

United Nations Nations Unies

Global Sustainable Transport Conference 2016

Information Note

I. Introduction

1. Further to General Assembly resolution 70/197 of 22 December 2015, the Secretary-General will convene a Global Sustainable Transport Conference from 26 – 27 November 2016 in Ashgabat, Turkmenistan. The Conference will be held at the highest level and will bring together key stakeholders from Governments, United Nations system and other international organizations, the private sector, and civil society to engage in dialogue that emphasizes the integrated and cross-cutting nature of sustainable transport. All modes of transport—road, rail, aviation and maritime—will be addressed as well as transport both in urban and rural areas, energy and transport, public transport, countries in special situations, road safety, and financing for sustainable transport, while looking at the same time how to find a new paradigm for transport sustainability.

2. The present note outlines the organizational aspects of the Global Sustainable Transport Conference. Information on substantive matters related to the Conference can be found on the conference website: <https://sustainabledevelopment.un.org/Global-Sustainable-Transport-Conference-2016>

II. Date, venue and programme

3. The Conference will take place at the Complex of the International Forums and Congresses in Ashgabat, Turkmenistan, on Saturday, 26 November and Sunday, 27 November 2016, from 10 a.m. to 6 p.m. on both days. The Complex is comprised of the Chamber of Commerce and Industry Building (address: 143 Chandybil Avenue, Ashgabat, Turkmenistan, 744000), where the main meetings will be held, and the Concert Hall building (address: 144 Archabil Avenue, Ashgabat, Turkmenistan, 744000), where the United Nations Accreditation Centre is located.

4. A draft programme of the Conference is available on the Conference website: sustainabledevelopment.un.org/Global-Sustainable-Transport-Conference-2016

5. An announcement will be published in the Journal of the United Nations, and will include provisional information and relevant website links. The programme of meetings can be accessed on the above website and will be made available for delegations at the Documentation Centre at the Conference venue. This will include details such as daily activities, titles, times and locations of meetings.

Side events

6. Participating stakeholders will be able to organize briefings, seminars, workshops and panel discussions, in parallel to the proceedings of the plenary meetings and thematic discussions of the Global Sustainable Transport Conference.

7. All applications for side events must be received online. Full application details and guidelines for organizing side events are available on the Conference website:

(<https://sustainabledevelopment.un.org/Global-Sustainable-Transport-Conference-2016>). The deadline for receiving applications for side events is 5 November 2016. Organizers are encouraged to ensure regional and gender balance when programming side events. For further information on side events, please contact Mr. Zvetolyub Basmajiev (basmajiev@un.org).

III. Secretariat of the Conference

8. The Division for Sustainable Development of the United Nations Department of Economic and Social Affairs (DESA) will serve as the Conference Secretariat. The Conference Secretariat can be contacted at sustainabledevelopment.un.org/contact. Additional information is also available on the Conference website.

9. The Assistant Secretary-General for General Assembly and Conference Management (DGACM) will serve as the Secretary of the Conference.

IV. Opening of the Conference, seating arrangements, statements, interpretation and documentation

10. The opening ceremony of the Conference will take place on Saturday 26 November at 10 a.m. and will be held in the Plenary Hall (Hall 1). At the opening of the Conference and subsequent plenary meetings, the delegation of each State participating in the Conference and that of the European Union will be assigned four seats: two at the table and two behind the table. In addition, seating will be specifically assigned for other participants at the Conference. Participants are encouraged to be seated by 9:45 a.m. for the opening ceremony.

11. At the thematic roundtable discussions each delegation will be assigned four seats, two at the table and two behind the table.

12. Delegations will be seated in English alphabetical order.

13. The six official languages of the Conference are Arabic, Chinese, English, French, Russian and Spanish. Interpretation in Turkmen will also be available for the plenary meetings and thematic discussions. Interventions made in any of the (6) official languages of the United Nations, as well as in Turkmen, will be interpreted into the official languages. Any speaker may also make a statement in a language other than the official languages. In such cases, the delegation in question must provide either an interpreter from the non-official language, or a written text of the statement in one of the official language to be read out by a United Nations interpreter. When a written text is provided, the delegation concerned should make available to the interpreter someone who knows the language in which the statement is to be delivered and the official language into which it has been translated, to guide the interpreter through the translated text and to ensure synchronization between the speaker and the interpreter. The interpreted version of the statement or the written text submitted in one of official languages will be considered by the Secretariat to represent the official text of the statement and will be used by United Nations interpreters as the basis for interpretation into the other official languages. The interpreter or the guide provided by the delegation should be brought by the delegation to the conference officers' desk inside the Plenary Hall (Hall 1) 30 minutes prior to the delivery of the statement.

