INFORMATION NOTE FOR PARTICIPANTS

Asia-Pacific Trade Facilitation Forum 2024
1 - 5 April 2024, Samarkand, Uzbekistan

“Leveraging Digitalization for Sustainable Supply Chains”

1. Organizers
   The Asia-Pacific Trade Facilitation Forum (APTFF) 2024 is organized by the United Nations Economic and Social Commission for Asia and the Pacific (ESCAP), Asian Development Bank (ADB), and the Ministry of Investment, Industry and Trade (MIIT) of the Republic of Uzbekistan.

2. Forum Venue and Duration
   The APTFF 2024 and side events will be held in Samarkand, Uzbekistan from 1 – 5, April 2024 at Silk Road by Minyoun. The details of the venue are as follows:

   **Silk Road by Minyoun**
   
   **Address:** Rowing Canal, Konigil Massif
   **Postal Code:** 140319
   **Tel:** + 998 55 705 55 55
   **Website:** [https://www.silkroad-samarkand.com/hotels/silk-road-by-minyoun/](https://www.silkroad-samarkand.com/hotels/silk-road-by-minyoun/)

3. Registration and Badges
   Participants are requested to register and obtain badges on the first day of the forum, Monday, 1 April 2024, from 09:00 hours. This is done at the Registration Counter located at the pre-function area of the Ballroom. This procedure is important for security reasons and will also ensure that the names of all participants appear on the list of participants attending the forum.

4. Visa Requirement
   Participants are responsible for checking visa requirements and making all related entry arrangements by themselves prior to their arrival in Uzbekistan, according to the requirements as detailed at [https://www.mfa.uz/en/pages/visa-republic-uzb](https://www.mfa.uz/en/pages/visa-republic-uzb).

5. Documents and Presentation Files
   The Forum and side events will be conducted as paperless events. All the documents and presentation files will be uploaded at [Asia-Pacific Trade Facilitation Forum 2024 | ESCAP (unescap.org)](https://www.escap.org) as soon as they are available.
6. Accommodation

6.1 For ADB-financed resource persons and participants, including ADB-ESCAP financed participants
ADB will arrange the accommodation at a hotel for you during the period of the APTFF 2024 in Samarkand and will pay for your accommodation directly. Please observe the hotel’s check-in and check-out time carefully. Any additional costs beyond the approved period of your stay will be charged to your personal account.

Your accommodation is inclusive of single breakfast daily. Expenses such as laundry, drinks, snacks from the mini bar and international telephone calls will be charged to your personal account. Further note that your accommodation DOES NOT include access to the hotel’s Royal Lounge. Penalties and/or additional costs arising from accessing the Royal Lounge shall be in your personal account.

Please kindly note that, depending on the date and time of your arrival, you may not be able to collect Daily Subsistence Allowance (DSA) immediately. It is highly recommended that you bring a reasonable amount of money to cover your expenses and possibly hotel deposit before you receive DSA.

6.2 For resource persons and participants fully financed by ESCAP
If you are receiving daily subsistence allowance (DSA) from ESCAP, you are responsible for arranging and paying for accommodation of your choice. Please refer to the next section for some options close to the Forum venue, and the process for making a reservation at discounted rates. In view of the authorized DSA amount, you are recommended to book from among the hotels indicated with an asterisk (*), with Lia! By Minyoun Stars of Ulugbek being the closest to the venue hotel.

Please kindly note that, depending on the date and time of your arrival, you may not be able to collect DSA immediately. It is highly recommended that you bring a reasonable amount of money to cover your expenses and possibly hotel deposit before you receive DSA.

6.3 For self-financed participants
Self-financed participants are responsible for arranging and paying for accommodation of your choice. You may consider booking your hotel in the Silk Road Samarkand area, which is a convention area (not in the city center) with several hotels at different price points: https://www.silkroad-samarkand.com/hotels/.

The following is a list of hotels in the area, arranged by distance to the venue:

- Silk Road by Minyoun (forum venue)
- Lia! by Minyoun Stars of Ulugbek *
- Hilton Samarkand Regency
- Wellness Park Hotel Turon *
- Wellness Park Hotel Bactria *
- Hilton Garden Inn sogd *
- Hilton Garden Inn Afrosiyob *

(* indicates a hotel recommended for participants fully financed by ESCAP / in receipt of UN DSA)
If you are interested in booking a room in the convention area at discounted rates for Forum participants, please contact kim_sergey_93@mail.ru. For any other accommodation-related inquiries in the area, please contact kim_sergey_93@mail.ru, copying aptff@un.org.

You may also consider staying at a hotel further away and commuting to the venue.

7. Travel Claims and Allowances

The organizers are not responsible for any financial costs of self-financed participants. For sponsored participants, aside from the items listed under the ADB/ESCAP financial responsibilities, any other expenses (e.g., those listed below) will be the sole responsibilities of the participants themselves:

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;

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

Sponsored participants are expected to stay for the full duration of any event(s) of the week covered by the sponsors, and they are requested to sign the attendance sheet. However, if for any unexpected

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1 For ADB-financed resource persons and participants, see section on ADB Financial Responsibilities of this information note.
reason, they are unable to stay for the full duration of the Forum, they are requested to inform the secretariat as soon as possible so that their per diem can be adjusted accordingly.

