members and lunch	
1:00 –2:00 PM	Riyadh Municipality	HE Mayor Eng. Abullah Al-Mogbel
2:30 PM – 3:30 PM	Foreign Ministry	
5:00-7:00	King Faisal Center for Research and Islamic Studies	Tour of facility
7:30-9:00	Tour of Al-Faisaliah Tower Center	
9:00 PM	Dinner	Guest Palace
Tuesday, December 10		
8:00 AM	Check out from Guest Palace	
10:00 AM	Depart for the Eastern Province	Arrive 11:05 PM
11:00 AM – 3:30 PM	Visit Saudi Aramco Headquarter	Visit to oil company HQ and lunch
3:30 PM – 8:00 PM	Saudi Aramco Heritage Center	Tour Center and Dinner
10:00 PM	Depart for Jeddah	
Wednesday, December 11		
9:30 AM	Depart Guest Palace	

11:00 AM – 12:00 PM	King Abdullah Economic City	Tour and briefing on the city's development
1:00 PM – 3:00 PM	King Abdullah University for Science and Technology	Tour and lunch
4:00 PM – 5:00 PM	Tour and briefing of Jeddah historic preservation area and dinner at historic Naseef House	Hosted by Sami Nawar, Director of Culture and Tourism, Jeddah Municipality
5:00 PM – 7:30 PM	Back to Guest Palace	Rest time

Thursday, December 12		
9:30 AM– 10:30 AM	Jeddah Municipality	Meeting with HE the Mayor
1:00 PM – 3:00 PM	Jeddah Chamber of Commerce and Industry	Meeting and lunch with Saudi business and civic leaders Met with Dr. Lama AlSulainman, Vice Chairwoman
3:30 PM – 5:30 PM	Shopping	
6:00 PM – 8:00 PM	Guest Palace	Rest
8:00 PM – 11:00 PM	Dinner hosted by Mr. Raad Al-Saady, Managing Director of Sales & Dealership Operations at Abdul Latif Jameel	Dinner at home of Saudi businessman. Guest include businessmen and women

Friday, December 7		
3:00 AM	Luggage ready for pick up	Transfer of luggage to airport
6:15 AM	Check out of Guest Palace	
8:25 AM	Jeddah Airport	Depart for Washington

FORM 10

ANNUAL DISCLOSURE OF GIFTS FROM GOVERNMENTAL ENTITIES AND DIRECT SUPPORT ORGANIZATIONS AND HONORARIUM EVENT RELATED EXPENSES

LAST NAME -- FIRST NAME -- MIDDLE NAME: Cooper- Joy- Frances	THIS STATEMENT REFLECTS GIFTS AND HONORARIUM EVENT RELATED EXPENSES RECEIVED DURING CALENDAR YEAR 2013. **DO NOT FILE THIS FORM IF YOU HAVE NOTHING TO REPORT ON IT.**
MAILING ADDRESS: 301 Holiday Drive	NAME OF AGENCY: City of Hallandale Beach
CITY: Hallandale Beach ZIP: 33009 COUNTY: Broward	OFFICE OR POSITION HELD: Mayor

PART A -- GIFTS (HAVING A PUBLIC PURPOSE) FROM GOVERNMENTAL ENTITIES

NAME OF PERSON PROVIDING GIFT(S)	TOTAL VALUE OF GIFTS FROM THAT PERSON	DESCRIPTION OF INDIVIDUAL GIFTS	DATE EACH GIFT RECEIVED

PART B -- GIFTS FROM DIRECT SUPPORT ORGANIZATIONS

NAME OF PERSON PROVIDING GIFT(S)	TOTAL VALUE OF GIFTS FROM THAT PERSON	DESCRIPTION OF INDIVIDUAL GIFTS	DATE EACH GIFT RECEIVED

PART C -- HONORARIUM EVENT RELATED EXPENSES

	EVENT #1	EVENT #2
NAME OF PERSON PAYING EXPENSES	Government Saudi Arabia	
ADDRESS OF PERSON	Government of Saudi Arabia	
AFFILIATION OF PERSON	Government of Saudi Arabia	
AMOUNT OF HONORARIUM EXPENSES	Unknown/ See Attached pages1-13	
DATE(S) OF THE EVENT	Dec 6- Dec 13 , 2013`	
DESCRIPTION OF EXPENSES PAID EACH DAY	Travel, Lodging and Food	
TOTAL VALUE OF EXPENSES FOR THE EVENT	Unknown / See Attached pages 1-13	

INSTRUCTIONS on who must file this form and how to fill it out are on the reverse side.

FILING INSTRUCTIONS for when and where to file this form are located on the reverse side.

IF ANY OF PARTS A THROUGH C ARE CONTINUED ON A SEPARATE SHEET, PLEASE CHECK HERE ☑

REMEMBER TO ATTACH COPIES OF ***ALL*** STATEMENTS PROVIDED TO YOU BY PERSONS AND ENTITIES PROVIDING OR PAYING FOR THE GIFTS AND HONORARIUM EVENT RELATED EXPENSES DISCLOSED ON THIS FORM. YOU MUST DISCLOSE ALL OF THESE KINDS OF GIFTS AND EXPENSES EVEN THOUGH YOU DID NOT RECEIVE A STATEMENT OR REPORT FROM THE PERSON OR ENTITY PROVIDING THEM. YOU MAY EXPLAIN ANY DIFFERENCES BETWEEN THE ATTACHED REPORTS AND STATEMENTS AND THE INFORMATION PROVIDED ON THIS FORM BY ATTACHING AN EXPLANATION TO THE FORM.

SIGNATURE: Joy A Cooper **DATE SIGNED:** 6/13/14