14. For participating States and observers of the General Assembly, inscription in the list of speakers for the plenary meetings and the thematic roundtable discussions shall be on a first-come, first-served basis and in accordance with customary protocol, whereby precedence is given to Heads of State or Governments, followed by other Heads of Delegation.

15. In addition to representatives of States participating in the Conference and those of the European Union, representatives of the following may, time permitting, make a statement in the general debate: (a) intergovernmental organizations and other entities that have received a standing invitation from the General Assembly to participate in the capacity of observer in the sessions and work of all international conferences convened under its auspices; (b) specialized agencies and related organizations; (c) other intergovernmental organizations ; and (d) interested United Nations organs. The representatives of the non-governmental organizations and the private sector may also be added to the list of speakers.

16. Participants wishing to inscribe in the list of speakers for the Plenary Meetings and the thematic round table discussions should contact the General Assembly and Economic Affairs Division (Mr. Victor Leu (e-mail: leu@un.org; tel. +1 (212) 963-1531).

17. To enable maximum participation within the limited time available, it is proposed that a time limit of five minutes be established for each statement in the Plenary.

18. A document counter and pigeonholes for delegations will be located outside the Plenary Hall, where conference related documentation will be available. Distribution of conference related documentation will be limited to two sets per delegation, and delegations are encouraged to bring their own mobile devices to access conference related material from the website of the Conference. All conference related documentation will be available on the Conference website. Print on-demand service will be provided for those delegations needing extra hard copies. Delegations are required to bring 30 copies of their statement to the Meeting Servicing Assistant desk in the meeting room. For participating States and observers of the General Assembly, inscription in the list of speakers shall be on a first-come, first-served basis and in accordance with customary protocol, whereby precedence is given to Heads of State or Government, followed by other Heads of Delegation. For other registered stakeholder participants, the speaking arrangements will be coordinated by the DESA Division for Sustainable Development.

V. Access and accreditation

19. The Conference will be convened as an initiative and under the chairmanship of the Secretary-General of the United Nations. It will be held at the highest level, including Heads of States or Government. Details on access and accreditation (request for a conference pass) for different categories of participants are available below.

20. Access to the Conference site and conference rooms will require presentation of a valid conference pass issued by the United Nations. Delegates holding a conference pass are subject to screening at the main entrance to the Conference venue. VIP groups, including Heads of State or Government, Vice-Presidents, Crown Princes/Princesses, Deputy Prime Ministers and cabinet ministers, as well as their spouses will be exempt from screening.

21. Opening hours of the Accreditation and Badging Centre, 144 Archabil avenue, Ashgabat, Turkmenistan, 744000:

21 November 2016	1:00 pm – 6:00 pm
22-23 November 2016	9:30 am – 6:00 pm
24 November 2016	9:30 am – 7:00 pm
25 November 2016	9:30 am – 8:00 pm
26 November 2016	8:30 am – 5:30 pm
27 November 2016	9:00 am – 12:30 pm

Accreditation of delegates (request for a conference pass)

22. The Conference will be open to all Member States of the United Nations; and States members of Specialized Agencies, entities and organizations having received a standing invitation to participate as observers in the sessions and the work of the General Assembly and the work of all international conferences convened under its auspices. Participation will be expected at the highest level. A letter of invitation from the Secretary-General to Heads of State and Government was dispatched on 20 June 2016.

23. Accreditation of official delegations of States, intergovernmental organizations and associate members of the regional commissions, as well as specialized agencies and related organizations, is handled by the United Nations Protocol and Liaison Service.

24. Pre-accreditation in New York at the Protocol and Liaison Service in New York will commence on 20 October 2016 and will continue until 16 November 2016. Please follow the instructions specified in the paragraphs below. Permanent and Observer missions and liaison offices are strongly advised to make use of the pre-accreditation option in New York for all delegates who will participate in the Conference before the pre-accreditation deadline of 16 November 2016, as this will simplify the process and prevent delays and inconvenience for delegates in Ashgabat.

