Frequently Asked Questions (FAQs)

ECAE
Khalifa City A Campus
Telephone: 02 5099999

Date 03/03/2020
Ver: 1.1
Academic Services (Faculty & Students):

Undergraduate and Graduate Programs:

How will I access the course materials?
You will have access to all documentation for all taught courses, the internship and action research course on our digital learning platform (D2L).

How will I attend my taught courses?
- Undergraduate and graduate classes/workshops will be taught as scheduled. In all cases these classes can take place virtually. Faculty will teach from virtual classrooms and students will connect via the Cisco WebEx app.
- Supervisors will take place for one-on-one sessions via the Cisco WebEx app and faculty will run this on their personal laptops from any Wifi connected location (as appropriate)
- In terms of assessment, the D2L platform allows the faculty to communicate easily with students, for example giving individual feedback for written tasks using discussion boards, internal email, integrated rubrics and grade books.

How can I receive support from my course instructor during my taught courses?
Your course instructor will support you through email, VOIP (e.g. Cisco WebEx) and D2L.

How can I receive support from my college mentor during the internship and action research projects?
You will be able to communicate with your college mentor through email, VOIP (e.g. Skype for Business) and D2L. We have also arranged for undergraduate students to meet (virtually) with their college mentors at pre-arranged times via Cisco WebEx.

How will I receive support from my Academic Adviser?
Academic Advisers can communicate with individual students via email and VOIP to continue to support students (particularly at risk students).

How will I receive support from my Research Advisor?
Your Research Advisor will work with you in one-on-one sessions via the Cisco WebEx app. Your advisor will run this on their laptop and will meet with you at the pre-arranged time online.
Faculty and Research Support and Events:

Will I still be able to apply for an ECAE Research Grant Fund?
Yes, all grant application and reviewing processes continue as normal and will be through the research portal. There will be a slight amendment to the grant deadline in line with whatever spring break dates are announced; this date will be announced by Research Office.

Can I still submit applications for non-funded research, or for externally funded research?
Yes, all review processes will function as normal.

Will Research and Grants Committee and Ethics Committee still be meeting and reviewing?
Yes, all committee meetings will continue via the Webex application, subject to slight date changes which will be communicated in advance by the respective committee chairs.

I want to purchase equipment and other items using my approved ECAE Grant Fund. Can I still continue to do this?
Yes, Research Office will assist you with this as normal, and PRs will continue to be initiated for grant items as normal.

Will there still be Research Seminars and PDs?
The final research seminar which was due to take place will be postponed until a future date. The Research PDs will take place as planned during Semester 3 and will do so as normal either via WebEx or in person, depending upon the situation at the time.

Can I still apply for the Visiting Researcher Award fund?
Yes, subject to the guidelines for this award, and National and ECAE and travel guidelines at the time of proposed visit.
**Library Access:**

**How do I Access library and Leaning Support Hub Online?**
Please visit the below link: [http://libguides.ecae.ac.ae/home](http://libguides.ecae.ac.ae/home)

**Which information resources can I access from off-campus?**
ECAE students can access all LLSH resources includes access to online databases, e-journals and e-books from off campus By clicking on Hello, Guest. Login for full access. Then enter **Username** and **Password** for full text (students must use ECAE network credentials).

**How do I Access Leaning Support Hub Online?**
You can access LSH by:
Go direct to: [https://libguides.ecae.ac.ae/Learningsupporthub](https://libguides.ecae.ac.ae/Learningsupporthub)
or [http://libguides.ecae.ac.ae/home](http://libguides.ecae.ac.ae/home) then click on Learning Support Hub tab.

**How can I get Consultation from LSH Online?**
Consultation can be done any time by various methods like:
- Email (personal emails or via library email)
- Live chat (skype for business or Cisco Webex)

**How Can I get LSH Support Online?**
- Online support for accessing articles and data base links available for the following - online search help, getting the articles or databases links.
- Reference /citation checking, or feedback can be done through emails
- Feedback on their assignments can be done using email communications.
- Individual /group workshops can be organized on virtual space- using (skype for business or Cisco Webex )
- Interlibrary loan can be done online through email.

