



## Joint Special Event at the 4<sup>th</sup> United Nations Conference on the Least Developed Countries (LDC-IV)

### Roundtable Discussion: *Promoting tourism for sustainable development and poverty reduction*

#### **GENERAL INFORMATION NOTE<sup>1</sup>**

#### **1. VENUE**

The Joint Special Event<sup>2</sup>, *Promoting tourism for sustainable development and poverty reduction* will be held during the 4<sup>th</sup> United Nations Conference on the Least Developed Countries (LDC-IV) on the **10<sup>th</sup> of May 2011 from 13.00 to 15.00pm** in Istanbul, Turkey. The meeting will take place at:

Conference Complex  
**Istanbul Congress Centre (ICC)**  
Room Camlica  
34267 Harbiye - Istanbul (Turkey)  
Website: <http://www.icec.org/>  
Tel.: +90 212 373 11 00  
Fax: +90 212 224 08 78

#### **2. AIRPORT RECEPTION AND TRANSFERS**

To facilitate the reception of delegations on arrival and departure, a Reception and Information Desk will be set up at Atatürk International Airport. VVIP and VIP facilities will be available for dignitaries. The date of arrival and flight number of Heads of State or Government and heads of delegation should be **communicated directly** to the United Nations Protocol.

A number of specific passport control booths will be set up for the participants of the LDC IV Conference.

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<sup>1</sup> Related links:

Conference registration: <http://www.un.org/wcm/content/site/ldc/home/conference/registration>

General Info. Note: <http://www.un.org/wcm/content/site/ldc/lang/en/informationnote>

<sup>2</sup> Event website: <http://www2.unwto.org/en/event/promoting-tourism-sustainable-development-and-poverty-reduction>

Shuttle, subway and taxi services with affordable rates are available to access to the city center from the Atatürk International Airport.

The Ataturk International Airport is about 23 Km (15 Miles) from convention center where the meeting is going to take place. It takes about 1 hour to arrive at the convention center from the airport.

### 3. DEPARTURE (AIRPORT) TAX

The departure tax is normally included in the price of your airline ticket. In this case, there is no extra fee to pay, only your entry visa. If the departure tax is not already included in the price of your ticket, the airline staff at check-in will direct you to the appropriate counter. The tax is around 12.50 Euros payable by Euros/Credit card or YTL (Yeni Türk Lirası - new Turkish Lira), also TRY.

### 4. VISA REQUIREMENTS

All participants must be holders of a valid passport.

Foreigners are required to pay for visa for entry Turkey which is valid 1 to 3 months.

Participants are responsible for visa and other necessary arrangements required for the entry in the country where the Conference takes place.

A visa for entry into the Republic of Turkey may be required. Participants concerned are strongly advised to seek information on requirements applicable in their case from Turkish diplomatic or consular missions in their home countries. A list of the Turkish diplomatic and consular missions can be obtained at <http://www.mfa.gov.tr/turkish-representations.en.mfa>.

Where a visa is required, applicants are strongly **advised to apply as early as possible**. In this view, applicants should forward their identity information, photocopies of the relevant pages of their passports and invitation letter in duplicate. The Turkish authorities will do their utmost to facilitate access procedures for all participants.

#### ***Visa on arrival:***

Special visa-on-arrival arrangements will be made for the accredited participants from countries where no Turkish mission exists. Participants from such countries are encouraged to contact the accredited Turkish mission (please see URL link provided above).

## 5. ACCOMODATION

Please be advised that the United Nations will not be in a position to fund travel expenses or accommodation to the Conference. Special arrangements will be made, however, to provide financial assistance to facilitate the participation of Government, Parliament, Civil Society, Private Sector and Media representatives from each of the LDCs.

Participants are responsible for their own travel and accommodation arrangements.

A list of hotels recommended by the Host Country for which special rates have been agreed can be found clicking [here](#).

## 6. PARTICIPATION IN THE JOINT SPECIAL EVENT

Requires the participant(s) to complete a Participation Form (enclosed separately or by going to the event page [here](#)) and **return it to the Ministry of Culture and Tourism of Turkey and to UNWTO before 29 April 2011.**

**IMPORTANT:** Filling this form for the Joint Tourism Special Event does NOT automatically provide your Accreditation to access the Conference Complex. Please ensure that you proceed with your Accreditation with the UN Protocol as indicated under item 7 of the General Information Note.

## 7. ACCREDITATION

There is no registration fee to participate in the conference. Accreditation procedures for the main LDC IV conference described as follows:

### ***Conference Passes***

Participants' access to the Conference Complex will be allowed only upon presentation of a valid United Nations conference pass or a VIP pass. To receive a conference pass, all participants need to be formally registered and accredited.

### ***Accreditation process:***

Accreditation process is the responsibility of each participant. Different procedures accreditations are available according to the type of attendees:

### ***If you are Official Government Delegations of States:***

#### **General information:**

Delegates are subject to screening at the main entrance of the Lutfi Kirdar Convention and Exhibition Centre except VIP pass holders (Heads of State or Government, Vice-Presidents, Crown Princes and cabinet ministers, as well as their spouses).

To obtain a conference pass or a VIP pass, the accreditation procedure specified herein must be fully respected.

### **Issuance of conference passes and VIP passes:**

- An official communication to the United Nations Protocol and Liaison Service providing an authorized list of members of a delegation (with names and functional titles) who are in need of a conference pass;
- Individual accreditation forms ([SG.6-LDC/2011](#)) for **all delegates**, including members of the VIP group;
- Passport-size colour photographs of **all listed members of delegation**. All photographs must be recent. If sent by e-mail, all photographs must be in jpeg format.  
**(Photographs are not required for Heads of State/Government and their spouses)**

All three requirements indicated above must be sent in one whole package to the office of the Protocol and Liaison Service in New York or via email to [protocolconference@un.org](mailto:protocolconference@un.org) and copy to the Turkish Ministry of Foreign Affairs at [ldc4-accreditation@mfa.gov.tr](mailto:ldc4-accreditation@mfa.gov.tr).