25. Following past practice, Heads of State or Government, Vice-Presidents and Crown Princes/Princesses and their spouses will be provided with a VIP pass without a photograph. Deputy Prime Ministers/cabinet ministers and their spouses will be issued a VIP pass with a photograph.

26. For issuance of Conference badges and VIP passes, authorized users of the Permanent/Observer missions and liaison offices are required to follow the mandatory procedure below:

- Submit an official communication, with official stamp and signed by the head of chancery or an authorizing official, to the Chief of Protocol, Mr. Peter Van Laere, Protocol and Liaison Service (Attn.: Ms. Wai Tak Chua), at Room S-0201 or by facsimile to +1 (212) 963-1921, providing an authorized list of the members of the delegation (with names, functional titles and affiliations) who require a Conference badge.

- A copy of the same should also be sent to the General Assembly Affairs Branch, Department for General Assembly and Conference Management (Fax: +1 (212) 963-2155);

- Register online via the eAccreditation system at <https://delegate.un.int> by completing an online accreditation form for each member of the official delegation participating in the Conference, including Heads of State or Government, Vice-Presidents, and Crown Princes/Princesses, Deputy Prime Ministers and Cabinet Ministers, as well as their spouses. In order for a Conference badge to be issued, the following procedure must be completed:

Step 1: Log on to the website <https://delegate.un.int> with the user name and password to access the eAccreditation system (for registered users only), then select the button entitled “Accreditation to the Global Sustainable Transport Conference, Ashgabat”

Step 2: Complete all mandatory fields [Please do not use acronyms and abbreviations.]

Step 3: Upload a photograph of the participant. [This is strongly recommended and please note photo specifications below.]

Step 4: Review all information carefully and submit

27. Passport-size colour photographs of all listed members of delegations, including cabinet ministers and their spouses, are required. (Photographs of Cabinet Ministers/their spouses formerly deposited with the Protocol office for UNHQ meetings will not be used. They must be attached to the online applications.) All photographs must be recent and taken not more than six months prior to the Conference. A detailed photograph specification is attached for ease of reference. Failure to submit photographs at the time of online registration or attaching photographs which do not meet the photograph specifications, will result in delegates (including ministers) having to line up to be photographed at the Accreditation Centre in Ashgabat. Delegations are reminded that photographs are not required for Heads of State or Government, Vice Presidents, Crown Princes/ Princesses, or their spouses.

28. Permanent/observer missions are urged to advise and coordinate with their embassies and consulates general in Turkmenistan or in the region on the proper accreditation procedure in order to avoid dual accreditation and possible confusion. In addition, early submission of accreditation requests is highly recommended in order to facilitate timely issuance of Conference badges and to reduce the waiting time at the Accreditation Centre.

29. Delegations are kindly reminded that the United Nations Protocol Accreditation Unit will not accredit representatives of non-governmental organizations who do not form part of the official delegations of States, intergovernmental organizations and associate members of regional commissions.

30. Review of accreditation requests: Upon verification of the information on the lists of delegations, the Protocol and Liaison Service will authorize badge applications submitted online. An approval email will be sent to the eAccreditation users of the missions/offices for each approved participant for issuance of the Conference badge at the Accreditation Centre located at the Conference venue. No approval of a Conference badge will be granted prior to receipt of the official lists of delegations or letters of nomination. Please note that the review process may take up to 4-5 days.

31. Collection of Conference badges: Conference badges for pre-accredited delegations may be collected at the United Nations Accreditation and Badging Centre (144 Archabil avenue, Ashgabat,

Turkmenistan, 744000) by a member of the delegation attending the Conference or representatives of the embassies and consulates general of states members in Turkmenistan or in the region, upon presentation of an official letter (stamped and signed) authorizing the delegate/representative to collect the Conference badges, together with a valid passport or government issued photo identification. The letter of authorization may be issued by the ministries, permanent missions to the United Nations, embassies or consulates general and must specify the name of the collector.

32. Delegates/representatives collecting the badges must be mindful that it is their responsibilities to ensure safe delivery of the badges to members of their delegations. The United Nations Security will not issue duplicate Conference badges.