**How Can I Borrow Print Books online?**
Student can’t borrow print books online.

**How Can I renew the checked-out books online?**
Please follow the below steps:
- Go to Library catalog online: [https://sierra.ecae.ac.ae/](https://sierra.ecae.ac.ae/)
• Login to your account
• Click on Item/s currently Checked out
• Renew.

For Help please ask librarian: Library@ecae.ac.ae
Or Contact:
May Yassin myassin@ecae.ac.ae, Smitha Sumod: smitha.sumod@ecae.ac.ae

**Academic Support (Student Service, Registration & Admissions):**

**What do I do if I miss a class or two due to illness?**
We suggest that you contact your instructor directly via email to notify them of your absence and send appropriate documentation to Registration.Department@ecae.ac.ae.

**I am having technical difficulties. What should I do?**
If you have technical difficulties, please contact the IT Help: ithelp@ecae.ac.ae. It is also recommended that you contact your instructor to let them know you are having difficulty.

**Will you offer me the help and support I need to succeed?**
Yes, you will continue to have access to lots of support from:
- Your instructor - through email, VOIP (e.g. Skype for Business) and D2L
- Your academic advisor - through email, VOIP (e.g. Skype for Business) and D2L
- Learning Support Hub - through email, VOIP (e.g. Skype for Business or Cisco Webex)
We want you to know that your course work and activity is actively reviewed, and you will be prompted when needed. You are urged to work with your instructors and academic advisor on minor challenges to avoid major difficulties.

**What kind of response time should I expect if I request a service, have a question or have a problem?**
Instructors, academic advisors, academic supporters, and IT Help will provide timely responses. We will try to address your concerns and respond to your request promptly. We will also try to answer your question before the end of the following business day.

**How can I get an official ‘To Whom It May Concern’ letter or document from the Registration?**
Please send your request with the required details to Registration.Department@ecae.ac.ae and we will get back to you.
Is ECAE open for business during emergency situations?
ECAE strives to maintain essential business services and operations during any emergency while providing for the protection of life, health, and safety of all learners, faculty, and staff.

How should I prepare in the event of an emergency?
Emergency preparedness is also an individual responsibility. ECAE strongly urges students, faculty, and staff to familiarize themselves with the plans and precautions currently in place at the College, but also to become aware of the measures they need to take to protect themselves and others in an emergency situation.

I do not know what to do or even what to ask?
That is okay! Please email Registration.Department@ecae.ac.ae and/or studentaffairs@ecae.ac.ae so that we support you and get you connected to the resources and support you need.
Continuing Education Center (CEC):

What are the available CEC services?

- Training Needs Analysis
- Accredited National and International Qualifications
- Vocational & Professional Development Training
- Consultancy Services
- Teacher Training
- Leadership
- Psychometric Tests
- Training Content Development

What are the available training programs/workshops at the moment?

In order to check out the available training programs/workshops, kindly access the website below: [https://www.masary.ae/](https://www.masary.ae/).

Training programs/workshops are scheduled on a monthly basis; thus, make sure to regularly check the available trainings and apply.

Are there any scheduled distance learning training programs/workshops available?

At the moment, there are no available distance learning program/workshops; however, you can regularly check Masary website for any updates.

How do I apply for any of the CEC training programs/workshops?

- Log onto to MASARY Portal [https://www.masary.ae/](https://www.masary.ae/) and click on the Register button.
- Complete the requested information to create a username and password
- Once you register, the system will send you an activation email
- Complete your profile by entering all mandatory information
- You can then apply on any of the available courses
- For workshops/programs to be launched, there should be a minimum of number of applicants
- If the minimum number is reached, you will receive an e-mail to confirm your registration along with the date and time of the training.

Are the courses available for both individuals and corporate clients?

Yes, courses are available for both individuals and corporate clients. For individuals, please apply through Masary.

For corporate clients, please contact the projects support division at CEC on: cec@ecae.ac.ae or call on 02- 5099977
If I am enrolled in a national or international qualification, how do I contact my assessor for support?

You can log onto your Masary account and send emails to your assessor who will support you through the Masary Learning Management system.

If I have any questions or queries, how do I get in touch with the CEC team?

You can always reach us on: cec@ecae.ac.ae and the team will get back you at the earliest.
Support Service:

Human Resources and Facilities (All Employees):

Who are the members of Incident Response Team (IRT) in ECAE?

