

ECE/ASTANA.CONF/2011/INF/2

ENVIRONMENT FOR EUROPE
UN ENVIRONNEMENT POUR L'EUROPE
ОКРУЖАЮЩАЯ СРЕДА ДЛЯ ЕВРОПЫ
ЕУРОПА ҮШІН ҚОРШАҒАН ОРТА

ASTANA, 21–23 September 2011



Seventh “Environment for Europe” Ministerial Conference

**Astana, Kazakhstan
21–23 September 2011**

Conference Logistics

INFORMATION DOCUMENT



UNITED NATIONS

Economic Commission for Europe

Seventh “Environment for Europe” Ministerial Conference

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Conference Logistics*

I. Registration and List of Participants

1. Registration of the Conference participants was officially closed on July 15th 2011.
2. On Sept 9th a preliminary list of participants will be uploaded at <http://www.unece.org/env/efe/Astana/welcome.html>
3. All participants will be invited to verify their details in the list of participants and inform the Secretariat of any changes by sending them to efe@unece.org. Requests for amendments received after this date will be included in the final list of conference participants that will be available of the conference.

II. Conference documents

4. To minimise the use of natural resources, the Astana Ministerial Conference will be a paper-less event. In order to considerably diminish the printing of documents for the Conference, all Conference documents will be made available on this website. Conference participants are encouraged to download them in electronic format and, if necessary, print them. Only documents produced during the preparatory meeting of the Committee and the Conference (e.g. Ministerial Declaration and Chair’s Summary) will be distributed with two hard copies per delegation.
5. The host country will provide the necessary technical equipment (electric sockets and wifi Internet connection) to enable the use of laptops in the Conference plenary hall. Given financial resource constraints, the host country invites participants to bring their own laptops to the Conference.
6. Conference Agenda and other documents (official and information) are available on the UNECE website: <http://www.unece.org/env/efe/Astana/documents.html>.

III. Visas and related formalities

7. Registered participants, who require visa to enter to Kazakhstan, are expected to apply for their visas using the form available at the conference website http://www.eng.efe.kz/index.php?option=com_content&view=article&id=89&Itemid=89
8. The Ministry of Foreign Affairs of Kazakhstan has issued a letter to all its embassies and consulates (Circular 13-3/8022 from 8/26/2011) to confirm that for visas for participants of the 7th EfE Conference should be issued free of charge.
9. Note that it usually takes between 7 to 10 days to obtain a visa support letter (a document, necessary to apply for a visa at the embassy or consulate of Kazakhstan). The processing time for the issuance of the visa may vary between different embassies or consulates. Please, contact your nearest embassy or consulate of Kazakhstan in advance and inquire about the standard visa processing time.
10. Please note that it is also possible to obtain a visa on arrival to Kazakhstan (in Astana or Almaty airports), provided that you have previously applied and received a visa support letter with the clear indication that the visa will be issued at the airport on arrival.

* This document was not formally edited.

11. Note that if in your request you have indicated that your visa to Kazakhstan will be issued by an Embassy of Kazakhstan in your country, you can not receive a visa on arrival and should not be allowed to board the plane to Kazakhstan by an airline staff.

12. To reiterate: it is only possible to request visa on arrival if it was clearly indicated in the visa support form, sent to unecevisa@gmail.com and you have received a confirmation in the form of standard letter, indicating your visa support number and place of visa issue (Astana or Almaty airport)

13. We advise all participants who will not receive their visa support number by 7th of September to submit a request for visa on arrival. Please consult http://www.eng.efe.kz/index.php?option=com_content&view=article&id=89&Itemid=89 for more details.

14. Please note that you should have 2 passport size pictures with you to receive visa on arrival. We also advise you to fill out and print the visa application form (<http://www.eng.efe.kz/media/blank005.doc>) to minimize waiting time on arrival.

15. Note that all conference participants (both with and without visas) who intend to stay longer than 5 days in Kazakhstan have to obtain a registration stamp on their migration form (filled on arrival). Such stamps can be obtained from a representative of the Migration Service, who will operate a special desk at the designated area of the Palace of Independence.

