

FOR PARTICIPANTS ONLY

6 June 2019

ECONOMIC AND SOCIAL COMMISSION FOR ASIA AND THE PACIFIC
VICE PRESIDENCY FOR SCIENCE AND TECHNOLOGY, ISLAMIC REPUBLIC OF IRAN

The Asia-Pacific Innovation Forum 2019: Technology Startup for Sustainable Development

Tehran, 10 to 12 June 2019

Information for participants

I. GENERAL

1. The Asia-Pacific Innovation Forum 2019: Technology Startup for Sustainable Development is scheduled to be held from 10 to 12 June 2019 at Hall No.1, Persian Gulf Complex, Tehran International Exhibition Fairground.
2. The opening ceremony will take place at 0900 hours on Tuesday 11 June 2019, at Iran International Conference Center in Tehran.

II. MEETING SCHEDULE

3. Please refer to the attached meeting agenda. Field visits will be held on Monday 10 June 2019, while the meetings are expected to take place from 0900 – 1800 hrs. from 11 to 12 June 2019.

III. DRESS CODE DURING THE MEETING ON 11-12 JUNE 2019

4. Formal or business casual is advised to the participants.

IV. ONLINE REGISTRATION

5. Participants are requested to register online well in advance at their earliest convenience but no later than **24 May 2019**.

Link to the online registration is available below:

<https://www.surveygizmo.com/s3/4961352/Forum>

6. Participants who have not registered prior to arrival will be requested to complete the online registration before being allowed to participate in the session. Only registered participants will be included in the list of participants.

V. VISA, IMMIGRATION AND HEALTH REQUIREMENTS

7. Participants need to check whether they need to apply visa to Islamic Republic of Iran. All participants are encouraged to contact and obtain an appropriate visa from the Embassy or Consulate of Islamic Republic of Iran located in their respective countries prior to their departure.
8. All necessary visas, including transit visas, if any, should be obtained before departure from your home country. Please note that you may need a multiple entry visa as your visa could be forfeited by a stop-over. **The costs of obtaining visas are to be borne by participant** (Please see VII. Daily Subsistence Allowance and Terminal Expense).
9. The forum organizer in Iran will provide support to facilitate and expedite your visa application. **We strongly recommend that you take advantage of such support.** In this connection, you need to fill out a visa application form and submit the copy of your passport bio page and a photo through online registration <https://www.surveygizmo.com/s3/4961352/Forum> (see items 15, 16 and 17).

VI. TRAVEL ARRANGEMENT

(FOR THE SPONSORED PARTICIPANTS ONLY)

10. Upon receipt of your official nomination and registration, ESCAP will send a provisional itinerary, i.e. an economy class round trip air ticket by the most economical route from your city of origin to Tehran.
11. The participants are authorized to arrive in Tehran one day prior to the meeting date and depart one day after meeting finish, depending on availability of flights. An authorized arrival date at Tehran is Sunday 9 June 2019, authorized departure date is Thursday 13 June 2019 (4 nights).
12. Unmatched origin/return cities and dates different to the authorized itinerary, will be considered as a personal deviation. Such personal deviation could lead to increased costs or additional fees that must be borne by the traveler.
13. ESCAP will arrange your flight ticket through American Express Travel Agency. Most likely one or two weeks prior to the meeting, the meeting focal point will contact you by email with a provisional itinerary which is determined by UN official travel rules and regulations. An eTicket will be sent directly to their email by ESCAP after issuance of provisional itinerary.
14. **Participants should NOT purchase their own tickets unless prior written approval on “lump-sum travel grant” has been obtained from ESCAP, otherwise the organizer will not refund such ticket costs.**
15. If the participants would like to arrange their own ticket and do the reimbursement of airfare with ESCAP, please write your request to the Ms. Phadnalín at ngernlim.unescap@un.org, requesting for “lump-sum travel grant”.

Kindly note that once the lump-sum travel grant is approved, NO change in travel arrangement could be made. The reimbursed amount will be the actual cost of the most economical route from the city of origin to Meeting venue, but not more than the "ESCAP approved lump sum".

16. To facilitate the payment of lump sum travel grant, the ORIGINAL OFFICIAL RECEIPT of airfare (with indication of "method of payment") and copy of actual itinerary used for the trip (as itineraries are subject to change by airlines) are required to provide to ESCAP. An advance copy of receipt is required by email.

