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FOR PARTICIPANTS ONLY

Government of Georgia
United Nations Economic Commission for Europe (UNECE)
United Nations Economic and Social Commission for Asia and the Pacific (ESCAP)
United Nations Development Programme (UNDP)

Forth International Forum: Energy for Sustainable Development

Date and location: 17 - 19 September 2013, Tbilisi, Georgia

Hotel “Sheraton Metechi Palace”

INFORMATION NOTE FOR PARTICIPANTS

BRIEF INFORMATION ON THE FORUM

The forth International Forum: Energy for Sustainable Development will be jointly organized by the Government of Georgia, the United Nations Economic Commission for Europe (UNECE), the United Nations Economic and Social Commission for Asia and the Pacific (ESCAP) and the United Nations Development Programme (UNDP) and will take place at Sheraton Metechi Palace, 17-19 September 2013. This Forum is the fourth of a series of International Energy Efficiency Fora following those held in Kazakhstan in 2010, Tajikistan in 2011 and Kyrgyzstan in 2012.

The Forum is designed for policy makers and experts in the field of energy efficiency and sustainable use of energy, as well as in the fields of economic and social development, environmental protection, governance, financing, and energy and utility infrastructure development. It will include a high-level segment with participation of ministers and officials of the government bodies responsible for energy, building sector, and environmental protection in the countries of the Caucasus, South-Eastern and Eastern Europe, Central, Northern, South-Eastern and Southern Asia.

Several thematic workshops will be organized in the framework of the Forum: 1) Policies and Legislation to Promote Energy Efficiency and Clean Energy Technologies in the Caucasus region; 2) Policy Reforms to Promote Financing Energy Efficiency Investments; 3) Energy Efficiency in Buildings and Housing Sector; 4) Sustainable Energy Challenges and Opportunities in Transition Countries.

The Forum will be held in Tbilisi, Georgia (<http://georgia.travel/>; <http://gnta.ge/>) in the Hotel “Sheraton Metechi Palace” (<http://www.starwoodhotels.com/sheraton/property/overview/index.html?propertyID=132>).

REGISTRATION AND ACCOMODATION

Participants are requested to register for attending the Forum (registration form is available at: <http://www.unece.org/index.php?id=32843>). Participants are advised to stay at the Hotel “Sheraton Metechi Palace” (venue of the Forum) or Hotel Old Tbilisi for the duration of the Forum. **To book a room at the hotels, please advise the organizers** (by sending an e-mail with the Subject: “Hotel booking” to e-mail addresses: sofia@economy.ge and feei@unece.org of your preferred hotel and room option based on the table below.

Hotel Sheraton Metechi Palace *****

DESCRIPTION	UNIT COST (US\$ per night)
Single Room	120
Doubles	140
Additional info:	The rates are net subject to 18 % VAT
Services & Features Included:	Complimentary Buffet breakfast at the Restaurant “King Gorgasali” Complimentary use of Fitness Center with indoor/outdoor pools, Jacuzzi and Sauna, Complimentary WiFi Internet in all rooms and in Public area In-room safe
Payment Conditions:	In case of payment by credit card the hotel will provide you with the special secure link, which should be filled in with the credit card details by the credit card holder. The following credit cards are accepted: American Express, Diners, Eurocard and VISA. In case of payment by bank transfer, the hotel requests 50% deposit a month prior to the group arrival; And another 50% deposit should be paid 2 weeks prior to the group arrival. <i>Bank requisites: Beneficiary: "Ras Al Khaimah Investment Authority Georgia" LLC.</i> <i>Bank of Georgia: BAGAGE22. / Bank Address: 29a, Gagarini Street, 0105, Tbilisi, Georgia</i> <i>Account: GE76BG000000240977900 / VAT code: 204 544 154</i>

Hotel Old Tbilisi****

DESCRIPTION	UNIT COST (US\$ per night)
Single Room	100
Doubles	110
Lux	130
Additional info:	Rates include VAT and Breakfast Wi-Fi, Credit card payment accepted

Hotel BIG-BEGI***

DESCRIPTION	UNIT COST (US\$ per night)
Single Room	80
Doubles	100
Additional info:	Rate includes VAT and Breakfast Wi-Fi, Credit card payment accepted

For identification and security reasons, all participants are requested to follow the instruction or advice from the organizers and hotel staff.

PAYMENT OF HOTEL BILLS

All participants are responsible for paying all their accommodation costs directly to the hotel. Payment is possible both in local and major foreign currencies (at the current exchange rate).

VISA REQUIREMENTS

Valid passports are required for visitors of all nationalities. There is no visa requirement for those who hold a passport from the United States of America, Canada, Japan, Israel, Lebanon, member countries of European Union, GCC countries, etc.

