



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

2019 SPECA Days
(Ashgabat, Turkmenistan, 18-21 November 2019)

2019 SPECA ECONOMIC FORUM
*“Connectivity: Sustainable Transport and Trade Facilitation
in the SPECA Subregion”*

and

FOURTEENTH SESSION OF THE SPECA GOVERNING COUNCIL

INFORMATION NOTICE

I. INTRODUCTION

This Information notice provides some logistical details regarding the fourteenth session of the SPECA Governing Council, 2019 SPECA Economic Forum and their side events jointly organized by the Government of Turkmenistan, the present Chair country of the United Nations Special Programme for the Economies of Central Asia (SPECA), the United Nations Economic Commission for Europe (UNECE) and the United Nations Economic and Social Commission for Asia and the Pacific (ESCAP).

II. VENUE

SPECA Days' events will take place on 18 - 21 November 2019 in the conference rooms of the Yyldyz Hotel. The 2019 SPECA Economic Forum and the 14th session of the SPECA Governing Council will be held on 20 – 21 November 2019.

Address: Bagtyyarlyk Avenue 17, Ashgabat, tel.: +993 12 39 09 00, e-mail: Yyldyzhotel@gmail.com

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 2019 SPECA Economic Forum on 20 and 21 November 2019.

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 fourteenth session of the SPECA Governing Council in the afternoon of 21 November 2019 as observers.

IV. CONFERENCE FEE

No conference fee is charged for participation.

Travel and accommodation expenses are borne by the participants.

V. PRELIMINARY REGISTRATION

Interested parties are invited to fill in the Registration form (Annex I) and return it by **25 October 2019** at the latest to **Ms. Mijidgombo Oyunjargal** (e-mail: mijidgombo.oyunjargal@un.org) with copy to **Mr. Mario Apostolov** (e-mail: mario.apostolov@un.org).

VI. PASSPORTS AND VISAS

Entry visa to Turkmenistan can be obtained upon arrival at the airport of Ashgabat. You have to request the visa support letter in advance. Please find more information at <https://switzerland.tmembassy.gov.tm/en/consular-services/visa-request>

Those invited participants who need visa support are requested to prepare the following documents:

- 1) Colour copy of the passport. A copy of the passport should be readable and include the page indicating the expiry date. Passport validity: 6 months from the last date of the visa validity period.
- 2) Completed visa application form (Annex II) also available at the link: <https://switzerland.tmembassy.gov.tm/en/attachments/33933/download>
You can upload your photo. As you complete the form, please click on "Generate QR" in order to have barcode produced.
- 3) Completed and signed questionnaire (Annex III). You would need to glue your colour photo.
- 4) Completed registration form for the 2019 SPECA Days (Annex I).

Please submit the above documents to **Mr. Ahmetyar Kulov**, the Permanent Mission of Turkmenistan to the United Nations Office at Geneva (e-mail: consul@turkmenistanmission.ch) not later than **5 November 2019**. Please copy your request to UNECE secretariat (e-mail: mijidgombo.oyunjargal@un.org). Participants will receive a digital letter of invitation for visa purposes by return e-mail.

To obtain a visa the participants have to print and produce the received invitation letter from the State Migration Service of Turkmenistan to passport control authorities at the Ashgabat international airport upon arrival.

VII. TRANSPORTATION

Shuttle service between the airport and the Yyldyz Hotel will be arranged by the Organizers.

VIII. ACCOMMODATION

The Organizers have pre-booked single standard rooms at the Yyldyz Hotel***** with special rate of USD 100 per night. Address: Bagtyyarlyk Avenue 17, Ashgabat, tel.: +99312 29 09 00, e-mail: ylydyzhotel@gmail.com

Twin room (with two separate beds) at the rate of **USD 168** per night is available at the request.

In addition, USD 2 per night and per person of travel tax should be paid to the hotel directly.

All participants are requested to provide a copy of their air ticket, if hotel accommodation and/or transfer from/to airport are needed to **Mr. Ahmetyar Kulov** (e-mail: consul@turkmenistanmission.ch) with a copy to **Ms. Mijidgombo Oyunjargal** (e-mail: mijidgombo.oyunjargal@un.org).

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 center use, laundry, room service and mini-bar items, as well as restaurant and bar services. All payments in the hotel are made in cash in **USD only** or by credit cards Visa and Mastercard. In case of payment by credit card, 3% of the bank commission will apply.

IX. DOCUMENTATION

Subject to availability, documents for the 2019 SPECA Economic Forum and the fourteenth session of the SPECA Governing Council and their side events can be found on the UNECE website as per below:

- <https://www.unece.org/speca/gc.html>
- <https://www.unece.org/speca/econfor.html>
- <http://www.unece.org/trans/main/speca/>
- <http://www.unece.org/tradewelcome/trademeetings/speca-pwg-on-trade-in-central-asia/sessions/>

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

X. INTERPRETATION AND VISUAL AIDS

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

XI. CONTACT INFORMATION

Further information on the fourteenth session of the SPECA Governing Council and the 2019 SPECA Economic Forum can be obtained from:

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XII. USEFUL INFORMATION

Climate: The climate in Turkmenistan is sharply continental. In November, the average daily temperature in Ashgabat usually ranges between 5 and 16° C.

Time: GMT+6

Currency and Exchange Offices: Turkmenistan's official currency is Turkmenistan New Manat (TMT). The current exchange rate is USD = 3.51 TMT. Exchange offices are common in Ashgabat. There is an exchange office at the airport, accepting US dollars, Euros and British pounds.

Most hotels and shops accept credit cards, including Visa and Mastercard.

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

Emergency phone numbers:

- 101 – Fire emergency
- 102 – Police
- 103 – Ambulance

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

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

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