



ASIAN PARLIAMENTARY ASSEMBLY

THE 10th PLENARY SESSION

GENERAL INFORMATION

20-25 November 2017
Swissotel The Bosphorus
Istanbul, Turkey

SECTION 1
GENERAL INFORMATION

1. Date and Venue of the Plenary Session

The 10th Plenary Session of Asian Parliamentary Assembly (APA) will take place at Swissotel The Bosphorus in İstanbul, Turkey from 20 November to 25th November 2017.

All official activities of the APA Plenary Session will be held at Swissotel unless otherwise stated.

Arrival of Delegates	20 November 2017
2nd Executive Council Meeting	21 November 2017
10th Plenary Session	22 November- 23 November 2017
Outdoor Program	24 November 2017
Departure of Delegates	25 November 2017

2. Official Language

The official languages of the APA are English and Arabic and the working language is English (Article 16 of APA Charter).

Delegates who wish to speak in other languages are requested to provide their own interpreters. The booth will be provided by the Host Parliament on a first come first served basis.

3. Documents

All official documents shall be written in English. In addition, any delegate who wishes to distribute documents in the meeting are advised to have prior consultations with the APA Secretariat.

All speeches during the Opening Plenary Session, and General Debate should be forwarded to the Host Parliament in advance for circulation at the Plenary Session.

4. Registration

Participants are kindly requested to send the Registration Form provided by the Host Parliament at the early convenient time but no later than **3 November 2017** to the following two addresses:

GRAND NATIONAL ASSEMBLY OF TURKEY	PERMANENT SECRETARIAT OF THE ASIAN PARLIAMENTARY ASSEMBLY (APA)
TBMM Postcode: 06543 Bakanlıklar-Ankara Turkey	No. 4, Kayhan Alley, Bastan Street, Firoozbakhsh Street. Movahed Danesh Street, Aqdasiyeh, Tehran-Islamic Republic of Iran Postcode:1957733811

Phone :(+90-312)420 84 84 (+90-312) 420 76 26 (+90-312) 420 67 52 (+90-312) 420 67 57	Tel : +98(21)26118827-26118829- 26118869
Fax : (+90-312) 420 67 56 (+90-312) 420 67 68	Fax : +98(21)26118809
Email : apaturkey@tbmm.gov.tr	E-mail : secretariat@asianparliament.org Website: www.asianparliament.org

Any changes in the participants' list should be sent to the above mentioned addresses.

5. Security and Identification Badges

Identification Badges will be distributed to all delegates and accompanying persons upon registration. For security reason participants are requested to wear their identification badges throughout the meeting and official function specified in the Work Program. For security purposes, admission to the venue of the meeting and official functions will be limited to those wearing identification badges.

6. Passport and Visa Regulations

All delegates and accompanying persons must bear valid passports and visa in order to enter Turkey. All countries where visas are required, participants are requested to contact the Turkish Embassy/Consulate accredited to their countries in order to obtain visas. You can get the required information from:

<http://www.mfa.gov.tr/visa-information-for-foreigners.en.mfa>

Please prepare a copy of valid passport and also forward to Host Secretariat prior to arrival.

7. Arrival and Departure

Participants are kindly requested to indicate on the Registration Form the flight itinerary to enable the Host Secretariat to effectively perform their tasks. All changes of the flight schedules should be communicated in advance to the Host Secretariat.

The arrival and departure service will operate from 20 November to 25 November 2017 at the **Atatürk International Airport**. The Host Secretariat will assist the delegates through all formalities at their arrival and departure.

8. Liaison Officers

Liaison officer is the contact person between the Host Parliament Secretariat and delegations participating in the 10th Plenary Session.

Liaison Officers will be assigned to each APA member Parliaments, Observers and partners Organization.

9. Flight arrangements and information

In order to facilitate the expeditious arrangements of local transportation, Delegation Secretaries are kindly requested to inform the Host Parliament Secretariat of any change in their delegates' flight schedule at least 24 hours in advance of the schedule.

10- Currency Exchange

The Turkish Lira is the official currency of Turkish Republic. The current exchange rate is approximately 3,41 TL for 1 US dollar. Money can be exchanged at banks, Atatürk International Airport and at the legally authorized stores throughout the country.

