

**LEAVING NO-ONE BEHIND:
Ensuring rights for women and young people with disabilities**

**September 9- 11, 2019
Marriot Sisli, Istanbul**

A NOTE ON LOGISTICS

Dear Participant,

We look forward to welcoming you to Istanbul! We are pleased to provide you with the following information regarding practical arrangements for the upcoming **“Leaving No-One Behing: Ensuring rights for women and young people with disabilities Meeting”** 9-11 September 2019. We trust that the information provided will assist in your preparation for the meeting.

MEETING VENUE:

Meeting Venue: Marriot Hotel Sisli

Address: Abide-i Hurriyet Caddesi No: 142 Sisli, Istanbul 34381 Turkey

Tel: +90 212 375 0100

Website: <http://www.marriott.com/hotels/travel/istdt-istanbul-marriott-hotel-sisli/>

ARRIVALS AND DEPARTURES:

Meeting registration will start on Monday, **9 September 2019** at **09:00**. Meeting proceedings will start promptly at 09:00 every day and will end on Wednesday, 11 September 2019 at 14:30. Participants are expected to arrive on 8th September and depart on 11th September or 12th of September depends on flight availability. Participants are advised to leave **11th September 2019** according to UNFPA Policy.

ACCOMMODATION:

A block reservation has been made for all participants at the Marriot Hotel, Istanbul. All participants are required to register for meeting which will be used for booking of Hotel as well. Please see the [link](#) for registration. Please complete registration latest **9st August 2019**.

Kindly note that staying at the Istanbul Marriot Hotel Sisli is mandatory for all participants. Istanbul is a large and buzzing city with traffic challenges, and it is crucial that all participants stay together so that the workshop sessions can commence on a timely basis. Nevertheless, you may team up with a colleague to share a room at the double occupancy rate.

Participants who wish to arrive early or stay longer after the meeting will pay for their additional nights at UN rate.

In addition, please note that free wireless internet access is available throughout the hotel, and use of the fitness facilities is also complimentary.

Check-in time: 3.00 p.m.

Check-out time: 12.00 p.m.

Please note that early check-in may be arranged for participants arriving on earlier flights, if available.

Should you want to make a reservation for personal reasons, please contact Hakan Özkan (ozkan@unfpa.org), EECARO Programme Assistant.

MEETING PACKAGE:

Lunch and coffee breaks will be provided to all participants for the days of meeting.

LANGUAGE:

The meeting will be held in English. Simultaneous Russian translation and global sign language translation will be provided during the event.

ACCESSIBILITY:

Hotel and rooms are wheelchair accessible. If you need any special assistance please contact Hakan Özkan (ozkan@unfpa.org), EECARO Programme Assistant.

AIRPORT INFORMATION AND TRANSFERS:

Participants are expected to organize their transportation from/to airport. Below, please find some practical information for your reference:

You may get detailed information on transportation to and from the airport by clicking on the link below.

<https://www.istanbulhavalimani.com/en#>

IST New Aiport: <https://www.istanbulhavalimani.com/en>

Sabiha Gökçen Airport: <https://www.sabihagokcen.aero/homepage>

Please note Istanbul metropolitan area is served by two airports. For international flights, the New Istanbul Airport (IST) are located on the European side where the event will take place, while Sabiha Gokcen International Airport (SAW) is located on the Asian side. If arriving at **Istanbul Airport (IST)**, taxis, private airport transfer and HAVAIST can be used which are provided below.

- **Taxis:** Taxis are readily available in Istanbul and are recognizable by their yellow color. The fare shown on the meter reads according to the distance traveled. The taxi fare is approximately 110-120 Turkish Liras (depending on the traffic) from Istanbul Ataturk Airport to Marriot Şişli.
- **Private airport transfer companies** offer fixed price transfer in minivans, for example <http://www.istanbulairporttaxi.com/> or <http://www.efenditravel.com/Istanbul-Airport-Transfers-efendimenu6876435897436-tid81>
- **HAVAIST bus** is another option to get centrum areas. Buses running every day between Istanbul New Airport and the European and Asian part of Istanbul, there are 19 routes. Travel time is 30 to 90 minutes, depending on your destination. The bus services with the highest frequency are Istanbul Airport – Bakırköy (every 10 min, 18 TL) and Istanbul Airport – Yenikapı-Sirkeci (every 11 min, 18 TL). (<http://www.hava.ist/>).