**ADB-ESCAP Financial Responsibilities**

ADB-financed participants will be provided their daily subsistence allowance (DSA) and one-time lumpsum miscellaneous travel expense allowance to cover visa, airport taxes and other related expenses. Signed attendance sheets will be the basis for the reimbursement of the DSA along with submission of the following documents: original boarding passes, photocopy of passport information page and stamped arrival page. To facilitate distribution of DSA, participants may start submitting the required documents to the ADB Contact Person: Aleli Rosario (arosario@adb.org). **DSA will be distributed starting on 1 April 2024.** Please bring with you a valid identification card (ID) with picture aside from your passport. If your ID is not in English, please also bring a business card in English. A scanned copy of the outbound boarding pass should be emailed by 7 April 2024 to Nanette Lozano (nlozano.contractor@adb.org), with copy to Angel Roque (arloque@adb.org).

For the ESCAP-sponsored participants, the financial responsibilities will be limited to air tickets and DSA as indicated in the acceptance letter. To facilitate the payment of subsistence allowance, eligible participants are requested to submit their air tickets, inbound boarding passes and passports (including original receipts of ticket, visa and hotel accommodation, if applicable) to the ESCAP secretariat member on duty in the Ballroom on 1 April 2024. A scanned copy of your outbound boarding pass should be emailed by 7 April 2024 to aptff@un.org, with copy to nichapat.saropala@un.org.

8. **Airport–Hotel–Airport Transfers (Samarkand International Airport)**

Silk Road by Minyou is approximately 25 minutes away from Samarkand International Airport (SKD), and is accessible via airport taxi, or airport pick-up arranged by the hotel on personal expense. YandexGo is a local taxi app available for use in the city.

Please be informed that there will be no complimentary transportation from airport to hotel/hotel to airport. You can contact the hotel directly by calling the number listed in your booking forms.

9. **Train Transport from Tashkent to Samarkand**

Participants arriving at Tashkent Airport may consider traveling to Samarkand by train. Train tickets can be bought through: [https://eticket.railway.uz/en/home](https://eticket.railway.uz/en/home). For sponsored participants, ESCAP will arrange a round-trip Tashkent-Samarkand ticket for you.

There are two main railway stations in Tashkent, one is 'South Station', and the other is 'North Station' or 'Central Station', which is the one most people will use, when travelling to Samarkand. You may consider taking a taxi to commute from Tashkent International Airport to either station.
The Samarkand railway station is located in the north-west of the city, which is about 25 min drive to the convention area. You may consider taking a taxi to commute to the Forum venue.
10. Meals
Daily breakfast is included in the hotel accommodation for ESCAP-ADB sponsored participants, while lunch and coffee breaks will be provided during the Forum and side events on 1–4 April.

Please inform ESCAP contact persons if you have any special dietary requirement.

11. In-City Transportations
Participants who wish to discover Samarkand during the Forum could use tram, taxi, bus, or other modes of transportation on personal expense. You may contact hotel staff for assistance.
Since most of the locations in Samarkand are close to one another, walking or renting a bicycle can be delightful options as well.

12. Weather
The average temperature in Samarkand in March to April is between 5 to 20 degrees Celsius, with a likelihood of moderate or heavy rains. Participants may wish to bring along a light-weight suit for any formal occasion / function.

13. Electricity
Uzbekistan uses Type C and Type F outlets. Plug type C is the plug which has two round pins and plug type F is the plug which has two round pins with two earth clips on the side. Uzbekistan operates on a 220V supply voltage and 50Hz.

14. Internet Access
Hotel Wi-fi is available throughout the venue.

15. Currency
The basic currency of Uzbekistan is the Uzbekistani Som (UZS). The present exchange rate is about 12,334-12,537 Uzbekistani Som for one US dollar, subject to variation. Exchange facilities are readily available at airport, major shopping centers, and banks throughout major cities. While major credit cards such as Mastercard and VISA are accepted in larger hotels and some businesses, cash transactions are still predominant. ATMs are available in larger cities and can usually accept major international credit and debit cards. You may consider having a combination of payment methods and ensure you have sufficient cash for areas where electronic payments might not be accepted.

16. Liability
Participants should make their own arrangement with respect to personal insurance since organizers shall not be liable for personal accidents, loss or damage of private properties.
17. Useful Telephone Numbers

<table>
<thead>
<tr>
<th>Emergency Services</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Police</td>
<td>102</td>
</tr>
<tr>
<td>Fire Service</td>
<td>101</td>
</tr>
<tr>
<td>Ambulance</td>
<td>103</td>
</tr>
<tr>
<td>MoES (Emergency situations)</td>
<td>1050</td>
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</tbody>
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ESCAP Contact Persons

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- Nichapat Saropala  
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Ministry of Investment, Industry and Trade (MIIT) Contact Persons

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- Firuz Khodzhimatov  
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ADB Contact Persons

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