<table>
<thead>
<tr>
<th>IRT Team</th>
<th>Member Name</th>
<th>Location</th>
<th>Work Telephone</th>
<th>Home/Cell Telephone</th>
</tr>
</thead>
<tbody>
<tr>
<td>HRF</td>
<td>Alya Al Awadhi (leader)</td>
<td>F08</td>
<td>02-5099901</td>
<td>056-5362277</td>
</tr>
<tr>
<td>HRF</td>
<td>Samir Abd El Aziz (Deputy)</td>
<td>F08</td>
<td>02-5099880</td>
<td>050-8001804</td>
</tr>
<tr>
<td>FIN</td>
<td>Kumar Lal</td>
<td>F07</td>
<td>02-5099812</td>
<td>056-6862277</td>
</tr>
<tr>
<td>ITD</td>
<td>Samir Mohammed</td>
<td>F09</td>
<td>02-5099811</td>
<td>055-9565749</td>
</tr>
<tr>
<td>HRF</td>
<td>Ahmed Al Marzoqi</td>
<td>F08</td>
<td>02-5099808</td>
<td>050-6153588</td>
</tr>
<tr>
<td>MCD</td>
<td>Hend Al Shamsi</td>
<td>F11</td>
<td>02-5099824</td>
<td>050-5040444</td>
</tr>
</tbody>
</table>

Who are the members of Emergency Response Team (ERT) in ECAE?

<table>
<thead>
<tr>
<th>ERT Team</th>
<th>Member Name</th>
<th>Location</th>
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<td>02-5099901</td>
<td>056-5362277</td>
</tr>
<tr>
<td>HRF</td>
<td>Samir Abd El Aziz (Deputy)</td>
<td>F08</td>
<td>02-5099880</td>
<td>050-8001804</td>
</tr>
<tr>
<td>HRF</td>
<td>Boualem Belloundja</td>
<td>F08</td>
<td>02-5099991</td>
<td>050-6227048</td>
</tr>
<tr>
<td>HRF</td>
<td>Parvez Iraqui</td>
<td>F08</td>
<td>02-5099995</td>
<td>050-2114121</td>
</tr>
<tr>
<td>DVC-SS EA</td>
<td>Samia Orfalli</td>
<td>F25</td>
<td>02-5099808</td>
<td>050-5919715</td>
</tr>
<tr>
<td>MCD</td>
<td>Feras Ghazi</td>
<td>F11</td>
<td>02-5099824</td>
<td>050-5074363</td>
</tr>
<tr>
<td>CEC</td>
<td>Bilal AlHawamdh</td>
<td>F06</td>
<td>02-5099972</td>
<td>055-9397964</td>
</tr>
<tr>
<td>ASD</td>
<td>Sumaya Saqr</td>
<td>F01</td>
<td>02-5099848</td>
<td>050-5628363</td>
</tr>
</tbody>
</table>
Who is in charge of the lockdown Plan, and where it is located?

<table>
<thead>
<tr>
<th>Clinic nurse name</th>
<th>Location and contact number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lyra Jimenez (Clinic nurse)</td>
<td>Clinic – ground floor, contact number 056 9026209</td>
</tr>
</tbody>
</table>

Who will receive any delivery for ECAE?

Facilities team will assign the security personnel for receiving of goods in case of a Facilities team member not being available in the campus.

How I can have access to my office in case I have forgotten something and until what time?

The Security personnel will assist you and you will need to register your name in the security entrance logbook. The access to ECAE building is until 5:00PM.

I have a holiday / work trip. Should I cancel my trip?

The UAE Government provides up-to-date information and advice for safe travel overseas. If you are heading overseas to destinations which may have been affected, please make sure that you seeking medical assistance from the country that you arrived and organize the medical checkups for yourself and family members who are accompanying you, before traveling back to UAE.

For those who have already booked their air tickets and willing to cancel their trips, the Management will look into to these cases and compensate them the loss amount only.

How many hours I should work from home, in case of an official direction announced to all staff to work from home? Is there attendance system that I should follow during the period working from home?

The same hours apply for work from home as well, which is 8 hours per day, all staff must be present on core business hours from 9:00 AM to 3:00 PM to answer the phone calls, attending meetings via Webex or for performing other tasks, as deemed necessary.