33. In order to compile a list of participants of the Conference, delegations of States, intergovernmental organizations and associate members of the regional commission are requested to submit a comprehensive list of their respective delegations to the Conference, with functional titles and designations of all the delegates, to the Protocol and Liaison Service in New York (Room S-0201, Fax: +1 (212) 963-1921) by close of business on 16 November 2016. Starting 21 November 2016, such lists can be faxed to the Protocol Accreditation Unit at the Accreditation and Badging Centre in Ashgabat (Fax numbers to be provided later). If the comprehensive list is not received before 24 November 2016, the Protocol Office will use the information collected from the letters of nomination received.

34. Starting 21 November 2016, all official communications, including lists of delegations and Conference-related materials, should be faxed to the Protocol Accreditation Unit at the Accreditation and Badging Centre in Ashgabat. The fax number will be made available and posted on the Protocol website at www.un.int/protocol not later than 11 November 2016. Delegations may also obtain the fax numbers by contacting the Protocol and Liaison Service in New York (Tel: +1 (212) 963-7171).

35. For any changes to the original delegation lists already submitted to the Protocol and Liaison Service, please send a separate official letter with the changes only, e.g. name of additional delegate or name of delegate no longer attending the Conference. There is no need to resend the entire delegation list every time a change is made to the delegation.

36. The Protocol and Liaison Service will not guarantee timely approval/delivery of Conference badges in case of late submission of accreditation requests and will not process incomplete requests such as missing official letter, list of delegation or names/functional titles/affiliates/photos.

Participation of representatives of specialized agencies and related organizations

37. The access and accreditation of representatives of the specialized agencies of the United Nations system and related organizations follows the same procedures as those for States (please see above).

Participation of representatives of interested United Nations organs

38. Other interested United Nations organs should communicate the composition of their delegations to the Secretariat of the Conference. Correspondence should be addressed to the attention of Federica Pietracci at (pietracci@un.org) by no later than 4 November 2016.

39. Representatives of United Nations organs will be required to present an official form of identification (national passport or valid United Nations grounds pass) to the United Nations Pass and Identification Unit within the Accreditation and Badging Centre to have their photographs taken and conference passes issued. Conference passes will be issued to representatives of United Nations organs in Ashgabat starting on 21 November 2016, at the Accreditation and Badging Centre (144 Archabil avenue, Ashgabat, Turkmenistan).

Non-Governmental Organizations

40. The Conference will be open for participation by representatives of Non-Governmental Organizations that are in consultative status with the Economic and Social Council (ECOSOC). Representatives of NGOs may address the plenary meetings and the thematic roundtable discussions and organize side events. The speaking arrangements will be coordinated by the DESA Division for Sustainable Development as the Conference Secretariat.

41. NGOs in consultative status are required to pre-register their representatives for the Conference through the iCSO website (<http://esango.un.org/civilsociety/newLogin.do>). The deadline for pre-registration is 15 November 2016.

42. When the pre-registration is approved, each nominated representative will be able to print a personalised confirmation letter, which serves as an official invitation to the Conference.

43. The registration is non-transferrable. If a representative of an accredited organization is not able to attend the Conference, he or she cannot be replaced by another representative.

44. Collection of Conference badges: Participants will be able to obtain their badges in Ashgabat starting from Thursday 24 November. Pre-registered participants must come to the Accreditation and Badging Centre (144 Archabil avenue, Ashgabat, Turkmenistan, 744000), with a copy of the confirmation letter and valid, government-issued photo identification (passport, driver's licence). A representative who has been approved for an identification (ID) card will follow the below procedure to receive the conference badge:

(a) Report to one of the badging stations in the Accreditation and Badging Centre;

(b) Present a copy of the confirmation letter either in electronic form on a tablet or smart phone or a hard copy;

(c) Present a valid government-issued driver's licence or passport. The badging operator will verify the identity of the representative by matching the name of the passport to the request and ensuring that the photo matches the person in front of him or her. Only government-issued driver's licences or passports will be accepted. For any exceptions, the United Nations Security and Safety Service will make the determination;

- (d) The badging operator will search the system to find the representative's record;
- (e) If the record is found, the badging operator will take a photo of the representative and print the ID card;
- (f) If the record is not found, the badging operator will refer the representative to the NGO focal point. The Department of Economic and Social Affairs will confirm whether the representative is approved for an ID card. If the request is approved by the Department, the representative's information and photo will be manually entered into the system and the ID card will be issued.

