



**National Evaluation Capacities (NEC) Conference 2017**  
**16 -20 October 2017**  
**Le Meridien Istanbul Etiler Hotel, Istanbul**

**LOGISTICS NOTE**

<b>NEC 2017 website</b>	For more information on the National Evaluation Capacities (NEC) Conference, please visit the <a href="#">NEC 2017 website</a> .
<b>Registration for the event</b>	<p>Registration prior to the meeting is mandatory and all participants are requested to register online prior to Friday, 29 September 2017, with the unique registration code provided in the Invitation Letter.</p> <p>Once in Istanbul, participants are requested to show their passports and obtain meeting badges at the registration counter located in the Lobby area of the Le Meridien Hotel. Only participants who have registered and paid will be included in the final list of participants.</p> <p>For identification and security reasons, all participants are requested to wear their meeting badges at all times during the whole event.</p>
<b>Event timing and venue</b>	<p><b>Pre-Conference training workshops</b> will start at 08.30 am on <b>Monday, 16 October 2017</b>. Workshops will run from 09.00 am to 5.30 pm on Monday, 16 October 2017, and Tuesday, 17 October 2017.</p> <p>A <b>Welcome Reception</b> for the NEC Conference participants will be held on <b>Tuesday evening 17 October 2017</b>, 7.30 pm, at the <b>Le Meridien Istanbul Etiler Hotel</b>.</p> <p>The <b>NEC Conference</b> will start at 08.30 am on <b>Wednesday, 18 October 2017</b>, and conclude on <b>Friday, 20 October 2017</b> (at approximately 5.30 pm).</p> <p>Participants registered for pre-conference training workshops are expected to arrive on Sunday, 15 October 2017. Conference participants not attending training workshops are expected on Tuesday, 17 October 2017, to attend the <b>Welcome Reception</b>, and</p>

departures are expected on Friday, 20 October 2017, after the event at 5.30 pm or on Saturday, 21 October 2017.

The meeting will be held at the [Le Meridien Istanbul Etiler Hotel](#).

**Contact information:**

**Address:** Cengiz Topel Caddesi No: 39, Etiler, Istanbul, 34337, Turkey

<http://www.lemeridienistanbuletiler.com/en>

[Billur.Karadeniz@lemeridien.com](mailto:Billur.Karadeniz@lemeridien.com)

Phone: +90 212 384 00 00

**Dress code:** Business casual.

**Internal climate:** the air-conditioning/heater can be quite temperamental. We recommend, therefore, layered clothing.

**Accommodations**

- 1) For security and convenience reasons, accommodations at the **Le Meridien Istanbul Etiler Hotel (the conference venue) are strongly recommended**. Participants may benefit from a special room rate of **€100 + 8% VAT per night** (single, with breakfast included).

**Please make your reservations only through this [exclusive link for NEC 2017 accommodations at Le Meridien](#)**. Please note that the deadline for reservations at this group rate is **Wednesday, 4 October 2017**.

An in-city shuttle service from the **Le Meridien Istanbul Etiler Hotel** to/from the several metro stations, will be offered **free of charge**. Please check shuttle schedule with **Le Meridien Istanbul Etiler Hotel**.

**ALTERNATIVE OPTIONS OF ACCOMMODATION**

- 2) [Swissotel The Bosphorus Istanbul](#), with a special rate of **€85 + 8% VAT per night** (single, with breakfast included).

**Address:** Visnezade Mah. Acisu Sok. NO. 19 Macka ▪ Besiktas İstanbul ▪ Türkiye

<http://www.swissotel.com.tr/hotels/istanbul/>

Phone: +90 212 326 1100

Should you decide to stay at the Swissotel The Bosphorus Istanbul, please make your reservations with:

**Mr. Engin Can Ünver, Assistant Sales Manager**

0542 326 8221

[Engin.unver@swissotel.com](mailto:Engin.unver@swissotel.com)

[Reservations.bosphorus@swissotel.com](mailto:Reservations.bosphorus@swissotel.com)

- 3) [Istanbul Marriott Hotel Sisli](#) with a special rate of **€80+ 8% VAT per night** (single, with breakfast included).

**Address:** Abide-i Hurriyet Caddesi No.34381 Sisli – Istanbul/Turkey

[www.istanbulmarriottsisli.com](http://www.istanbulmarriottsisli.com)

[Yesim.acar@marriott.com](mailto:Yesim.acar@marriott.com)

