

**UNITED NATIONS**  
**ECONOMIC AND SOCIAL COMMISSION FOR ASIA AND THE PACIFIC**  
Expert consultation on the Asian Information Superhighway and Regional Connectivity  
Fifth session of the SPECA Project Working Group on Knowledge-Based Development  
3-4 December 2013  
Kempinski Hotel  
Baku, Azerbaijan

## **INFORMATION NOTE FOR PARTICIPANTS**

### **GENERAL**

1. The expert consultation on the Asian Information Superhighway and Regional Connectivity and the fifth session of the SPECA Project Working Group on Knowledge-Based Development will be held from 3-4 December 2013. Both events will be co-organized by ESCAP and the Ministry of Communications and Information Technologies of the Republic of Azerbaijan, at the Kempinski Hotel in Baku, Azerbaijan.
2. The expert consultation on the Asian Information Superhighway and Regional Connectivity will start at 0900 hours on 3 December.
3. The fifth session of the SPECA Project Working Group on Knowledge-Based Development (PWG on KBD) will start at 1300 hour on 4 December.

### **REGISTRATION AND IDENTIFICATION BADGES**

4. Participants are requested to register and obtain meeting badges at the Registration Counter, located in front of Gabala C Hall at the Kempinski Hotel, between 0830 to 0900 hours on the opening day of the event. Only the names of duly registered participants will be included in the list of participants.
5. For identification and security reasons, all participants are requested to wear their meeting badges at all times during meetings and social functions. The loss of a meeting badge should be contacted to officials in duty in front of the meeting room.

### **IMMIGRATION REQUIREMENTS**

6. Any questions regarding immigration requirements of the Government of the Republic of Azerbaijan should be directed to the Azerbaijan diplomatic or consular mission in your country. Participants who require visas for entry into Azerbaijan are strongly recommended to complete the visa application process as soon as possible.

You have to present the following documents to obtain a visa by the diplomatic representations and consulates of the Republic of Azerbaijan abroad, as well as by means of the Consular Department of the Ministry of Foreign Affairs of the Republic of Azerbaijan:

- 1 application-form;
- Double colored photos (3x4cm, in white background);

- Foreigner's passport and stateless person's identification card
- Invitation letters in 2 copies (The Host Country's Invitation Letter and letter from State Migration Service of the Republic of Azerbaijan).

### ATTENTION

If there is less than 3 months for expiry of foreigner's passport and stateless person's identification document visa is not granted. For further information please kindly refer to the following link - <http://mfa.gov.az/?options=content&id=182&language=en>.

### WEATHER

7. The Republic of Azerbaijan is located on the west coast of the Caspian Sea, bordering the countries of Armenia, Georgia, Iran and Russia. The winter season runs from November to March with an average daily high temperature below 12°C. The month of December is characterized by daily high temperatures from 8°C to 11°C, and daily low temperatures from 3°C to 6°C.

### HOTEL ACCOMMODATION

8. The following hotels have been designated as recommended hotels for which the room rates indicated below are inclusive of service charge and value added tax and are relatively close to the meeting venue. Participants are requested to stay at the Kempinski Hotel, which is also the venue of the meeting, or nearby recommended hotels.

Hotel Name	Single Occupancy	Double Occupancy
Kempinski Badamdar Hotel <a href="http://www.kempinski.com/en/baku/">http://www.kempinski.com/en/baku/</a>	140 AZN	158 AZN
Modern Hotel <a href="http://www.modernhotel.az/">http://www.modernhotel.az/</a>	75 AZN	85 AZN
Qafqaz Point Hotel <a href="http://www.qafqazpointhotel.com/">http://www.qafqazpointhotel.com/</a>	113 AZN	124 AZN
Safran Hotel <a href="http://safranhotel.az/en/">http://safranhotel.az/en/</a>	65 AZN	75 AZN
Contact Person: Elchin Ruffullayev, <a href="mailto:elchin.ruffullayev@smartravel.az">elchin.ruffullayev@smartravel.az</a>		

9. Participants should book their rooms by contacting the hotel directly at least 10 working days in advance. Participants should provide the hotel with their full name, date and time of check-in and check-out, flight numbers and contact details, and obtain firm confirmation from the hotel regarding, among other things, the room reservation, the duration of stay and payment arrangements.

10. Please furnish particulars by facsimile or e-mail in advance to ESCAP (E-mail: [limkriangkrai@un.org](mailto:limkriangkrai@un.org), [leongd@un.org](mailto:leongd@un.org), and [escap-ids@un.org](mailto:escap-ids@un.org)) and to the focal person of the host organization (E-mail: [nariman.hajjiyev@undp.org](mailto:nariman.hajjiyev@undp.org)) indicating (a) date, flight and time of arrival; (b) date, flight and time of departure; (c) accommodation requirements.

## **TRANSPORT/PICK-UP FROM AND TO AIRPORT**

11. Shared transport facilities between the airport and your hotel will be provided by the host organization. Metered-taxis and public utility are readily available between the airport and the hotel. You are required to provide arrival details to the ESCAP secretariat, host organization, and the hotel.

## **BANKING FACILITIES/CURRENCY EXCHANGE**

12. **Currency:** The Azerbaijani currency is the Manat. Notes come in denominations of 1, 5, 10, 20, 50 and 100 Manat.

**Credit cards:** Credit cards are readily accepted at most restaurants and hotels. However, it is advisable to carry cash as some small shops and restaurants do not accept credit cards. Cash is also needed for public transport.

**Banking Hours:** Banks operate from 09:00 to 18:00, while service hours are from 09:30 to 17:00. Banks are closed on public holidays.

## **Address of offices and officers concerned with the meeting**

13. The substantive office of ESCAP concerned with the meeting is the Information, and Communications Technology and Disaster Risk Reduction Division. The contact address is as follows:

Mr. Dominic Leong  
Associate Economic Affairs Officer  
Information and Communications Technology  
and Disaster Risk Reduction Division  
Economic and Social Commission for Asia and the Pacific  
UN Building, Rajadamnern Nok Avenue, Bangkok 10200, Thailand  
Tel: (66-2) 288 1563 Fax: (66-2) 288 1085  
Email: [leongd@un.org](mailto:leongd@un.org), [escap-ids@un.org](mailto:escap-ids@un.org), [limkriangkrai@un.org](mailto:limkriangkrai@un.org)

14. Contact Information of the Azerbaijan Organizing Focal Person concerned with the meeting and his official address for correspondence is as follows:

Mr. Nariman Hajiyev  
National Project Manager  
United Nations Development Programme in Azerbaijan, Country Office  
3, UN 50th Anniversary str., AZ 1001, Baku, Azerbaijan  
Tel: +994 12 4989888  
Email: [nariman.hajiyev@undp.org](mailto:nariman.hajiyev@undp.org)

## **DAILY SUBSISTENCE ALLOWANCE**

15. Participants whose travel is sponsored by ESCAP will be provided with a daily subsistence allowance at the prevailing United Nations rates in US dollars. In order to facilitate the payment of subsistence allowance, eligible participants are requested to submit copies of the passport, boarding pass together with their air tickets (including e-tickets) to the ESCAP secretariat staff in the meeting room.

16. Any participant who is unable to stay for the duration of the meeting are requested to inform the secretariat as soon as possible after arrival, so that the daily subsistence allowance (DSA) can be adjusted accordingly.

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