



UNITED NATIONS

ENVIRONMENT PROGRAMME



UNITED NATIONS

ECONOMIC COMMISSION FOR EUROPE

European Regional Environmental Information Network Conference

Istanbul, Turkey 13-17 April 2015

INFORMATION NOTE

Meeting Venue

UNEP's Division of Early Warning and Assessment (UNEP/DEWA) in cooperation with UNECE, Programme on Environmental Monitoring and Assessment are organizing the above conference from 13-17 April 2015 at the **Holiday Inn Istanbul Airport Hotel** in Istanbul, Turkey. Delegates are kindly requested to arrive in Istanbul by Sunday 12th April 2015.



Holiday Inn Istanbul Airport Hotel

Mahmutbey Mah.

Taşocağı Yolu Cad. No:35 34217 Bağcılar
Istanbul / TURKEY

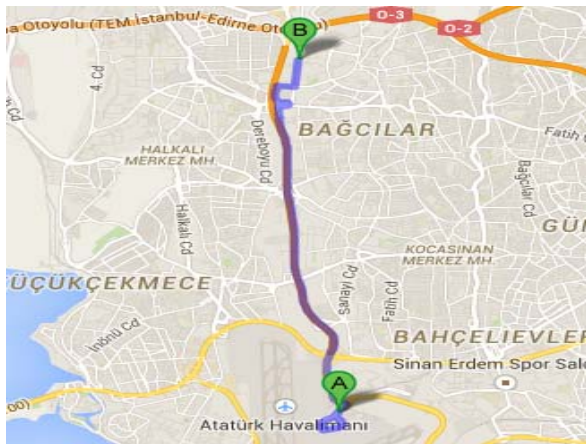
Tel : + 90 212 - 604 15 00

Fax: + 90 212 - 445 01 73

E-Mail: info@hiistanbulairport.com

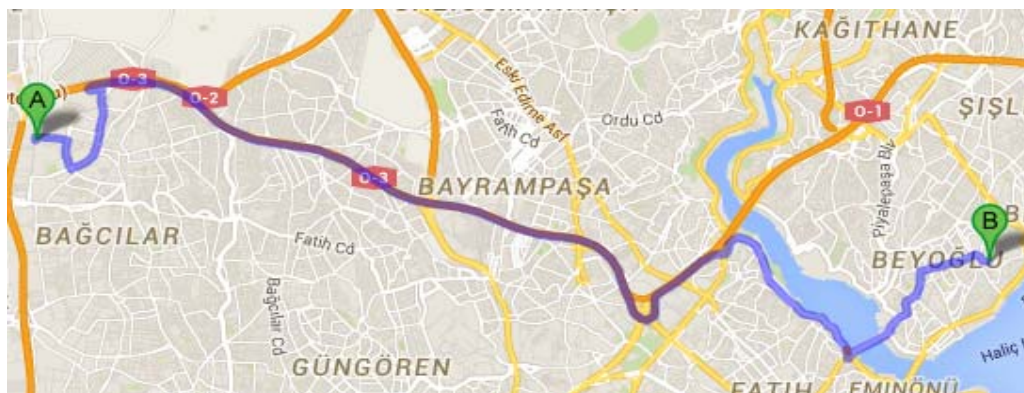
Web: <http://www.hiistanbulairport.com/>

Directions from Ataturk Airport to the Holiday Inn Istanbul Airport hotel (7 km):



The Holiday Inn Istanbul Airport Hotel offers free shuttle service from the airport to the hotel.

Directions from the Holiday Inn Istanbul Airport Hotel to Taksim Square (city center) (21-27 km):



It takes approximately 30 minutes by taxi from the Holiday Inn Istanbul Airport Hotel Travel to the city centre.

Accommodation for participants

Participants will be responsible for their own accommodation in Istanbul, however please note the distance from the Holiday Inn Istanbul Airport Hotel to the city centre. Should participants wish to stay in the Holiday Inn Airport Hotel, please confirm your booking as soon as possible at: reservations@hiistanbulairport.com

Kindly note that there is no public transportation from the Holiday Inn Istanbul Airport Hotel to the city center. Please contact the reception to book a taxi.

Travel and ticketing arrangements

UNEP prefers to purchase travel tickets for participants. However, those who prefer to purchase their tickets by themselves should liaise with Ms. Nyokabi Mwangi before doing so. Reimbursement of travel tickets will be made upon receipt of original invoice, boarding passes and copies of passport to Ms. Nyokabi Mwangi and Ms. Betty Gachao.

For delegates who are supported by UNEP, travel arrangements will be made from Nairobi. UNEP will purchase an e-ticket which will be issued to the delegate by Express Travel Group Ltd.

For delegates who are supported by UNECE, travel arrangements will be made from Geneva. UNECE will purchase an e-ticket which will be issued to the delegate by the Carlson Wagonlit Travel Agency.

The most economical route will be booked. All bookings will be made based on UN rules and regulations as stated above, therefore we will not be able to accommodate any special requests. Once the ticket is issued any changes such as dates of travel and routing will be at the delegate's cost.