Private sector participants

45. Representatives of the private sector that are interested to participate in the Conference are required to pre-register for the Conference through the Conference website. The deadline for pre-registration is 15 November 2016.

46. When the pre-registration is completed, each registered individual will receive a confirmation letter by e-mail, which serves as an official invitation to the Conference.

47. For details on how to obtain a conference badge, please see above steps outlined in the section regarding the Non-Governmental Organizations.

VI. Arrangements for bilateral meeting rooms

48. A number of meeting rooms will be available for bilateral meetings among Member States and other stakeholders.

49. Requests for bilateral meetings should be e-mailed to emeetsm@un.org with subject line "BILATS". Bookings for bilateral meetings will open one month prior to the start date, 26 October 2016. Final confirmation of all room assignments will be given the day before the meeting.

50. To prevent double booking, only the delegation initiating the bilateral meeting should submit the request. Reservations will be accepted for meetings of 20-minute duration. It is essential that all requests specify the date and time of each meeting, and include the name and level of the other delegation participating in the bilateral meeting. Every effort will be made to keep consecutive appointments of the same delegation in the same room. Service hours will be from 08:00 to 20:00 from 26 to 27 November 2016.

VII. Media arrangements and services

Media accreditation and services

51. Media accreditation is strictly reserved for members of the press (print, photo, radio, television, film, news agencies and online media) who represent a bona fide media organization.

52. a) Applications for media accreditation should be submitted at:

<http://www.un.org/en/media/accreditation/accreditation.shtml> Applicants are required to complete the online form, including submission of a letter of assignment on official letterhead of a media organization. The letter should be signed by the publisher or editor-in-chief, indicating the name and duration of assignment of the journalist, and addressed to the Media Accreditation and Liaison Unit.

b) The deadline for early media accreditation is 17 November 2016. Early applicants who are approved will be e-mailed a confirmation, which should be presented, along with the assignment letter, at the accreditation site prior to picking up the pass. Media passes must be picked up in person, after presenting a valid passport.

c) All members of the media corps accompanying heads of delegation, including official photo and video, must be registered by the relevant Permanent/Observer mission via the eAccreditation system:

Step 1: Log on to the website <https://delegate.un.int> with the user name and password to access the eAccreditation system (for registered users only), then select the button entitled "Accreditation to the Global Sustainable Transport Conference, Ashgabat"

Step 2: Complete all mandatory fields [Please do not use acronyms and abbreviations.]

Step 3: Upload a request letter from the Mission, copy of passport and photograph of the participant (optional)

Step 4: Review all information carefully and submit

53. No double accreditation is permitted (e.g., as press and delegate, or as press and NGO).

54. On-site accreditation of media will be processed starting from 21 November 2016.

Media Centre

55. A media centre for the use of all accredited journalists covering the Conference will be located in the Chamber of Commerce and Industry. The media centre will be equipped with appropriate electrical power outlets for personal laptop computers, telephones, fax facilities, closed-circuit television and a press documentation counter. There will be limited seating available for print media in the Plenary Hall. In addition, there will be limited space available for TV and photo crews as well as for official delegation media representatives. When required due to logistical and space considerations, coverage will be provided by a selected media pool.

Webcast / Streaming Video

a) The United Nations webcast service (<http://www.webtv.un.org>) will provide daily, live and on-demand video coverage through the Conference website, as well as some related open meetings, roundtables, conferences, press briefings and stakeouts. The meetings will be covered live in English and the original language of the speaker. Queries should be directed to Mr. Andreas Damianou at the United Nations Webcast Unit (Damianou@un.org).

b) The plenary meetings, round tables, press conferences and other activities will be broadcast live into the media centre. Audio-visual and sound feeds of the plenary meetings, round tables and press conferences will be provided to broadcasters live, with free plug-in recording facilities.

Media Stakeout

56. A designated location in the Chamber of Commerce and Industry will be made available for national press announcements. This area will be equipped with a lectern and a riser that can be used for recorded media interviews using handheld cameras with built in microphones. There will be no recording facilities provided.

57. There will be a large press briefing room in the media centre. More information will be shared in due course. In addition a number of stakeout areas will be made available for national press announcements.

58. The Department of Public Information will provide comprehensive print, TV, radio, webcast and Internet coverage of the high-level plenary meetings, round tables, briefings and press conferences at the Conference Centre. Meetings summary press releases will cover mainly plenary meetings/events.

