



North and Central Asian Forum on Implementation of the Sustainable Development Goals

3 and 4 September 2018, Tbilisi, Georgia

INFORMATION NOTE FOR PARTICIPANTS

(As of 14 August 2018)

I. GENERAL

The North and Central Asian Forum on Implementation of the Sustainable Development Goals will be held in the Grand Ballroom of the Best Western Hotel in Tbilisi, Georgia, on 3 and 4 September 2018 (address: 11 A. Apakidze street, 0171 Tbilisi, Georgia).

For more information, please visit: <https://www.unescap.org/events/north-and-central-asia-forum-implementation-sustainable-development-goals-0>

II. VISA REQUIREMENTS

All participants are advised to consult with the Embassy/Consulate of Georgia in their respective countries of residence regarding the latest applicable visa requirements and, if needed, to obtain an appropriate visa prior to their departure. For more information please visit the website of the Consular Department of the Ministry of Foreign Affairs of Georgia: www.geoconsul.gov.ge

Requests for issuance of a visa support letter should be sent to Ms. Lyazzat Palymbetova at e-mail: palymbetova@un.org together with the passport copy, registration form, indicating home address and travel dates/flight details, not later than 21 August 2018.

III. DAILY SUBSISTENCE ALLOWANCE *(only if applicable)*

Participants whose travel is funded by ESCAP will be provided by return economy air ticket and daily subsistence allowance (DSA) at the established United Nations rate to cover hotel accommodation, visa fee and other miscellaneous and incidental expenses. To facilitate the payment of DSA, eligible participants are requested to submit boarding passes to the ESCAP staff in the conference room.

Any participants who are unable to stay for the duration of the meeting are requested to inform the secretariat as soon as possible after the arrival, so that DSA can be adjusted accordingly.

IV. TRANSPORTATION

The Ministry of Foreign Affairs of Georgia will provide transfer from/to the airport and Best Western Hotel.

Please provide the focal point Mr. Mikheil Patashuri, Ministry of Foreign Affairs of Georgia, mob. +995 557 70 49 26, e-mail: mpatashuri@mfa.gov.ge with your travel details as soon as possible, with copy to Mr. Rustam Issakhojayevev (e-mail: issakhojayevev@un.org) but not later than 29 August 2018.

V. ACCOMMODATION

ESCAP has block-booked standard rooms at the Best Western Hotel for participants from 2 to 5 September 2018 at the rate of **US \$90 net per night**, breakfast included. The Best Western Hotel accepts card payments (Visa/MasterCard/American Express) and cash paid only in local currency.

Please note that participants are responsible for payment directly to the hotel of all expenses incurred by them, including room charges and other expenses, such as for local and long-distance telephone calls, business centre use, laundry, room service and mini-bar items, as well as restaurant and bar services.

VI. OTHER ARRANGEMENTS

Kindly note that lunch and coffee breaks will be provided in the Best Western Hotel for all invited participants on the days of Forum only. Additionally, the dinner will be provided for ESCAP-funded participants on 3 and 4 September 2018 at the Best Western Hotel.

VII. MEETING DOCUMENTS

Subject to availability, documents for the The North and Central Asian Forum on Implementation of the Sustainable Development Goals can be found on the website below:

VIII. INTERPRETATION AND VISUAL AIDS

Simultaneous interpretation in English and Russian as well as facilities for computer-aided presentations (e.g. PowerPoint) will be provided.

IX. CONTACT INFORMATION

Further information on the The North and Central Asian Forum on Implementation of the Sustainable Development Goals can be obtained from:

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X. USEFUL INFORMATION

Climate: Tbilisi has a humid subtropical with considerable continental influences with very warm summers and moderately cold winters. In September the average daily temperature in Tbilisi usually varies from +22 to +29 °C.

Time: GMT+4

Currency: The local currency is Lari (GEL). Money can be exchanged at exchange points, as well as banks.

International calls: For international calls, please dial: + 00 + country code + dialed number.

Emergency phone number: 112 – Georgia Emergency and Operative Response Center

Electricity: EU standard plugs, 220V with 50 Hz frequency.

Taxi services: For local taxi services, please contact the hotel reception.