The destination closest to the venue is Taksim. Please note that they accept İstanbul Card (public transportation pass) and credit card for the payment. You can get an İstanbul Card (used for public transport and other services in Istanbul) from the machines which located in the Airport. Fee for the card is 6 Turkish Liras. After arriving to Taksim, taxi can be hired to Marriot Şişli. The taxi fare is 10-15 Turkish Liras. The subway is available from Taksim, The closest Subway Station to Marriot is Şişli-Mecidiyeköy. The hotel is walking distance from Şişli Mecidiyeköy Subway Station.

If arriving at **Sabiha Gökçen Airport (SAW)** which located in the Asian side of İstanbul, taxis, private airport transfer and HAVABUS can be used which are provided below.

- **Taxis:** Taxis are readily available in Istanbul and are recognizable by their yellow color. The fare shown on the meter reads according to the distance traveled. The taxi fare is approximately 130-140 Turkish Liras (depending on the traffic) from Sabiha Gökçen Airport to the Marriot Şişli.
- **Private airport transfer companies** offer fixed price transfer in minivans, for example, <http://www.istanbulairporttaxi.com/> or <http://www.efenditravel.com/Istanbul-Airport-Transfers-efendimenu6876435897436-tid81>
- **HAVABUS** is another option to get to Taksim area which costing around 18 Turkish Liras. Havabus buses are white buses parked in front of the exit door of the airport, departing to Taksim. (<http://www.havabus.com/yolcuservisi/taksim-sabihagokcenhavalimani.aspx/>). It takes 100 minutes for the bus to get from the airport to Taksim, depending on traffic. After arriving to Taksim, taxi can be hired to Marriot Şişli. The taxi fare is 10-15 Turkish Liras. The subway is available from Taksim, the closest Subway Station to Marriot is Şişli Mecidiyeköy. The hotel is walking distance from Şişli Mecidiyeköy Subway Statition.

MEETING SETTING AND DRESS CODE:

The dress code will be smart casual.

TURKISH VISA:

Participants are responsible for securing their entry visa before departing from their country of duty (please arrange through your respective travel/visa offices).

- All Passport holders should have at least 6 months of validity past the date of arrival in Turkey.
- To check your nationality-specific entry requirements, you can use this link: <http://www.mfa.gov.tr/visa-information-for-foreigners.en.mfa>

Please note that as of April 2014, Turkey no longer provides visas on arrival to travelers. All foreigners must obtain their Turkish visas from Turkish missions abroad or from the e-visa application system, depending on eligibility. The list of countries eligible for e-visa can be found at: www.evisa.gov.tr/en

Please note that the e-visa system is only usable for travelers entering Turkey for tourism or commerce. For any other purpose of travel, the applicant must obtain a Turkish visa in advance from a Turkish diplomatic or consular post.

Information regarding Turkish e-visas and the application process can be found at: <https://www.evisa.gov.tr/en/>

General information on Turkish visas can be found at: <http://www.mfa.gov.tr/visa-information-for-foreigners.en.mfa>

All UN staff members holding a valid UNLP (United Nations laissez-passer) do not require a visa for official mission to Turkey with reference to Official Gazette # 29002 of May 2014. Please note that UNLP holders are still required proving their visit is official. Therefore, UNLP holders are advised to carry such proof with them traveling to Turkey for official business (e.g. an invitation letter, information about the event, which will be communicated). If you are UNLP holder, please contact Hakan Özkan (ozkan@unfpa.org), UNFPA EECARO Programme Assistant for the note of verbal.

STANDARD TIME ZONE:

Turkish standard time is currently 3 hours ahead of Greenwich Mean Time (UTC/GMT +3 hours). A time converter: <http://www.timeanddate.com/worldclock/converter.html>

WEATHER CONDITION:

April in Istanbul is the start of spring, with longer, warmer days. The average temperature for the month is 12C/54F, with highs of a very reasonable 16C/61F. The temperature does fall significantly overnight and visitors can expect lows of around 8C/46F. For further information, please check weather conditions at [this web page](#).

