



**UNITED NATIONS SPECIAL PROGRAMME FOR THE ECONOMIES OF CENTRAL
ASIA (SPECA)**

2018 SPECA ECONOMIC FORUM
*“Twenty years of SPECA: A new stage in regional cooperation for the
2030 Agenda for Sustainable Development”*

and

THIRTEENTH SESSION OF THE SPECA GOVERNING COUNCIL

(Almaty, Kazakhstan, 20 and 21 September 2018)

INFORMATION NOTE

I. INTRODUCTION

This Information note provides some details regarding the 2018 SPECA Economic Forum and the thirteenth session of the SPECA Governing Council jointly organized by the Government of the Republic of Kazakhstan, the current Chair of the United Nations Special Programme for the Economies of Central Asia (SPECA), the United Nations Economic and Social Commission for Asia and the Pacific (ESCAP) and the United Nations Economic Commission for Europe (UNECE).

II. VENUE

These high-level SPECA events will take place on 20 and 21 September 2018 in the conference room “Green Ballroom” of the Reception House (Dom Priyemov).

Address: 44, Kurmangazy Street, 050021, Almaty, Kazakhstan.

III. PARTICIPATION

Government representatives of the United Nations member States, representatives of United Nations agencies and programmes, relevant international and regional organizations, international financial institutions, donors as well as representatives of the private sector and the academic community are invited to participate in the 2018 SPECA Economic Forum on 20 and 21 September 2018. Representatives of neighbouring countries, other countries interested in supporting the Programme, United Nations agencies and programmes, international and regional organizations, international financial institutions and donor agencies can attend the thirteenth session of the SPECA Governing Council in the afternoon of 21 September 2018 as observers.

IV. CONFERENCE FEE

No conference fee is charged for participation.

Travel and accommodation expenses are borne by the participants.

IV. PRELIMINARY REGISTRATION

Interested parties are invited to fill in the Registration form (Annex) and return it by **3 September 2018** at the latest to **Ms. Lyazzat Palymbetova** (e-mail: palymbetova@un.org) with copy to **Mr. Rustam Issakhoyev** (e-mail: issakhoyev@un.org).

V. PASSPORTS AND VISAS

All participants are advised to consult with the Embassy/Consulate of the Republic of Kazakhstan in their respective countries of residence regarding the latest applicable visa requirements and, if needed, to obtain an appropriate visa prior to their departure. Requests for issuance of a visa support letter/invitation letter should be sent to **Ms. Lyazzat Palymbetova** at e-mail: palymbetova@un.org together with the passport copy, registration form, indicating home address and travel dates/flight details, **not later than 3 September 2018.**

VI. TRANSPORTATION

The participants are responsible for their transfer from airport to hotel and from hotel to airport. Taxis from the EcoTaxi booth are readily available outside of the Almaty International Airport. A transfer cost is approximately 3,500-4,500 Kazakhstani tenge (KZT) (approx. USD 10–15) for one-way trip.

If the participant chooses to stay at the Worldhotel Saltanat Almaty, the hotel can provide airport transfer at the cost of KZT 3,500 for one-way trip airport to hotel. The further details can be found under “Accommodation” below.

VII. ACCOMMODATION

The UN secretariat has block-booked standard rooms in the following hotels:

- **Worldhotel Saltanat Almaty** with special rate of KZT 26,000 per night.
Address: 164, Nazarbayev Avenue, Almaty, 050021.
The Worldhotel Saltanat Almaty can provide a transfer service at the cost of KZT 3,500 for one-way from airport to hotel. The contact details to request an airport transfer are the following: Mr. Aidos Abdibekov, +7 727 259 09 35 (ext. 105), sales@worldhotelsaltanat.com.
Please check <http://www.worldhotelsaltanat.com>
- **Dostyk Hotel** with special rate of KZT 31,360 per night.
Address: 36, Kurmangazy Street, Almaty, 050021.
Please check <http://www.dostyk.kz/en/>

Please note that participants are responsible for payment directly to the hotel of all expenses incurred by them, including room charges and other expenses, such as for local and long-distance telephone calls, business centre use, laundry, room service and mini-bar items, as well as restaurant and bar services. All payments in the hotels are made in national currency only.

The focal point to request hotel room reservation is **Ms. Lyazzat Palymbetova** at palymbetova@un.org

VIII. DOCUMENTATION

Subject to availability, documents for the 2018 SPECA Economic Forum and the thirteenth session of the SPECA Governing Council can be found on the UNECE and ESCAP websites as per below:

- <https://www.unece.org/speca/econfor.html>
- <https://www.unece.org/speca/gc.html>
- <https://www.unescap.org/events/2018-speca-economic-forum>
- <https://www.unescap.org/events/thirteenth-session-speca-governing-council>

Please note a limited number of hard copies of documents will be available at the conference room.

IX. INTERPRETATION AND VISUAL AIDS

Simultaneous interpretation in English and Russian as well as facilities for computer-aided presentations (e.g. PowerPoint) will be provided.

X. CONTACT INFORMATION

Further information on the 2018 SPECA Economic Forum and the thirteenth session of the SPECA Governing Council can be obtained from:

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Fax: +7 727 338 4417
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XI. USEFUL INFORMATION

Climate: The climate in Kazakhstan is continental with cold winters and hot summers. In September, the average daily temperature in Almaty usually varies from +22 to +28 °C.

Time: GMT+6

Smoking: In accordance with the law of Kazakhstan, smoking in public places is prohibited.

Banking services: ATMs are available in the majority of hotels.

Currency: The national currency is “Tenge”. Most hotels and shops accept credit cards, including Visa and Mastercard.

Exchange rate:

- 1 USD = 360 KZT¹
- 1 EUR = 418 KZT²

International calls: For international calls, please dial: 8 + 10 + country code + dialed number.

¹ https://halykbank.kz/exchange_rates

² https://halykbank.kz/exchange_rates

Emergency phone numbers: 101 – Fire emergency
102 – Police
103 – Ambulance

Electricity: Alternating current, 220V with 50 Hz frequency.

Taxi services: For local taxi services, please contact the hotel reception.

REGISTRATION FORM

2018 SPECA ECONOMIC FORUM & THIRTEENTH SESSION OF THE SPECA GOVERNING COUNCIL

(Almaty, Kazakhstan, 20 and 21 September 2018)

Family name (*Mr./Ms.*): _____ First name: _____

Delegation (*Country or organization*): _____

Professional title: _____

Name of government body, organization or company _____

Official address: _____

Home address (for visa purposes, if applicable) _____

Street: _____

City: _____ Tel.: _____

E-mail: _____ Fax: _____

I wish to participate in:

2018 SPECA Economic Forum, 20 and 21 September 2018

Thirteenth session of the SPECA Governing Council, 21 September 2018

Accommodation

A suitable number of standard rooms at the Worldhotel Saltanat Almaty (KZT 26,000 per night, address: 164, Nazarbayev Avenue, Almaty, 050021) and at the Dostyk Hotel (KZT 31,360 per night, address: 36, Kurmangazy Street, Almaty, 050021) have been pre-booked for the duration of these meetings.

Do you need assistance with your hotel reservation? Yes No

Date (DD/MM/YY)

Signature

**PLEASE SEND THE COMPLETED REGISTRATION FORM BY 3 SEPTEMBER 2018
AT THE LATEST TO:**

Mr. Rustam ISSAKHOJAYEV at e-mail: issakhojayev@un.org

Ms. Lyazzat PALYMBETOVA at e-mail: palymbetova@un.org