Visa Arrangements

Before you travel for Istanbul be sure your passport is valid for at least six months from the date you travel to Istanbul or you may not be admitted. For visa requests and fees please consult the following website: <http://www.mfa.gov.tr/visa-information-for-foreigners.en.mfa>

Registration

Registration will take place on Monday 13th from 8 a.m. to 9 a.m. at the Conference venue – **Holiday Inn Istanbul Airport**. Please note that badges will be distributed at this time.

Daily Subsistence Allowance and Payment

Daily Subsistence Allowance (DSA) will be provided to all sponsored delegates according to UN rules and regulations.

The delegates supported by UNEP will receive DSA in Istanbul. For the purpose of processing your DSA you will need to provide the following documents (please bring at the time of registration):

- Passport
- Original boarding passes of all in-coming flights
- Air ticket (original ticket/e-ticket)

DSA (in USD) will be distributed during tea/lunch breaks on Day 1 of the meeting.

The delegates supported by UNECE will receive DSA transferred to their bank accounts. The details on the transfers are communicated individually.

Transfer to the Airport

All flights will arrive into the Atatürk Airport. Free Airport and City Shuttle transportation to Holiday Inn Istanbul Airport is available from the Atatürk Airport. The Holiday Inn Istanbul Airport hotel is located 7km from the Atatürk Airport.

There are number of ways you can get from Istanbul's Airport to the city centre, you can go by: Taxi, Airport Transfer Services, Tram and Metro, or Airport Bus.

AIRPORT TRANSFER SERVICES

Airport Transfer Services are a private service. It's simply one of those "Airport to City Centre destination services" that all big airports have. You can pre-book these services mostly online from internet, it costs (as of 17 March) 25 euros from Atatürk Airport.

TAXI

There are taxis 24/7 all year long. They usually have change for a 20 Euros note, however any larger denomination could cause you problems when paying, especially late at night.

The Taxi meter should be in a visible position and it should start at the beginning of the journey and stop as soon as you reach your destination, if the meter is not on you are not obliged to pay the minimum fare unless otherwise agreed beforehand.

TRAM and Metro

The Metro runs from Atatürk Airport to Istanbul city every 15-20 minutes from about 6:00 to 23:00. The Airport Railway station is only a few minutes walk from any terminal. For a map of Istanbul Metro and Tram please consult the website <http://www.istanbultrails.com/>.

You should take the Metro to Zeytinburnu and change on to the tram to reach the heart of the Old city and also the beginning of New City. Each journey costs Turkish Lira TL1.95 with an Istanbulkart – do not forget to buy one at the airport before you depart. The tram is always crowded at all times of the day, and may not be suitable if you have a lot of luggage.

AIRPORT BUS

Havatas run modern air conditioned buses from airports to Taxism Square, and from Sabiha Gökçen to the ferry terminal at Kadikoy where you can catch the boat to Eminönü and take the tram to your destination. These buses have plenty of room for all your luggage. Details of the schedules and the fares are on the Havatas website <http://artuntravel.com/> - the buses now accept the Istanbulkart.

Currency

The monetary unit in Istanbul is Turkish Lira, 1 USD = 2.499, (as of 13 March 2015 - please check daily changes)

Delays/Missed Connections

If you experience some delays and miss connecting flights and need assistance to reschedule please first check with the airline you are traveling with. In case the airline is not able to assist you, then please call or email Express Travel.

Reconfirmation of flights

It is not required that you re-confirm your flight with “e-ticketing”. However, if you wish to check your flight is on schedule please contact Elizabeth of Express Travel on +254 (020) 7624987. Please note that any cost for changing your ticket once issued will be at your own expense.

Insurance

Participants are expected to make their own arrangements for insurance against accidents/illness.

HEALTH – “IMPORTANT”

Should you need to be hospitalized due to sudden illness, please ensure you have your medical insurance details or that you have sufficient funds to settle any related expenses.

No Vaccinations are required.

Distance to Istanbul Hospital, Atatürk Mh., Pazaryolu Cad. No:30, 34303 İkitelli/İstanbul, Turkey 2.4 km – 6 minutes by car. Tel : +90.212.698.3070

General Information in Istanbul

Standard Time Zone: Istanbul is in the European Time Zone +1 hour, please consult the website: <http://www.timezoneconverter.com/index.php>

Weather: Please check the weather <http://www.accuweather.com/en/tr/istanbul/318251/april-weather/318251> approximately 9 to 14 degrees in Istanbul for the month of April.

Credit cards: Major credit cards are accepted in most hotels and restaurants in the city of Istanbul but not in all shops.

Meeting documents

This will be a paper smart meeting and delegates are encouraged to bring their own copies of relevant documents. The conference facility will have internet access and all documents will be available online.

CONTACTS

For Travel – (E-tickets)

Ms. Elizabeth Njoroge
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Express Travel Group American Express
United Nations Office Nairobi,
Tel:+254 (020) 7624987
24hrs airport office: +254 722 823 455
Email : elizabeth.njoroge@expresstravelgroup.co.ke
Web: www.expresstravel.co.ke

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Division of Early Warning and Assessment
United Nations Environment Programme
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Tel:(+254 20) 762 3296
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For all other queries

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The UNEP & UNECE organizing teams wishes all delegates a warm welcome to Istanbul!