Banks are open from 09:00 am to 05.00 pm, Monday to Friday. All major credit cards are accepted at hotels, and shopping malls.

11. Weather

The weather in İstanbul tends to be rainy, windy, rather cloudy and sometimes sunny during the month of November with average temperatures between 10° and 15° C (50° and 59° F).

12. Time

- Istanbul time zone : GMT + 3 Hours
- Most city shops in Istanbul are open daily from 09.00 am to 7.00 pm and from 10.00 am to 10.00 pm for malls and shopping centers.

13. Electricity

Turkey operates on 220 volts, 50Hz, with round-prong European-style plugs that fit into recessed wall sockets/points.

14. Telephone Services and Useful Telephone Numbers

- Telephone services are available at hotels, restaurants and cafés. Pre-paid mobile telephone cards are available at hotels and local cellular shops.
- Dialing is as follows:
 - (a) Local calls: dial the number directly;
 - (b) International calls: dial the international direct dial access (00) + country code + area code + number.
- To call Turkey from abroad, dial the international direct dial access + country code (90) + area code + number. When calling from abroad, the 0 prefix of the area code should not be dialed.

SECTION 2

HOSPITALITY

1. Accommodation

According to the APA Charter, the Host Parliament will offer hospitality (accommodation, meals and local transportation) to official delegates of APA member parliaments as determined in Article 8, two representatives of each observer parliament and one representative of each observer organization from 20 November to 25 November 2017 (5 nights).

All delegations will stay at the Swissotel The Bosphorus located at Vişnezade Mah. Acisu Sok. No.19 Macka Beşiktaş Istanbul. (Tel: +90 212 326 11 00, Fax: +90 212 326 11 22, E-mail: istanbul@swissotel.com)

Delegates wishing to upgrade their rooms please kindly inform the Host Parliament Secretariat in advance. Any charges for room service, alcoholic beverages, mini-bar items, laundry, telephone calls (local or overseas) will be also at the delegates' own expenses and the reservation should be guaranteed by credit card. Delegates are encouraged to check the status of their personal accounts at the Hotel cashier and settle them before departure.

2. Transportation

Transportation to and from the airport for all official functions will be provided by the Host Parliament. Speakers or Vice Speakers of the APA Member Countries' delegations will each be provided with a car.

All changes of the arrival and departure of the flight schedules should be communicated to the Host Parliament Secretariat immediately. Delegates are responsible for their transportation other than events specified in the working program.

3. Meals and Functions

Breakfast and Meals (excluding alcoholic beverages) will be provided for all delegates at venues specified in the Working Program. Delegates wishing to make other meal arrangements will meet the cost themselves. All officially hosted participants are cordially invited to the official functions indicated in the Working program.

4. Medical Service

First aid will be provided in the hotel. Other medical care will be at the expense of the participants. The delegates are personally responsible for any personal insurance against risks.

5. Insurance

Insurance for personal accident, medical emergencies, loss of luggage and currency and against any damage will be the responsibility of individual delegate.

SECTION 3

MEETING FACILITIES

1. Registration and Information Desk

All delegates are kindly requested to register at the registration desk at the Hotel's lobby upon their arrival at the hotel.

Identification badges, and plenary session bags containing the relevant plenary session materials will be distributed upon registration to all delegates.

The registration and information desk will be set up in the hotel, from 20 November to 25 November 2017. It will be open from 8 a.m. to 6 p.m.

2. Secretariat Room

The room for the APA and the Host Secretariat will be open from 20 November to 25 November 2017 from 8 a.m. to 6 p.m. The Internet facilities are available at the hotel for free.

Typing and photocopying services will be available at the plenary session secretariat.

SECTION 4

CONTACT PERSONS

Host Parliament Secretariat:

Documentation:

- Mr. Murat HASTÜRK	Cell Phone	: (90-542) 415 50 10
- Ms. Elif Esra ÖNAL	Cell Phone	: (90-530) 275 54 99
- Ms. F.Sirel DELİLOĞLU	Cell Phone	: (90-532) 443 23 40
- Ms. Hande DENERİ	Cell Phone	: (90-532) 632 80 73
