



Asian Parliamentary Assembly
Standing Committee on Political Affairs

General Information

December 3-6, 2025

Mashhad - Islamic Republic of IRAN

SECTION 1: GENERAL INFORMATION

1. Date and Venue of the Meeting

The meeting of the Standing Committee on Political Affairs will take place at Homa Hotel Ahmadabad in Mashhad, Islamic Republic of IRAN on December 4 - 5, 2025.

2. Official Language

The official languages of the APA are English (working language) and Arabic (Article 18 of APA Charter).

Delegates who wish to speak in other languages are requested to provide their own interpreters. There will be 2 (two) additional booths that 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.

4. Registration

Delegations are kindly requested to fill out the Registration Form circulated by the Host Parliament and return it no later than **23th November 2025** via the registration link provided in the Registration Form.

5. Accreditation

Delegations will be provided with an identification badge enabling the entrance to the Meeting venue. The badges will be presented to the delegates upon arrival by their designated liaison officer. For security reason participants are requested to wear their identification badges throughout the meeting

6. Passport and Visa Regulations

Members of delegations and their accompanying persons are requested to possess a passport of at least 6 months of validity in order to enter the Islamic Republic of IRAN. For entry visa they are kindly requested to apply to the Iranian Embassy in their country. For more information about visa, delegations may refer to the following link: <https://evisa.mfa.ir/en/>

For the countries with no diplomatic mission, the applicants should send all necessary data (clear scanned copy of passport + flight details+ applicants' photo) to majlisprotocoldept@parliran.ir no later than **23th November 2025** and to the host secretariat email addresses for visa issuance. The visas will be sent to the applicants, once they are ready.

7. Arrival and Departure

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

The arrival and departure service will be available at **Mashhad International Airport** from **3-6 November 2025** to handle arrival and departure flights of delegations. The Host Parliament's Protocol and the Secretariat will assist the delegates to take care of all necessary formalities at their arrival and departure.

8. Flight arrangements and information

To expedite arrangements of local transportation, delegations are kindly requested to inform the Host Parliament Secretariat of any changes in their delegates' flight schedule at least 24 hours in advance of the schedule.

9. Currency Exchange

The Iranian Rial is the official currency of the Islamic Republic of IRAN. Money can be exchanged at banks, International Airport and at the legally authorized exchange stores throughout the country.

Important Notice: No credit cards are accepted at hotels, and shopping malls.

10. Weather

The weather in Mashhad tends to be early winter—cold, dry, and occasionally snowy during December with average daytime high temperatures ranging from 7°C to 8°C and nighttime lows between -3°C to 4°C.

11. Time

- Mashhad time zone: GMT +3:30 hours

12. Electricity

- IRAN operates on 220 volts, 50Hz, the Plug type is C, which has 2 circular pins are available in the hotel rooms.

13. Telephone Services

Telephone services are available at the hotel. Pre-paid mobile telephone cards are also available at local cellular shops.

□ Dialing with Iranian Sim Cards is as follows:



- Local calls: dial the number directly;
- International calls: dial the international direct dial access (00) + country code + number.
- To call **IRAN** from abroad: dial the international direct dial access + country code (98) + number.

SECTION 2: HOSPITALITY

1. Accommodation

All delegations will stay at the **Homa Hotel Ahmadabad**, located at Mashhad City, Khorasan Razavi Province in IRAN. The Host Parliament will cover the costs for accommodation, meals and local transportation of each and every official delegate of APA member parliament from 3 to 6 November 2025 (3 nights) for **2+1** (at MP level).

- Delegates who wish to stay additional nights will have to cover the expenses on their own.
- Any charges for room service, beverages, mini-bar items, laundry, and telephone calls (local or overseas) will also be at the delegates' own expense.
- The reservation should be guaranteed by the host Parliament Protocol.
- Delegates are required to check their own extra charges at the Hotel cashier and make their payments before departure.

Room Type Single Double Junior Suite Royal Suite Online Booking	Homa Hotel 41,000,000 IRR 56,000,000 IRR 62,000,000 IRR 120,000,000 IRR https://homahotels.com/en/h/2/homa-hotel	IRR TO USD EXCHANGE RATE IN HOMA HOTEL 10800000 IRR = 1 USD
Website Address Tel: Fax:  	https://ahmadabad.homahotels.com/en/index Mashhad, Ahmadabad Boulevard, Intersection of Ahmadabad and Kolahdouz +9851-31577 +9851-38459982 +98-9200720360	

2. Transportation

The Host Parliament will provide shuttles service to and from the airport, for all official visits and programs.

Delegations are requested to inform Secretariat of the Host Parliament of any changes in their flight schedules in due course of time. **Delegates shall bear the responsibility for use of transportation other than the events specified in the working program.**

3. Meals and Functions

Breakfast and meals will be served for all delegates at the Restaurants specified in the Working Program. Delegates wishing to have other meal arrangements will meet the cost themselves.

Delegates not attending the official receptions shall pay for the cost of their meals by themselves.

4. Medical Service

Medical care will be at the expense of the participants. The delegates are personally responsible for any personal insurance against risks. **First Aid Service** is available for the delegations at the hotel during their stay for official event.

5. Insurance

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

SECTION 3: MEETING FACILITIES

1. Registration and Information Desk

The registration and information desk will be available at the hotel from November 3– 6, 2025.

2. Bilateral Meetings

Bilateral meeting rooms are provided in hotel upon request by the delegations. Interested delegations wishing to have bilateral meetings are requested to kindly coordinate with Protocol Officer at the Host Secretariat.

3. Internet

The internet facilities are available at the hotel free of charge.

4. photocopying

Photocopy services will be available at the venue of the meeting with assistance of host parliament Secretariat.

Contact Addresses

Host Secretariat:
int.conference.dept@parliran.ir

Tel: +9821-33440322
+9821-334403307

Fax: +9821-33440321

CC to APA Secretariat:

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Fax: (+98-21) 33517408
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