Nationalities from CIS countries do not require a visa.

For more information please visit the website of the Ministry of Foreign Affairs of Georgia.

www.mfa.gov.ge

http://www.mfa.gov.ge/index.php?lang_id=ENG&sec_id=96

GENERAL INFORMATION

Climate and weather

The climate of the country is extremely diverse, considering the nation's small size. The Greater Caucasus Mountain Range plays an important role in moderating Georgia's climate, protecting the nation against cold air from the north, while the Lesser Caucasus Mountains protect against from the very dry, hot air from the south. Average temperatures in summer range from 19 °C to 22 °C, and in winter from 1.5 °C to 3 °C.

Average daytime air temperature in September: +24° C (+75° F)

Average nighttime air temperature in September: +11° C (+52° F)

Electricity

Electrical current – 220 Volts, 50 Hz. EU standard plugs work throughout Georgia.

Time Zone - GET ([UTC](#)+4)

FOREIGN EXCHANGE

The official currency in Georgia is the Georgian Lari usually indicated as GEL. The Lari is subdivided into 100 Tetri. There are exchange desks in many areas of Tbilisi and at hotel Sheraton Metechi Palace. Major hotels accept credit cards but please check outside the main cities. Cash point machines are available throughout major towns and cities.

The exchange rate is approximately (20 August 2013):

1.66 GEL per 1 USD

2.20 GEL per 1 EUR

0.05 GEL per 1 RUB

COMMUNICATIONS

The country code is +995 and the area code for Tbilisi is 322. Georgian mobile operators (Geocell, MagtiCom and Beeline) cover almost the whole territory of the country and there are many WI-FI zones that enable visitors to use the internet for free.

TRANSPORTATION

BY AIR

Direct flights to Tbilisi are available from many European and Asian cities. Non-stop flights can be taken from Amsterdam, Munich, Riga, Vienna, Frankfurt, Prague, Paris, Warsaw, Istanbul, Dubai, Tel-Aviv, Athens, Baku, Moscow, Yekaterinburg, Kiev, Minsk, Alma-Ata, Astana, Aktau, Tehran and Urumqi.

Istanbul is the main hub connecting Tbilisi International Airport to the world's major cities.

BY LAND

Daily buses mainly to Tbilisi depart from Baku, Istanbul, Ankara, Trabzon, Yerevan and Athens.

BY TRAIN

Georgia is connected to Armenia and Azerbaijan. Trains from Baku are available every day and for more information and timetables, please visit www.railway.ge

BY SEA

Georgia is accessible by ferry every week from the Ukrainian ports of Ilychevsk and Odessa.

TRANSPORT FROM AND TO AIRPORT

Transport to and from the Forum venue during the Forum period (16-19 September 2013) will be provided by the organizers to all participants from Tbilisi International Airport). **Please inform the organizers of your itinerary by August 28, 2013** (by sending an e-mail with the Subject: "Itinerary information for transfer to Forum" to e-mail address: sofia@economy.ge and feei@unece.org).

HEALTH AND MEDICAL SERVICES

As with undertaking any form of travel, adequate insurance is strongly advised. Georgia has excellent medical facilities. For the emergency services please call 112, which is 24 hour emergency response center, under the Georgian Ministry of Internal Affairs.

"112" receives emergency calls from all over Georgia via single emergency number – 1-1-2 and it unites three emergency response centers in Georgia including:

- Fire / Rescue
- Patrol Police
- Medical Emergency

1-1-2 reachable from both mobile and fixed phones, even if there is no balance on the phone or sim-card is missing on mobile phone. All calls to 1-1-2 are free of charge

We suggest that participants bring any medications that they take regularly with them. If participants feel uncomfortable or ill during the workshop, please do not hesitate to notify the organizers immediately.

FINANCIAL AND ADMINISTRATIVE ARRANGEMENTS (where applicable)

For all participants, including those for whom the participation costs are born by the organizers, the organizers will not assume responsibility for any other expenditure, including the following:

- (i) All expenses in the home country incidental to travel abroad, including expenditures for visas, medical examination, inoculations and other

miscellaneous items and internal travel to and from the airport of arrival and departure in the home country;

- (ii) Salary and related allowances for the participants during the period of the meeting;
- (iii) Costs incurred by participants in respect of travel, accident and medical insurance, medical bills or hospitalization fees in connection with attending the meeting;
- (iv) Compensation in the event of death or disability of participants in connection with attending the meeting;
- (v) Any loss of or damage to personal property of participants while attending the meeting or losses or damages claimed by third parties as a result of any negligence on the part of the participants;
- (vi) Any other expenses of personal nature, not directly related to the purpose of the meeting.