

LOGISTICS NOTE (For Speakers)

1. Meeting Facility

All meetings will be held at Divan Hotel Gaziantep facilities.

1.1. Registration

Registration and info desk will serve between 15:00 and 20:00 on 25 November 2019 in the foyer of the main meeting room for early registration. Registration will start at 08:00 on 26 November 2019.

1.2. Coffee and Lunch

Two coffee breaks (morning and afternoon) will be provided during the event. Lunch will be provided at the main restaurant of the venue for all participants.

1.3. Welcome Cocktail on 25 November 2019

Welcome Cocktail will be served only for speakers and invited guests hosted by UNDP in Hışvahan on 25 November 2019 between 18:00 and 20:00. Dress code: Formal.

1.4. Gala Dinner

A Gala Dinner is organized only for all participants on 26 November between 19:30 and 21:30. Venue will be Culinary Arts Center. Gala Dinner will be hosted by Gaziantep Metropolitan Municipality. Dress code: Formal.

1.5. Social Program

A social event will be organized in Gaziantep. Details of the program will be announced. Registrations for the program will be made at the event venue.

1.6. Internet

Free wireless internet will be available in the meeting facilities.

2. Hotel Accommodation

- Participants are expected to arrive on 25 November 2019 and depart on 28 November

2019.

- Accommodation will be provided to all invited speakers between expected arrival and departure dates (25 – 28 November 2019) at Divan Hotel Gaziantep. Accommodation will cover bed and breakfast.

Invited Speakers are required to cover all additional expenses incurred during their stay such as extra days (excluding 25 – 28 November 2019), min-bar, alcohol, telephone calls, laundry, business center, spa, etc.

- Rooms are pre booked for the participants with special rates for the Forum in DoubleTree by Hilton Gaziantep, Holiday Inn Gaziantep and Hotel Novotel Gaziantep for participants. Participant may accommodate at their own cost in these hotels.

- Please be advised that the hotel rooms are available for guests upon arrival. Check out on 28 November will be at 12:00 pm.

3. Travel/Admin Requirements

3.1. On-line Registration

Please kindly fill out the registration form for speakers at the Municipal Forum 2019 website (<https://www.municipalforum2019.org>). All participants are asked to fill the relevant fields for each social activity.

3.2. Entry to Turkey

- All passport holders should have at least 6 months of validity beyond the date of arrival in Turkey.
- Visas are usually required for entry into Turkey. It is therefore strongly recommended to check with the local Turkish Embassy or Consulate before travelling. Nationals of EU member states and a limited number of nations are eligible for Visas-on-arrival at international air terminal and certain border crossing points.
- Please refer to the Ministry of Foreign Affairs website for visa requirements and instructions: <http://www.mfa.gov.tr/visa-information-for-foreigners.en.mfa>
- Please remember to check for any transit visas, if necessary.
- To facilitate your entry into Turkey, it is recommended that you have an invitation letter to present at immigration. A letter will be provided to your email address after your online registration is completed and your participation in the event is confirmed.

3.3. Transportation From/to Gaziantep Airport

Airport transfers are provided by the event committee.

4. Voltage

The voltage in Turkey is 220 Volts, 50 Hz. The outlets accept one type of plug with two round pronged

European style pins. If you travel to Turkey with a device that does not accept 220 Volts, you will need a

voltage converter.

5. Currency and Exchange Rate

- Turkish Lira (TRY) is the primary unit of currency and it is divided into 100 kuruş.
- Exchange rate: US\$ 1.00 = TRY 5.9180 as UN official rate of exchange as of June 1, 2019.
- ATMs are widely available in major cities and tourist areas. You can obtain local currency from banks and exchange bureaus, known as 'doviz' in Turkish.

6. About the city

- Gaziantep is one of the modern provinces of South-Eastern Anatolian Region and one of the oldest of Hittite origin. Being the center of pistachio nut cultivation in Turkey and with its extensive olive groves and vineyards, Gaziantep is one of the most important industrial centers of Turkey.
- The old city known as Aintap is located 12 kilometers to the north of the present city, on the upper slopes of Nizip Hill. The area was continuously inhabited starting from the Paleolithic age and witnessed the domination of such powers as the Assyrians, Persians, Romans, the Byzantines, Abbasid and the Seljuk Turks. The times of ascend for the Ottoman Empire meant the same for the city. There are many mosques, inns, baths and medresse built during this time.
- Gaziantep is famous for its three regional specialties: 1) The copper-ware products. 2) The delicious lahmacun (a kind of pizza in Turkish Cuisine). 3) Sweet pastry baklava, which Gaziantep makes the best in the world.

7. Weather

Kindly check the following site for the weather forecast: <https://www.bbc.com/weather/745044>

8. Emergency contact numbers

- Medical emergency/ambulance: 112
- Police: 155
- Fire: 110

9. Contacts

Organizers

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