Please, only put in the “subject line” the name of the country, entity or organization. The SG.6-LDC/2011 form is downloadable at <http://www.un.int/protocol>.

### **Pre-accreditation:**

To expedite the accreditation process, Permanent/Observer missions and liaison offices are urged to submit their accreditation requests to the Protocol and Liaison Service in New York for **all delegates** who will participate in the conference. Pre-accreditation will be accepted for processing at the Protocol and Liaison Service in New York until **27 April 2011**.

(\*) After approval by the Protocol Accreditation Unit, conference passes will be issued by the United Nations and made available for pick-up at the Accreditation Centre in Istanbul by representatives of the missions or embassies/consulate generals. Valid and current identification, e.g. UN grounds pass, embassy ID, etc. is necessary for pick-up.

From **28 April 2011**, all accreditation requests must be submitted to the United Nations Protocol Accreditation Unit in Istanbul by fax at +90 212 296 36 66 or via email at [protocolconference@un.org](mailto:protocolconference@un.org), copying the Turkish Ministry of Foreign Affairs at [ldc4-accreditation@mfa.gov.tr](mailto:ldc4-accreditation@mfa.gov.tr). This email account will only accept accreditation requests and no other business. **You are kindly requested to send a copy to UNWTO at [cgayo@unwto.org](mailto:cgayo@unwto.org) (for information purposes only).**

**Failure to submit photographs and completed SG.6 forms will result in delegates having to line up to be photographed at the Accreditation Centre.**

Permanent/Observer Missions and liaison offices are strongly advised to make use of the pre-accreditation option in order to simplify the process and to avoid inconvenience to delegates.

#### **On-site accreditation (Starting 4 May 2011 in Istanbul)**

The on-site accreditation of delegates of Member States/Observers, inter-governmental organizations and specialized agencies will begin in Istanbul on Wednesday, **4 May 2011** by the Protocol Accreditation Unit at the Accreditation Centre located near the Lutfi Kirdar Convention and Exhibition Centre at the following address:

Harbiye Cultural Centre Askeri Müze ve Kültür Sitesi  
Valikonagı Cad.  
Harbiye - Sisli – Istanbul

Accreditation requests received via email, by fax or hand-delivered in Istanbul will be processed the same way as referred to in paragraph above. (Cf paragraph (\*))

Walk-in delegates will be required to present an official communication containing an authorized list of the delegation or a letter of credentials, together with duly completed accreditation form ([SG.6-LDC/2011](#)). Upon review and approval by the Protocol Accreditation Unit, these delegates/observers may proceed with the authorized accreditation slips to the United Nations Pass and ID Unit within the Accreditation Centre to have their photographs taken and conference passes processed and issued.

Members of security details of VIP group participating in the Conference will be accredited and issued appropriate conference passes by the United Nations Security and Safety Service.

Office hours for the Protocol Accreditation Unit in Istanbul will be:

4-6 May 9 a.m.-5 p.m.  
7-8 May 8 a.m.-8 p.m.  
9-10 May 8 a.m.-7 p.m.  
11-12 May 9 a.m.-5 p.m.  
13 May 9 a.m.-2 p.m.

#### ***If you are an UN Official or an International Organization:***

Officials of the organizations mentioned on the attached [PDF](#)<sup>3</sup> **do not have** to be accredited through UN Protocol; they are kindly requested to provide OHRLLS with the following information:

- Names of staff members from your Department/Office/Organization who will be attending the Conference;
- Names of any resource persons in your delegation who do not have a UN issued ground pass;
- Arrival and departure dates, in and out of Istanbul, of the Heads of Departments/Offices/Organizations who are attending the Conference.

Please send the above information to Mr. Peter Kenilorea at [kenilorea@un.org](mailto:kenilorea@un.org) by **26 April, 2011**.

## **8. PRACTICAL INFORMATION**

Climate: In May, the weather is usually pleasant (neither cold nor hot) and sunny. The temperature in May would be ranging from 12o C to 21o C. Nevertheless the nights can be chilly and rain is quite common.

Local currency: The local currency of Turkey is the Turkish Lira (YTL/TRY) available in the following denominations: banknotes: 5, 10, 20, 50 &100 TL; coins: 10, 25 & 50 kuruş and 1 TL. The rate of exchange is approximately 1USD = 1.57642 TRY. Traveller's cheques can be exchanged at banks, some large hotels and bureau de changes (döviz).

Official language: Turkish is the official language. English can be used at hotels and restaurants.

Local time: Istanbul is 2 hours ahead of Greenwich Mean Time (GMT +2). GMT +3 from the last Sunday in March to the last Sunday in October.

Electricity: The mains voltage for electricity is 220V and 50Hz, the wall sockets in Turkey only take two-pin plugs. You will need an adaptor if your appliances use three-pin plugs.

Health: There are no compulsory vaccinations for visitors entering.

Clothing: Medium-weight clothing will be sufficient.

Business hours:

Offices: Mondays to Fridays: 09:00 – 17:00 (with an hour's break at noon).

Banks: Mondays to Fridays: 09:00 - 17:00

Stores: Mondays to Fridays: 09:00 - 17:00



## Map and Description of Conference Complex:



Conference Complex  
34267 Harbiye - Istanbul - Turkey