Attendance will not be monitored in such a situation, however every employee is expected to maintain the highest standards of ethics and professionalism and Line Managers are responsible for monitoring their employee’s activities. They should report to HR in case of any employee not performing their work/tasks at a specific period.
Will self-Service function in ADERP be live during working from home?

Yes, it will be available. You can upload, update and submit your personal documents, and apply for leaves and use all of the HR and Facilities services that are available online like:

- Education Allowance
- Salary Certificates
- Business card
- Housing Advance
- Duty & Travel (with or without Per-Diem)
- All type of leaves (annual, sick, escort...etc.)
- Personal Information
- Transportation Services

If I need any support related to HR, whom should I contact and which channels of communication can I use?

You can send an email to HR: Human-Resources-Department@ecae.ac.ae to get the assistance from any member of HR Team.
Procurement & Contract Management

Staff

I am an end-user, how can I create PR in the system?
ECAE have deployed a laptop to all its employees. In case of emergency and it requires the end-user to work at home or other places than its workplace, the end-user can still create PR in the system. End-user must have an internet access in its current location. A VPN access is available in the laptop in order for the ADERP to work. End-user need to access ADERP, IProcurement function and create the PR as usual. If clarification is required, emails/WEBEX meeting/phones call can be used a mode of communication.

Buyers, Suppliers

I am a Buyer, how can I process the PR in order create RFQ/ Tender, proceed awarding and create PO?

ECAE have deployed a laptop to all its employees. In case of emergency and it requires the buyer to work at home or other places than its workplace, the buyer can still process the PR in the system. Buyer must have an internet access in its current location. A VPN access is available in the laptop in order for the ADERP to work. End-user need to access ADERP, ISourcing function and process the PR as usual. If any documentation is required, necessary applications were installed. Emails/phones call can be used to contact supplier if clarification is required. WEBEX meeting can be mode of communication if T&AC approval is required.

I am a Supplier, how can I deliver the ordered item?

The supplier can directly contact Facilities department as written in the PO for the required delivery. A security personnel will available in ECAE premises to receive the items being delivered. They can check items and report to the facilities department if required through phone calls.
Information & Technology (All Employees/ Students):

How we can have access to our computers and ECAE portal?

IT department have installed the VPN services to all PCs and Laptops of all employees where you can access the share drive and ECAE portal, and in case you face any difficulties, you may reach the IT Support Team on email: ithelp@ecae.ac.ae or as indicated below:

<table>
<thead>
<tr>
<th>No.</th>
<th>Name</th>
<th>Title</th>
<th>Support area</th>
<th>Mobile / Telephone</th>
<th>Ext</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Ahmed Mansour</td>
<td>Acting Manager - IT Operations</td>
<td>Servers, access, Webex, office 365, all general support requests</td>
<td>564011767</td>
<td>818</td>
<td><a href="mailto:ahmed.mansour@ecae.ac.ae">ahmed.mansour@ecae.ac.ae</a></td>
</tr>
<tr>
<td>2</td>
<td>Amir Ali Khan</td>
<td>Senior Specialist - IT Programmer</td>
<td>Portal, LMS, website; automation</td>
<td>506685175</td>
<td>814</td>
<td><a href="mailto:akhan@ecae.ac.ae">akhan@ecae.ac.ae</a></td>
</tr>
<tr>
<td>3</td>
<td>Ashjan Ali</td>
<td>Specialist - IT Support</td>
<td>Webex, office 365, all general support requests use portal to create ticket</td>
<td></td>
<td>820</td>
<td><a href="mailto:aali@ecae.ac.ae">aali@ecae.ac.ae</a></td>
</tr>
<tr>
<td>4</td>
<td>Dua Alblooshi</td>
<td>Specialist - IT</td>
<td>Webex, office 365, all general support requests use portal to create ticket</td>
<td></td>
<td>815</td>
<td><a href="mailto:Dua.Alblooshi@ecae.ac.ae">Dua.Alblooshi@ecae.ac.ae</a></td>
</tr>
<tr>
<td>5</td>
<td>Mohamed Omer Elsheikh</td>
<td>Specialist - IT Support</td>
<td>Webex, office 365, all general support requests use portal to create ticket</td>
<td></td>
<td>817</td>
<td><a href="mailto:melsheikh@ecae.ac.ae">melsheikh@ecae.ac.ae</a></td>
</tr>
<tr>
<td>6</td>
<td>Omar Fatah</td>
<td>Specialist - IT Networks and Security</td>
<td>Network, Webex, VPN; security</td>
<td>0506685154</td>
<td>870</td>
<td><a href="mailto:Omar.Fatah@ecae.ac.ae">Omar.Fatah@ecae.ac.ae</a></td>
</tr>
<tr>
<td>7</td>
<td>Samir Mohammed</td>
<td>Head - Information Technology</td>
<td>escalation, Masary, admission</td>
<td>0506142664</td>
<td>811</td>
<td><a href="mailto:samir.mohammed@ecae.ac.ae">samir.mohammed@ecae.ac.ae</a></td>
</tr>
<tr>
<td>8</td>
<td>Shueb Kokate</td>
<td>Senior Specialist - Oracle Functional</td>
<td>Masary, ADERP, admission</td>
<td>0559338180</td>
<td>825</td>
<td><a href="mailto:shuebk@ecae.ac.ae">shuebk@ecae.ac.ae</a></td>
</tr>
</tbody>
</table>
Finance Department:

Suppliers

I am a supplier. How can I submit original invoice?
You can send the stamped scan copy to Finance Department on Finance-Department@ecae.ac.ae. Once we are back to office premises, we would request you to submit the originals.

I am a supplier. How can I check status of my payment?
You can send an email to Finance Department on Finance-Department@ecae.ac.ae

Students / Learners

I am a student / learner, how can I pay ECAE for fees, lost items, new/replacement certificate etc.?
You can either deposit funds directly or through wire transfer into ECAE Bank account.

<table>
<thead>
<tr>
<th>Entity Name:</th>
<th>Emirates College for Advanced Education</th>
</tr>
</thead>
<tbody>
<tr>
<td>Entity's Address:</td>
<td>P.O. Box 126662, Abu Dhabi, United Arab Emirates</td>
</tr>
<tr>
<td>Bank Name:</td>
<td>First Abu Dhabi Bank (FAB)</td>
</tr>
<tr>
<td>Account Number:</td>
<td>4021003686766031</td>
</tr>
<tr>
<td>IBAN:</td>
<td>AE130354021003686766031</td>
</tr>
<tr>
<td>Swift Code:</td>
<td>NBADAEAAAXXX</td>
</tr>
<tr>
<td>Bank Address:</td>
<td>P.O. Box 4, Abu Dhabi, United Arab Emirates</td>
</tr>
<tr>
<td>Bank Branch:</td>
<td>Main Branch</td>
</tr>
</tbody>
</table>

I am not able to attend training with ECAE, how can I get a refund?
Refund request can be submitted to cec@ecae.ac.ae. An ECAE representative will contact you and payment will be processed based on Refund Policies and Procedures.
Staff

I need to submit original documents to Finance Department. How can I do that?
You can send the scan copy to Finance Department on Finance-Department@ecae.ac.ae. Once we are back to office premises, we would request you to submit the originals.

I need Finance Department to make a payment through Finance Credit Card, how can I do that?
You can fill up Credit Card Form (Available on ECAE Portal), get required approvals using Digital Signatures or through email attaching all supporting documents and send the copy to Finance Department on Finance-Department@ecae.ac.ae.

I need to claim reimbursement for any expenditure. How can I do that?
You can fill up Reimbursement Form (Available on ECAE Portal), get required approvals using Digital Signatures or through email attaching all supporting documents and send the copy to Finance Department on Finance-Department@ecae.ac.ae.
General:

What is the Coronavirus-COVID -19?
COVID -19 is a new strain of coronavirus, first identified in clusters with pneumonia symptoms in Wuhan city, Hubei province of China. Most of the cases were epidemiologically linked to the seafood and animal market.

What are the symptoms?
• Sore throat
• Fever
• Cough
• Headache
• Shortness of breath
• Pneumonia

Ways to prevent the disease.
Preventive methods are still unknown, but it is recommended to:
• Avoid contact with sick people.
• Avoid animals (alive or dead), animal markets, and products that come from animals (such as uncooked meat).
• Wash hands often with soap and water for at least 20 seconds. Use an alcohol-based hand sanitizer if soap and water are not available.