IV. Hotel reservation

16. Conference participants are invited to book official conference hotels at special rates from the list available at the conference website http://www.eng.efe.kz/index.php?option=com_content&view=article&id=90&Itemid=88

17. Please fill out the booking form and follow the procedure, described at this webpage.

Note that regular transportation will only be available between official conference hotels and the main conference venue, the Palace of Independence.

V. Airport transfers

18. Free transfers between airport and hotels will be provided to all Conference participants, arriving and departing to/from Astana airport between 19th of September 25th of September. If have not indicated your arrival and departure time in your registration form or if your arrival or departure times have changed since you have submitted your registration form, please fill out the airport transfer form available at http://www.eng.efe.kz/index.php?option=com_content&view=article&id=98&Itemid=91 and send it to unece.flightplan@gmail.com

19. We also encourage all participants, who have submitted their registration forms after 20th of August to fill out and send their arrival/departure information directly to the host country.

20. A welcome/information desk for conference participants will be open at the arrival hall of the Astana airport to assist arriving participants.

VI. Transportation

21. Regular shuttles between official conference hotels and the Palace of Independence will operate from 20 to 23 of September. The detailed timetable will be uploaded at the Conference website and will be posted at Conference hotels and the Palace of Independence.

VII. Conference venue

22. The 7th Ministerial “Environment for Europe” Conference will be held at the Palace of Independence in Astana from 21 to 23 of September 2011. The Palace of Independence

will also host approximately 40 side-events, as well as exhibition and business-fair that will be focusing on the main topics of the conference.

23. More information and detailed plan of the conference venue is available at the conference website
http://www.eng.efe.kz/index.php?option=com_content&view=article&id=69&Itemid=74

24. Additional offices can be rented out on request. More information is available here
http://www.eng.efe.kz/index.php?option=com_content&view=article&id=97&Itemid=90

VIII. Registration desk

25. The registration desk will be open from 10:00 to 19:00 on Sep.19th, from 08:00 to 19:00 on September 20th, from 8:00 to 20:00 on September 21st and 22nd and from 8:00 to 18:00 on September 23rd.

26. Participants are kindly invited to allow sufficient time for security clearance and registration formalities. On September 21st, we kindly advise participants planning to attend the opening session of the conference at 14:00 to arrive at least one hour before the start of the conference.

27. Conference badges will be issued based on the official list of Conference participants.

28. To receive their conference badge participants are requested to present their passports or other identification documents that they have provided in their registration forms.

IX. Lunches and catering

29. From Sep. 20 to Sep.23 lunches at reasonable prices will be served at the restaurant of the Palace of Independence. In addition, a cafeteria will be open for all conference participants.

30. Some side-events organizers may provide snacks or refreshments for participants attending their side-events.

X. Communication

31. Free Wi-Fi connection will be available for all Conference participants, both inside and outside of the Conference rooms. Local SIM-cards for mobile phones will be sold for participants.

32. A business center will be open for Conference participants with computers and internet connection, as well as printers and copy machines.

33. Participants are encouraged to bring their own laptop computers and similar devices to use during the conference.

XI. Side-events, exhibition and business fair

34. All conference participants are invited to attend side-events, non-profit exhibition and business-fair that will be held from 21st to 23rd of September.

35. More information and a detailed schedule of side-events is available at http://www.eng.efe.kz/index.php?option=com_content&view=article&id=91

36. Space at side-events is available at «first come, first served” basis, without prior registration.

XII. Additional activities for Conference participants

37. On the morning of Sep. 21 the participants will be invited to attend the tree planting exercise, organized by the host country. Exact location and other details will soon be available at the host country website.

38. Several sightseeing tours will be offered for Conference participants. The timetable and more information about these tours will be provided at a special desk at the Palace of Independence.

XIII. Media

39. A media center will be open for all journalists accredited to the Conference.

40. Detailed information on press-conferences that will be held during the Conference will be available to the Conference participants.

41. Daily electronic reviews of the Conference in English and Russian will be prepared and sent around to the Conference participants.

42. A workshop for a group of journalists from Kazakhstan and other UNECE countries will be organized on Sep. 20 to focus on the key issues of the Environment for Europe process and the upcoming conference.

43. The information about the workshop for journalists is available at <http://www.unece.org/env/efe/Astana/media.html>