HEALTH:

No vaccinations are required to enter Turkey, from any country.

American Hospital and Florence Nightingale Hospital in Gayrettepe are 1-2 km away from Marriot Hotel.

SECURITY INFORMATION:

The security situation in Turkey is stable and the current political situation is also normal and under control. In the past two years, few terrorist incidents took place throughout the country including in Istanbul. The standing advice is to avoid/limit presence in crowded areas and proximity of / locations with large presence of Turkish national police and/or security forces. However, the likelihood of exposure to collateral Risk prevails. Refer the safety and security related information in Annex A.

PRACTICAL TIPS:

TELEPHONE CODES:

1. Roaming Mobile to Local Mobile: Country code (90) + operator's code + tel. number (7 digits) (e.g. +90 532 XXX XX XX)
2. Roaming mobile to Local landline: Country Code, city code, tel. number (7 digits), OK (e.g. +90 212 XXX XX XX)
3. Local Landline to Local Mobile: 0 _ operator's code _ number _ OK (e.g. 0 532 XXX XX XX)
4. Local Landline to Roaming Mobile and for any other international calls from landline - please seek for advice at the hotel reception desk.

IMPORTANT: Please be cautious with 3G service on Roaming mobile phones! It is highly recommended to switch off the 3G and Cellular Data services on your mobile devices (smart phones, iPhones, etc.) while roaming – i.e. your mobile devices Internet supply will remain limited to Wi-Fi support.

CURRENCY AND TIPPING:

The local currency is Turkish Lira as 04/07/2019

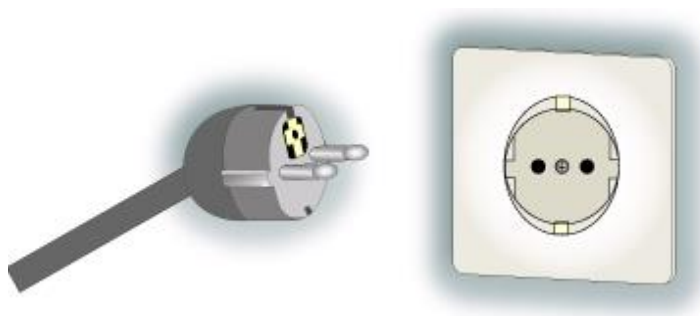
- 1 USD = around 5.60 TL
- 1 EURO = around 6.32 TL

Tipping is customary in restaurants, hotels, nightclubs, and for baggage handlers at the airports. A 10% service charge is sometimes added to your bill in restaurants; if not, a 5-10% tip is expected in most restaurants, but is not mandatory in simple eateries.

Taxi drivers round the fare up to the next round number, for example, expect 7TL change for a 12,30TL fare. The minimum fare is 10 TL to any area within Istanbul. Please note that for short rides, even if the meter shows less than that amount the taxi will charge 10 TL. It is advisable to get a taxi that is using taxi meter, if otherwise please refrain from using that taxi.

ELECTRICAL CURRENT AND APPLIANCES:

The electricity supply in Turkey is 220 volts AC 50 cycles. Electrical appliances must have European plugs, (i.e. round-tipped, two-pinned).



CITY GUIDE:

Should you require any other information on restaurants, excursions, shopping etc., Please check the following websites:

<http://www.istanbul.com>

<http://wikitravel.org/en/Istanbul>

<http://www.tourismturkey.org/>

EMERGENCY CONTACTS:

UNFPA EECA Regional Office

Address: Hakki Yeten Caddesi Selenium
Plaza No: 10/C Floor: 18 Fulya Besiktas,
Istanbul EECARO Security

Focal Point

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UNDSS Istanbul

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serdar.kalfa@undss.org

Ambulance	112
Police	155
Gendarmerie	156
Fire	110
Number inquiries	118 11
UN Radio Operator	+ 90 533 922 7772 (Mobile)

CONTACT PERSONS FOR LOGISTICS QUERIES

For further information on logistics, please contact:

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