VIII. Security Information for the Conference

59. During the period of the Conference, the United Nations Security and Safety Service, in close cooperation with host country law enforcement agencies, is responsible for providing security and safety services within the Conference venue. The host country authorities are responsible for security outside the venue.

60. Admission to the venue and its surrounding area will be strictly limited to persons who are properly accredited and wearing a conference pass. In view of the need for heightened security measures, the wearing of conference passes will be strictly enforced. Therefore, access will be denied to anyone not wearing a valid pass. Persons seeking to access the Accreditation and Badging Centre to obtain a conference pass must present a printed confirmation letter or a copy on a tablet or smartphone at the main entrance to the venue before proceeding through security screening.

61. Host country security authorities provide protection for Heads of State or Government, as well as to a limited number of other government officials, by the assignment of close protection details. Arrangements for such assignments are initiated by Member States in conjunction with the Ministry for Foreign Affairs of Turkmenistan.

Accreditation of national security officers

62. Members of national security accompanying the VIP groups participating in the Conference will need to be accredited and have appropriate Conference badges issued by the United Nations Security and Safety Service. Accreditation of national security officers will be accepted only at the Conference venue.

63. Missions are kindly reminded that only delegations headed by the Head of State/ Government or Vice-President will be permitted to have Security Officers accompany them into the Conference venue at a maximum of two: one (1) National and one (1) Host Country provided Security Officer.

64. It is also emphasised for attention and compliance that Security Officers will not be permitted to carry firearms into the Conference venue.

65. For further information regarding accreditation of these Security Officers, please contact Mr. Alexander Malyaev the appointed Security Liaison VIP Coordinator (email: malyaev@un.org). All other queries related to security should be directed to the Event Security Coordinator; Mr. Liam Drumgoole, Security and Safety Service at United Nations Department of Safety and Security (email: drumgoole@un.org).

Vehicle accreditation

65. Delegations' vehicles do not require accreditation, since there are no parking areas inside the Conference venue. VIP convoys transporting Heads of State or Government will be duly escorted by the Host Government and will be identified accordingly. The vehicles in these convoys will be provided by the Host Government and only those displaying the appropriate decal will be allowed access to the Blue Zone in order to proceed to the VIP 'drop off' point. No other vehicles will be allowed to enter the 'Blue Zone'.

Other matters

66. The loss of a conference pass must be reported to the United Nations Security and Safety Service, located in the Accreditation and Badging Centre at the Conference venue.

67. Participants are solely responsible for taking care of their own personal belongings. Any bags or objects left unattended will be removed for security reasons.

IX. Visa requirements

68. All participants of the conference holding any type of passport need to obtain visas to enter Turkmenistan. The host government has created a dedicated website for the use by all participants to apply for a visa available at: <https://goo.gl/vQEoEa>. When submitting an application for a visa, members of an official delegation must attach a copy of the letter of their Government (or organization) addressed to the United Nations designating them as part of the delegation, as well as the letter of confirmation from the UN approving their pre-registration at the conference. Any inquiries about visas can be emailed to: ashgabat2016st.visas@gmail.com.

69. Upon review of a duly submitted visa application, the State Migration Service of Turkmenistan will issue a Letter of Invitation (LOI) that will be used to grant a gratis visa at the consular sections of the Embassies of Turkmenistan, or upon arrival at the airport presenting the LOI, given that:

- participants have a valid return ticket;
- participant's passport remains valid six (6) months from the intended departure date from Turkmenistan.

70. Holders of a United Nations laissez-passer also need to obtain a visa to enter Turkmenistan.

X. Travel support to Member States

71. The Government of Turkmenistan will support travel of representatives of UN Member States to the Global Sustainable Transport Conference.

72. Such support will be provided on a first come, first served basis, subject to the availability of funding, for up to two Government-designated officials from each country, with priority given to the least developed countries, as well as developing countries. Member States wishing to express their interest to receive travel support are required to send an official communication to the National Organizing Committee, at ashgabat2016st.funding@gmail.com (copy to mfatm@online.tm) before 4 November 2016.