To note that **an invoice is unacceptable and not considered as receipt**. Refusal to reimburse if the participant could not submit the original official receipt.

17. The reimbursement will only be deposited to the participant's account **AFTER** the meeting; therefore, the participant is required to complete the 'Payment Instruction Form' and submit to the secretariat staff together with other travel document.

VII. DAILY SUBSISTENCE ALLOWANCE AND TERMINAL EXPENSE

(FOR THE SPONSORED PARTICIPANTS ONLY)

18. Sponsored participants will be provided with 20% Daily Subsistence Allowance (DSA) in Tehran at prevailing United Nations rates of USD 25/day¹ for the 4 days, i.e. from 9 to 12 June 2019, to cover the other incidental expenses. However, the DSA will be calculated according to the actual arrival and departure date.
19. The terminal expenses (TE) of USD 94 will also be provided to cover a round-trip local transportation from your place to airport and other related costs, e.g. visa fees, airport fees, left-luggage, etc.
20. To be disbursed of DSA and TE, the sponsored participants are required to submit the original travel documents, including **passport, boarding passes, and itineraries** (actual itinerary used for the trip as itineraries are subject to change by airlines) to the secretariat staff on **Tuesday 11 June 2019**. These documents are mandatory proof of travel, which are required for the UN to release any payment.
21. Any sponsored participants who are unable to stay for the duration of the meeting are requested to inform the secretariat as soon as arrival, so the subsistence allowance can be adjusted.

VIII. ACCOMMODATION

22. The host country, Vice Presidency for Science and Technology of the Islamic Republic of Iran has provided the sponsored participants an accommodation at Parsian Azadi International Hotel, Tehran (Website: www.azadihotel.com)
23. For sponsored participants who arrange their own travel and accepting the 'lump-sum travel grant', **an advance copy of your eTicket forwarded to ngernlim.unescap@un.org is required for hotel reservation and arrangement of airport transfer.**

¹ The DSA rate is subject to change without prior notice.

24. The following hotels, located relatively close to Meeting venue, have been designated as recommended hotels at the cost of self-financed participants.
- Espinas Hotels; www.espinashotels.com
 - Parsian Esteghlal International Hotel; www.esteghlalhotel.com
 - Laleh Hotel; www.lalehotels.com

IX. PAYMENT OF HOTEL ACCOUNTS

25. The host country, Vice Presidency for Science and Technology of the Islamic Republic of Iran will cover the cost of accommodation for all sponsored participants whilst in Tehran.
26. Participants should **settle directly with the hotel other expenses**, such as for local and long-distance calls, internet use, business center use, laundry and other hotel transportation services, mini-bar items, as well as restaurant and bar services before checking out from hotel.

X. TRANSPORTATION FROM AND TO AIRPORT IN TEHRAN

27. The host country, Vice Presidency for Science and Technology of the Islamic Republic of Iran will provide local transportation, including airport transfer for all sponsored participants. Information of the contact persons are shown in the section **XVII MEETING FOCAL POINTS** in this document.
28. The self-financed participants should make their own transportation arrangements from airport to their respective hotels. Metro, bus and taxi services are readily available at the airport. Detailed information can be found at: <https://www.ikac.ir/en>

XI. FINANCIAL & ADMINISTRATIVE ARRANGEMENTS (ONLY IF APPLICABLE)

29. For the sponsored participants, ESCAP will provide only travel and DSA as expressed. For all the participants, ESCAP will not assume responsibility for any other expenditure, including the following:
- All expenses in the home country incidental to travel abroad, including expenditure for visa, medical examination, inoculations and other such miscellaneous items and internal travel to and from the airport of arrival and departure in the home country;
 - Salary and related allowances for the participants during the period of the meeting;
 - Costs incurred by participants in respect of travel insurance, accident insurance, medical bills or hospitalization fees in connection with attending the meeting;
 - Compensation in the event of death or disability of participants in connection with attending the meeting;
 - 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;
 - Any other expenses of a personal nature, not directly related to the purpose of the meeting.

