



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

2011 SPECA ECONOMIC FORUM

and

THE SIXTH SESSION OF THE SPECA GOVERNING COUNCIL

(Ashgabat, Turkmenistan, 10-11 November 2011)

INFORMATION NOTICE

Prepared by the UNECE Secretariat

I. INTRODUCTION

This Information notice provides some details regarding the SPECA events jointly organized by the Government of Turkmenistan, the United Nations Economic Commission for Europe and the United Nations Economic and Social Commission for Asia and the Pacific, in cooperation with the United Nations Regional Centre for Preventive Diplomacy in Central Asia.

II. VENUE

The SPECA events will take place on 10 and 11 November 2011 in the premises of the Ministry of Foreign Affairs of Turkmenistan (address: 108 Archabil Avenue, Ashgabat). The Economic Forum will start at 10:00 in the main conference hall.

III. ORGANIZATION

Registration of participants will start at 09:00 on 10 November 2011. The 2011 SPECA Economic Forum will be held from 10:00 until 13:00 and from 15:00 until 18:00 on 10 November and from 10:00 until 13:00 on 11 November 2011. The sixth session of the SPECA Governing Council will be held from 15:00 until 18:00 on 11 November 2011.

IV. PARTICIPATION

Participation is open to interested parties from Member States of the United Nations, representatives of United Nations specialized agencies and other international and non-governmental organizations interested in the activities carried out within the framework of SPECA. Besides government officials, participation from academia and the business community is also encouraged.

V. CONFERENCE FEE

No conference fee is charged for participation. Travel and accommodation expenses are borne by the participants.

VI. PRELIMINARY REGISTRATION

Interested parties are invited to fill in the Registration form and return it by **21 October 2011** at the latest to the following addresses:

Mr. Jon CHURCH	and	Ms. Chun-Lu HSIEH
UNECE Liaison Officer		Assistant
UNRCCA		to the Deputy Executive Secretary
Fax: +993 12 481607 or		UNECE
+1212 963 4648 / +39 0831 1837 101		Fax: +4122 917 05 65
E-mail: churchj@un.org		E-mail: Chunlu.hsieh@unece.org

VII. PASSPORTS AND VISAS

For all participants coming from abroad, visa support will be provided by the Organizers. All participants need to submit a copy of the passport not later than **21 October 2011**. The copy should be readable and include the page indicating the expiry date. The visa processing requirement is five working days. Participants will receive a digital copy of the letter of invitation for visa purposes by return e-mail or fax. To obtain a visa, the participants will have to print and produce it to passport control authorities at the Ashgabat international airport or to the Embassy of Turkmenistan in their country of residence.

VIII. REGISTRATION IN TURKMENISTAN

Participants planning to stay in Turkmenistan for more than three days (five days, if traveling on a UN passport) are required to **register in the country**. The Organizers will provide assistance in this regard. Participants will also be provided with a specific form, 2 copies of which should be completed. While registering at the Economic Forum on 10 November 2011, the participants should submit to the Organizers: 2 copies of the specific form, 2 passport size photos, 2 photocopies of their passport and the original passport. Passports will be returned as soon as the procedure of registration in Turkmenistan is completed.

IX. ACCOMMODATION

A suitable number of rooms, including suites and semi-suites, are pre-booked by the Ministry of Foreign Affairs of Turkmenistan at the **Grand Turkmen Hotel****** (address: Gorogly Street 7, telephone: +993 12 510 555). Hotel room rates excluding breakfast are the following: standard room - US\$ 60 per night, semi-suite - US\$ 135 per night, suite - US\$ 160 per night.

Each participant is expected to cover the cost of his or her own board and accommodation.

X. TRANSPORTATION

A **shuttle service** between the airport and the hotel and between the hotel and the meetings' venue will be arranged by the Organizers. Participants can also take an official taxi (yellow) from the airport to the hotel. Cost of travel by taxi is approximately 12 Turkmenistan manats.

XI. DOCUMENTATION

Documents for the 2011 SPECA Economic Forum and the sixth session of the SPECA Governing Council can be found at the SPECA webpage of the UNECE website at the following address: www.unece.org/speca.

Papers and other documents to be presented at the 2011 SPECA Economic Forum should be submitted in the English or Russian languages to the UNECE Secretariat addressed to Mr. Marton KRASZNAI (e-mail: marton.krasznai@unece.org) by **2 November 2011** in electronic format (Word for Windows), preferably by e-mail. The papers submitted by this date will be posted on the SPECA webpage and will be available for download.

A limited number of copies of documents will be available in the meeting room during the SPECA events.

XII. INTERPRETATION AND VISUAL AIDS

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

XIII. FURTHER INFORMATION

Focal points

Programme: Mr. Marton KRASZNAI, UNECE Regional Advisor (e-mail: marton.krasznai@unece.org; telephone: +41 22 917 27 60)

Logistics: Mr. Jon CHURCH, UNECE Liaison Officer (email: churchj@un.org; telephone: +993 12 481 612; cell phone: +993 65 810 169)

Ms. Chun-Lu HSIEH, Assistant to the UNECE Deputy Executive Secretary (e-mail: Chunlu.hsieh@unece.org; telephone: +41 22 917 43 25)

Currency and Exchange Offices

Turkmenistan's official currency is Turkmenistan manat (TMT). The current exchange rate is 1 USD = 2.84 TMT. It is a fixed exchange rate that is applied by all exchange offices. Payments can be made only in manats and exchange offices are common in Ashgabat. There is an exchange office at the airport, accepting US dollars, euros and British pounds. There are no ATMs on international circuits and credit cards are accepted in major hotels only.

Weather

Turkmenistan has a sharply continental climate. In November, the average temperature in Ashgabat ranges between 5 and 17 °C.

Telephone connection

In Ashgabat, there is no need to dial 993-12 before the number for landlines, and for cell phones, 993-6X should be substituted with 8006X. When calling from abroad, participants can also reach the UNRCCA using the following numbers: +1 212 963 4649 (USA) or +39 0831 1837 000 (EU). There is no cell phone roaming service currently operating in Turkmenistan.