What should symptomatic travelers coming from China & other countries do?
If you traveled to China or any other country (where the virus has been tested positive) and feel sick and shows symptoms of fever, cough, cold or difficulty in breathing, you should do the following:

• Seek medical care right away. Before you go to a doctor’s office or emergency room, call ahead and inform them about your recent travel and symptoms.
• Avoid contact with others.
• Do not travel while sick.
• Cover your mouth and nose with a tissue or your sleeve (not your hands) when coughing or sneezing.
• Wash hands often with soap and water for at least 20 seconds. Use an alcohol-based hand sanitizer if soap and water are not available.
How to greet people while having respiratory symptoms such as cough and cold?

- Avoid shaking hands and just wave
- Wash hands with soap and water
- Avoid close contact with people and public assemblies
- When sneezing, cover your nose and mouth with the inside of your elbow or using a tissue instead of your hand.
- Avoid hugging or kissing others.

What sources of information are reliable?

We recommend that you receive the correct information from government health agencies and do not circulate information about diseases in general. In the event that any medical support or inquiry is required, please contact the “Estijaba” service at the operation center – Department of Health at 8001717.

How is ECAE taking preventive measures?

- Making sure our workplaces are clean and hygienic; surfaces (e.g. desks and tables) and objects (e.g. telephones, keyboards) need to be wiped with disinfectant regularly.
- Promote regular and thorough hand-washing by employees,
- Put sanitizing hand rub dispensers in prominent places around the workplace. Making sure these dispensers are regularly refilled
- Display posters that promotes hygiene in work places
- Keep communicating and promoting the message that people need to stay at home even if they have just mild symptoms of COVID-19 through communication channels commonly used in our organization.
## Important Emails and Contact Numbers:

<table>
<thead>
<tr>
<th>ECAE Services</th>
<th>Emails and contact numbers</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECAE Contact number</td>
<td>02 5099999, ECAE Website: <a href="http://www.ecae.ac.ae">www.ecae.ac.ae</a></td>
</tr>
<tr>
<td>ECAE portal</td>
<td><a href="https://portal.ecae.ac.ae/">https://portal.ecae.ac.ae/</a></td>
</tr>
<tr>
<td>Student Service</td>
<td><a href="mailto:studentaffairs@ecae.ac.ae">studentaffairs@ecae.ac.ae</a></td>
</tr>
<tr>
<td>Registration</td>
<td><a href="mailto:Registration.Department@ecae.ac.ae">Registration.Department@ecae.ac.ae</a></td>
</tr>
<tr>
<td>Admissions</td>
<td><a href="mailto:admissions@ecae.ac.ae">admissions@ecae.ac.ae</a></td>
</tr>
<tr>
<td>Library</td>
<td><a href="mailto:Library@ecae.ac.ae">Library@ecae.ac.ae</a></td>
</tr>
<tr>
<td>IT HelpDesk</td>
<td><a href="mailto:ithelp@ecae.ac.ae">ithelp@ecae.ac.ae</a> and IT help contact number: 02- 5099911</td>
</tr>
<tr>
<td>Continuing Education Centre (CEC)</td>
<td><a href="mailto:cec@ecae.ac.ae">cec@ecae.ac.ae</a>, contact number: 02- 5099977</td>
</tr>
<tr>
<td>Finance Department</td>
<td><a href="mailto:Finance-Department@ecae.ac.ae">Finance-Department@ecae.ac.ae</a></td>
</tr>
<tr>
<td>Human Resources Department</td>
<td><a href="mailto:Human-Resources-Department@ecae.ac.ae">Human-Resources-Department@ecae.ac.ae</a></td>
</tr>
<tr>
<td>Facilities Department</td>
<td><a href="mailto:Facilities-Management-Department@ecae.ac.ae">Facilities-Management-Department@ecae.ac.ae</a></td>
</tr>
<tr>
<td>Procurement &amp; Contracts Department</td>
<td><a href="mailto:Procurement-and-Contracts-Management-Department@ecae.ac.ae">Procurement-and-Contracts-Management-Department@ecae.ac.ae</a></td>
</tr>
<tr>
<td>Marketing &amp; Communication Department</td>
<td><a href="mailto:MarCom@ecae.ac.ae">MarCom@ecae.ac.ae</a></td>
</tr>
</tbody>
</table>