XII. INSURANCE

30. All participants are advised to arrange at your own expense insurance against sickness, accident, permanent or temporary disability, death and third-party risk for the period of the meeting. The secretariat will not assume responsibility for any other expenditure, including the following:
- All expenses in the home country incidental to travel abroad, including expenditure for

- visa, medical examination, inoculations and other such miscellaneous items and internal travel to and from the airport of arrival and departure in the home country;
- Cost incurred by the participants in respect of travel insurance, accident insurance, medical bills or hospitalization fees in connection with attending the meeting;
- Compensation in the event of death or disability of participants in connection with attending the meeting;
- Any loss 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.

XIII. DRESS CODE IN ISLAMIC REPUBLIC OF IRAN

31. HIJAB – THE HEADSCARF: Women should wear a hijab everywhere in Islamic Republic of Iran: on public places, in hotels, cafés, in the metro, in buses and on airplanes. Therefore, hair and neck should always be covered, so a bandana is not acceptable.
32. MANTO – THE JACKET: Another part of the female dress code is a Manto, a longer jacket that reaches to the mid of your legs. Not tapered, not skinny. Your top should be fairly baggy and fall to about mid-thigh. You are supposed to hide your body shape, so you should wear trousers - either jeans, or if visiting in summer, something loose and cotton is best and it should be covered down to the ankle, it could ride up slightly but they should not go much above the ankles! A summer dress over jeans and T-shirt is a good option. Forearms can be uncovered but must cover the shoulders and tops of arms.
33. FOOTWEAR: Open-toed sandals are fine, but you should probably avoid toe-nail varnish. Flip flops are a little unusual to wear them outside in Iran.
34. DRESS CODE FOR MEN: There are fewer rules for men, but you should avoid shorts - wear jeans or trousers. T shirts are fine, but you should avoid sleeveless vests and stick to t shirts or shirts. Iranian men dress smartly, more often than not in shirts.

XIV. WEATHER AND TIME

35. Tehran has a semi-arid climate with distinct seasons. The summer (Jun–Sep), with very hot and dry conditions. Average temperature is between 22-34 degrees Celsius. Light tropical clothing would be appropriate.
36. Iran Daylight Time (IRDT) is 4:30 hours ahead of Coordinated Universal Time (UTC) or **UTC/GMT +4:30 hours**. This time zone is a Daylight Saving Time zone and is used in: Asia. Iran Daylight Time is a half-hour time zone. Its local time differs by 30 minutes instead of the normal whole hour.

XV. FOREIGN CURRENCY DECLARATION

37. Currency Import regulations: Import of local currency (Iran Rial-IRR) up to IRR 500,000.- allowed. Amounts exceeding IRR 500,000.- must be deposited at Bank Mellî or Bank Sepah at the airport. Import of foreign currencies: up to USD 10,000.- or equivalent. Amounts exceeding USD 10,000.- must be declared on arrival.

38. Currency Export regulations: Export of local currency (Iran Rial-IRR) up to IRR 500,000.- is allowed for residents. Larger amounts only after authorization from the Central Bank. Foreign currencies is allowed up to EUR/USD 10,000.- for residents. Export of local currency up to IRR 500,000.- is allowed for non-residents. Larger amounts up to the amount shown on and after presentation of the deposit receipt obtained on arrival. Foreign currencies may be exported by non-residents up to the amount declared on arrival or obtained via Bank Melli. Bank receipt and Bank stamp in passport must be shown on departure to prove the balance of the amount declared on arrival.

XVI. ELECTRIC PLUG AND SOCKET

39. Electric power in Iran is 220V running at 50Hz and power plugs and sockets are of type C and F.



XVII. MEETING FOCAL POINTS:

Vice Presidency for Science and Technology Tehran, Islamic Republic of Iran	United Nations ESCAP Bangkok, Thailand
<p>Mr. Hamed Gholizadeh Program Coordinator Center for International Science and Technology Cooperation (CISTC) Tel: +98 912 896 1135 E-mail: escap@isti.ir</p> <p>For airport pickup and related matters:</p> <p>Mr. Zarei +98-9359720782</p> <p>For matters related to hotel:</p> <p>Mr.Rezaei +98-9364963632</p>	<p>For substantive issues: Mr. Tengfei Wang Economic Affairs Officer Technology and Innovation Section Trade, Investment and Innovation Division Tel: (66-2) 288 1658 E-mail: wangt@un.org</p> <p>For administrative issues: Ms. Phadnalin Ngernlim Program Assistant Technology and Innovation Section Trade, Investment and Innovation Division Tel: (66-2) 288 1581 E-mail: ngernlim.unescap@un.org</p>