

**High-level Regional Conference on Information Management
for Disaster Risk Reduction and Resilience
Espinass Palace Hotel, Tehran, Islamic Republic of Iran**

30 - 31 January 2018

Information for participants*

General

1. The United Nations Economic and Social Commission for Asia and the Pacific (ESCAP) is organizing the second session of the Governing Council of the Asian and Pacific Centre for the Development of Disaster Information Management (APDIM) on 31 January 2018 in Tehran, the Islamic Republic of Iran.
2. APDIM is established as a regional institution of the Commission. Elected members of the Governing Council for the period 2016-2019 comprise Bangladesh; Cambodia; Islamic Republic of Iran; Macao, China; Nepal; Pakistan; the Philippines; Sri Lanka and Turkey.

Venue

3. The High-level Expert Consultation on Information Management Tools and Approaches for Risk-informed Sustainable Development in Asia and the Pacific will be held at Espinass Palace Hotel, Behrouz Sq, Saadat abad, Tehran..
4. The session will be inaugurated at 08:30 hours on 30 January 2018. The complete session will continue until 11:00 the following day. This is to be followed by a visit to APDIM premises in Sepand building and the 2nd Session of the Governing Council of APDIM until 18:00 hours and to conclude with a reception to be hosted by ESCAP's Executive Secretary.
5. Participants are requested to register at the venue from 08:00 to 08:30 hours on 30 January 2018. Participants who are not able to register during the time indicated above are requested to do so directly upon their arrival. Names of the duly registered participants will be included in the final list of participants.

Visa requirements

6. All participants are requested to (i) submit a personal data form that is provided by the secretariat with a copy of their passport to ESCAP/APDIM (email: escap-idd@un.org), copied to the host organizer in Tehran – the Plan and Budget Organization of the Islamic Republic of Iran (addressed to Mr. Ehsan Assadian, email: ehsan.assadian@yahoo.com), and (ii) submit their entry visa application for the Islamic Republic of Iran at the Embassy or Consulate of the Islamic Republic of Iran in the country. Please retain all original receipts of visa fee for reimbursement purpose.
7. For participants from countries which do not have an Embassy or Consulate of the Islamic Republic of Iran in the country, visa will be provided on arrival. In this respect, participants are requested to print "Imam Khomeini International Airport" in the box entitled "Place visa to be issued" of the above-mentioned personal data form provided by the secretariat. Please retain all original receipts of visa fee for reimbursement purpose.

* The present document is being issued without formal editing

Hotel accommodation

8. The Espinas Palace Hotel in Tehran is arranged for the stay of all participants during the meeting. The room reservations are arranged by the host organizer – the Plan and Budget Organization of the Islamic Republic of Iran.

Address: Espinas Palace Hotel, Behroud Sq, Saadat abad, Tehran.

Website: <http://palace.espinashotels.com/en/>

Room rate: the corporate room rate for participants attending the APDIM meeting is USD 160 (plus 9% value added tax) per night. The rate includes a complimentary buffet breakfast and wireless Internet.

Hotel cancellation policy: Participants are requested to notify the secretariat, in case of anticipated changes in their travel plans, at the earliest possible. Please note that participants are responsible for any charges incurred with respect to rooms remaining vacant, owing to late arrival or rescheduled departure for which inadequate prior notice is given.

Payment of hotel accounts

9. Before departure from Tehran, all participants should settle all their outstanding accounts directly with the hotel, including room charges and other expenses, such as local and long-distance telephone calls, business centre use, laundry, hotel transportation services as well as restaurant and mini-bar services.

Transport to and from the airport

10. Transport between the Imam Khomeini International Airport and the Espinas Palace Hotel in Tehran is arranged by the host organizer - Plan and Budget Organization. Participants are requested to confirm their arrival/departure schedule to the host organizer in Tehran (Mr. Ehsan Assadian, Plan and Budget Organization, email: ehsan.assadian@yahoo.com) with copy to ESCAP/APDIM (email: escap-idd@un.org).

Lunch and tea/coffee break

11. Lunch and tea/coffee will be arranged for meeting participants at the meeting venue. Participants are free to make their own dinner arrangements.

Daily subsistence allowances

12. Participants whose travels are sponsored by ESCAP/APDIM will be provided with daily subsistence allowances in accordance with United Nations rules. To facilitate the payment of allowance, eligible participants are requested to submit copies of passport, receipt of visa fee, air ticket and original boarding pass to the secretariat staff in the meeting room. Participants who are unable to stay for the whole duration of the meeting are requested to inform the secretariat as soon as possible after arrival for adjustment of allowance.

Banking facilities






13. The local currency is Iranian Rials (IRR). The official United Nations exchange rate as of January 2018 is 41,525 IRR to 1 US dollar. Foreign currency can be exchanged at banks and hotels.

Time Zone

15. The time in Iran is GMT+3.30 hours.

Weather

14. The weather forecast is cold and dry. Warm winter clothes are recommended.

	SUN Jan 28 th	MON Jan 29 th	TUE Jan 30 th	WED Jan 31 st	THU Feb 01 st	FRI Feb 02 nd
Forecast	 Patched rain possible	 Partly cloudy	 Partly cloudy	 Partly cloudy	 Partly cloudy	 Partly cloudy
High	6°C	5°C	4°C	5°C	8°C	14°C
Low	0°C	-4°C	1°C	-5°C	2°C	0°C

Contact information

Host organization: Mr. Mohammad Hadi Daryaei, Head of International Cooperation, Plan and Budget Organization, Tehran, Islamic Republic of Iran, email: daryaei.mh@gmail.com

Secretariat:

Mr. Mostafa Mohaghegh, Senior Coordinator, APDIM, Information and Communications Technology and Disaster Risk Reduction Division, c/o United Nations Building, No. 8, Shahrzad Blvd., Darrous, Tehran-Iran, Tel: +98 21 2286 0961, email: mostafa.mohaghegh@un.org

Mr. Puji Pujiono, Senior Programme Officer, APDIM, Information and Communications Technology and Disaster Risk Reduction Division, ESCAP, Bangkok, Thailand, Office: +662 288 1332, Mobile: +66 91 729 9127, email: pujiono@un.org

Mr. Nokeo Ratanavong, APDIM, Information and Communications Technology and Disaster Risk Reduction Division, ESCAP, Bangkok, Thailand, email: escap-idd@un.org