XI. Accommodations and grounds transport

73. Booking of the accommodations for all participants for the duration of the Conference will be done by the Diplomatic protocol department of the Ministry of Foreign Affairs of Turkmenistan. The Host country shall book hotels for participants as per requests received in advance. Requests should be sent to: ashgabat2016st.hotels@gmail.com

74. The Host country will cover the accommodation costs from 24 to 29 November 2016 for one high-level official and up to two delegates from each Member State. Extra charges will be covered by the guests themselves.

75. During the Conference the participants will be accommodated at the following hotels: Oguzkent, Yyldyz, Archabil, Nusay, Ashgabat, Grand Turkmen, Ak Altyn, Lachyn, Sport and Olympia. List of the hotels and their contact information can be found below.

XI. Transportation

76. Special shuttle services will be offered by the Government of Turkmenistan to all delegations between airport and hotels and hotel areas and the Conference Venue, as well as between the offsite events venues from 20 November to 2 December 2016. There will be local protocol officials on the ground to facilitate and coordinate transportation at the airport, hotels and the Conference venue.

XII. Car parking

77. Only VIP motorcades will be allowed to park on the premises of the Conference Venue.

XIII. Health

78. It is recommended that participants consult a doctor prior to travelling to Turkmenistan to discuss any health needs or concerns.

79. The International Complex of Hospitals and medical clinics are located within 15-20 mins drive from the Conference venue. There are also private dental clinics and pharmacies. The Government of Turkmenistan will also establish unit within the Conference venue, hotels and airport specifically for health and medical services with a team of doctors for on-call medical emergencies.

80. Vaccinations are not needed unless the participant is arriving from or transiting through a country where it is necessary.

XIV. Currency

81. The official currency of Turkmenistan is the manat and tenge.

82. All major currencies are accepted and exchangeable in Turkmenistan. Credit cards are accepted and are accepted at banks and hotels. Local banks and money exchange offices conduct foreign exchange transactions which is also available at the Ashgabat international airport.

83. ATMs are found in and around Conference Venue, Hotels and airport.

84. Foreign Economic Affairs bank of Turkmenistan is the international bank in Turkmenistan. The Central Bank of Turkmenistan also provide banking services, including currency exchange and ATMs.

XV. Telephone communications and mobile telephones

85. The country code for Turkmenistan is +993. Before travelling, it is advisable to check whether the mobile phone carrier offers roaming services in Turkmenistan. If it does not, prepaid SIM cards for use with unlocked phones can be purchased from one of the two main telecommunications providers operating in Turkmenistan, which are TMCELL and MTS. Prepaid SIM cards are available at the international airport and hotels as well as at the Conference venue.

XVI. Electricity and power outlets

86. Electricity and power outlets used in Turkmenistan are at 220-240V. The power plugs used in the country are of the two-pin of round-shaped type. Some hotels offer outlet adapters for three-pin, square-shaped outlets. It is strongly recommended to check the voltage of each device before plugging it into an outlet.

XVII. Climate

87. Turkmenistan has a strictly continental climate: temperatures in Ashgabat vary between 46°C (114°F) in summer and -5°C (23°F) in winter.

88. The average temperature in Ashgabat in November is a little cool at 9.7 °C (49.46 °F). Afternoons can be very mild with average high temperatures reaching 16.6 °C (61.9 °F). Overnight temperatures are generally cool with an average low of 4.6 °C (40.3 °F). In November the range of daily mean temperatures is 12 °C (21.6 °F) and the weather is somewhat parched with periodic rain.

HOTELS

Hotel Oguzkent

Bitarap Turkmenistan avenue 231

Tel.: +99312449500

Hotel Yyldyz

Street 2002/5 (Bagtyyarlyk), 17

Tel.: +99312390900

www.yyldyzhotel.com

e-mail: reception@yyldyzhotel.com

Hotel Archabil

Archabil avenue, 54

Tel.: +99312400000, +99312400001

Hotel Nusay

Street 1995 (Galkynysh), 70

Tel.: +99312221025, +99312221034

Hotel Ashgabat

Street 2002/5, 11

Tel.: +99312951371

Hotel Grand Turkmen

Gorogly street 50

Tel.: + 99312510555, +99312923024

E-mail: grandht@online.tm

Hotel Ak Altyn

Magtymguly avenue 141/1

Tel.: +99312363700

E-mail: akaltyn@online.tm

Hotel Lachyn

Bitarap Turkmenistan avenue 589

Tel.: +99312234674