



*UN Development Account Capacity Building Project on  
Interregional Transport Linkages*

**3<sup>rd</sup> Expert Group Meeting on Developing Euro-Asian Transport Linkages**  
27 – 29 June 2005, Istanbul, Turkey

INFORMATION FOR PARTICIPANTS

1. Visas: You are advised to check with the Embassy or consulate of Turkey in your country regarding the visa requirements. You may also check the following website: <http://www.mfa.gov.tr/MFA/ConsularInformation/ForForeigners/VisaInformation/>.
2. Meeting venue and registration: The meeting will be held at the Safire Meeting Room of the Grand Cevahir Hotel Convention Center, Darülaceze Cad. Okmeydanı Şişli/Istanbul, Tel: +90-212-314-4242, Fax: +90 212-314-4244. Website : <http://www.grandcevahirhotel.com>. Registration will take place from 9:00 – 9:30 a.m. on Monday 27 June, 2005 at the conference room.
3. Accommodation: The Ministry of Transport of Turkey has made a block booking for all participants at the Grand Cevahir Hotel at the following special rate:

Single Room: 120 Euro (inc.breakfast) + VAT (18%)

Double Room: 140 Euro (inc.breakfast) + VAT (18%)

Therefore, hotel booking will be arranged through the Ministry of Transport of Turkey. Participants are kindly requested to confirm their Hotel bookings to the Ministry by fax or by e-mail **not later than 17 June 2005**. (see para. 8 below).

4. Travel arrangements: For those participants whose costs are covered by UNESCAP, the travel authorization will be sent to the United Nations Development Programme (UNDP) office in their country. Therefore, they are kindly requested to contact the UNDP office directly to arrange travel. The participants, whose costs are covered by UNECE, will receive travel instructions directly by UNECE.
5. Daily Subsistence Allowance (DSA): For those participants whose costs are covered by UNECE-UNESCAP, payment of daily subsistence allowance (DSA) to cover accommodation and all other costs is foreseen. Participants staying in the Grand Cevahir Hotel and whose costs are covered by UNECE-UNESCAP will be entitled to special ad-hoc DSA rate payment. In this case a single occupancy - bill from the Grand Cevahir Hotel (or clear copy) would have to be submitted to secretariat staff. In order to facilitate the payment of DSA you will be requested to submit also a copy of your passport, boarding pass and air ticket.
6. Airport Pick-up: Istanbul's Atatürk International Airport is located 23 km from the city center. The Ministry of Transport of Turkey is arranging transfer for all the participants from the airport to the hotel. Please inform them of the date of arrival, flight number and

arrival times at the contact numbers given in para. 8 below and proceed to the meeting desk after the passport control at the Atatürk Airport.

7. Language: Please note that the meeting will be in English and Russian.
8. Contact details:
  - a. Contact persons in Turkey: Mrs. Cisel Aslan, European Union Expert of the Department of Foreign Relations, Ministry of Transport, Republic of Turkey; Fax: +90-312-550-1313; Tel:+ 90-312 550-1306; 550-1307; 550-1316; E-mail: [caslan@ubak.gov.tr](mailto:caslan@ubak.gov.tr), [seref@ubak.gov.tr](mailto:seref@ubak.gov.tr).
  - b. UNECE: Mr. Michalis Adamantiadis, Regional Adviser, Transport Division (tel: +41 229171128; fax: +41 22 917 0039; email: [michalis.adamantiadis@unece.org](mailto:michalis.adamantiadis@unece.org)), and Mrs. Caroline Jeunet (tel: +41 229173242; +41 229170039; email: [Caroline.Jeunet@unece.org](mailto:Caroline.Jeunet@unece.org)).
  - c. UNESCAP: Mr. Dong-Woo Ha, Officer-in-charge, a.i., Transport Infrastructure Section, Transport and Tourism Division, tel: +662-288-1515; fax: +662-280-6042; email: [hadw@un.org](mailto:hadw@un.org); and Ms. Jenny Yamamoto, Economic Affairs Officer, Transport and Tourism Division, tel: +662-288-2488; email: [yamamotoj@un.org](mailto:yamamotoj@un.org)

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