	<p>Phone: +90 212 375 01 00 Should you decide to stay at the Marriott Hotel Sisli, please make your reservations with <a href="mailto:Yesim.acar@marriott.com">Yesim.acar@marriott.com</a> using the code: UNDP NEC 2017.</p> <p>A shuttle service from the Marriott Hotel Sisli to/from the conference venue, (once in the morning and once in the afternoon) will be offered <b>free of charge</b>. It will take approximately 45 minutes at peak traffic from the Marriott to the Le Meridien.</p> <p>4) <b><a href="#">Hilton Istanbul Bomonti Hotel</a></b>, with a special rate of <b>€85+ 8% VAT per night</b> (single, with breakfast included).</p> <p><b>Address:</b> Silahsor Cad. No: 42 Bomonti, Sisli, Istanbul 34381, Turkey <b><a href="#">Hilton Istanbul Bomonti Hotel</a></b> <a href="mailto:Bomonti.reservations@hilton.com">Bomonti.reservations@hilton.com</a> Phone: +90-212-375 3000</p> <p>Should you decide to stay at the Hilton Istanbul Bomonti Hotel, please make your reservations with <a href="mailto:Bomonti.reservations@hilton.com">Bomonti.reservations@hilton.com</a></p> <p>5) <b><a href="#">Renaissance Istanbul Polat Bosphorus Hotel</a></b>, with a special rate of <b>€70+ 8% VAT per night</b> (single, with breakfast included).</p> <p><b>Address:</b> Barbaros Bulvari No: 145, Besiktas Istanbul 34349 Turkey <b><a href="#">Renaissance Istanbul Polat Bosphorus Hotel</a></b> <a href="mailto:tugsaval.karadeniz@polatholding.com">tugsaval.karadeniz@polatholding.com</a> Phone: +90-212-340 7000</p> <p>Should you decide to stay at the Renaissance Istanbul Polat Bosphorus Hotel, please make your reservations with <a href="mailto:tugsaval.karadeniz@polatholding.com">tugsaval.karadeniz@polatholding.com</a></p> <p><b>All participants should settle their payments with the hotels directly and cover any extra expenses incurred during their stay, such as mini-bar, alcohol, telephone calls, laundry, business centre, spa, etc.</b></p> <p><b>Check in is at 14:00 and check out is at 12:00 pm in all hotels.</b></p>
<p><b>Meals</b></p>	<p>Coffee breaks and lunches during the Conference and pre-conference workshops will be provided at the meeting site for all participants.</p> <p>An official <b>Welcome Reception</b> will be organized for participants at the meeting site on Tuesday, 17 October 2017 (business attire)</p>
<p><b>Airport transfer</b></p>	<p>Participants should take care of their own transportation to/from the airport.</p> <p>There are two airports in Istanbul:</p> <p>a) Ataturk Airport, the main Istanbul airport with both international and domestic terminals, is located on the European side (where the event will take place) and used by most international flights; and</p>

- b) Sabiha Gokcen Airport, a smaller airport located on the Asian side which has fewer international flights.

Various transportation options for transfers to, and from, the airport are provided below:

- 1) **Taxi** to and from the airport is the most common and convenient option. Official yellow taxis are stationed right outside at airports. Approximate cost of a taxi from/to the Ataturk Airport and Le Meridien Hotel is around TRY 80-90 (approximately \$25-30). A taxi from Sabiha Gokcen Airport may cost around TRY 110-120 (\$30-40).

Taxis will not accept credit cards, foreign currencies or big Turkish Lira notes. Have with you small banknotes (i.e. 10, 20 or maximum TRY 50 notes) to facilitate payments. ATMs are available at airports.

- 2) [Uber application](#) is also commonly used in Istanbul for transfers.
- 3) If you wish to arrange a private pick-up service, following providers may be recommended:

### 3.1 West Tourism

For reservations:

[operation@westturizm.com](mailto:operation@westturizm.com)

[info@westturizm.com](mailto:info@westturizm.com)

[vedat@westturizm.com](mailto:vedat@westturizm.com)

For support in English Language contact Mr. Bedran Alin, mobile number: +90 553 373 4162

One way transfer fee to/from Ataturk Airport for cash payments: TRY 130 or \$50 or €45.

You may also book and pay for your transfer online with your credit card via the secure link: [www.westtourismpayment.com](http://www.westtourismpayment.com) (TRY only and for TRY 150 as the service fee to/from Ataturk Airport if you pay with credit card)

### 3.2 Cetur

For reservations:

[serhan.ertol@cetur.com.tr](mailto:serhan.ertol@cetur.com.tr)

[gorkem.kopan@cetur.com.tr](mailto:gorkem.kopan@cetur.com.tr)

One way transfer fee to/from Ataturk Airport for cash payments: TRY 130.00

You are kindly requested to copy [serhat.bozoglu@undp.org](mailto:serhat.bozoglu@undp.org) for all your reservation requests, to facilitate logistics support and follow-up.

- 4) The Havabus shuttle provides bus service to and from both airports to Taksim Square which is approximately 8 km from the Le Meridien Hotel. Buses leave at 30 minute intervals (please check the website for details <http://www.havabus.com>).

Link to [public transportation routes](#). Link to [public transportation map](#)

<p><b>Visa information</b></p>	<p>The Government of Turkey will facilitate visa procedures for participants in the NEC 2017. The participants who require visas to enter Turkey can obtain them from the nearest Turkish mission abroad. Valid invitation letters provided by the United Nations should be submitted at the time of application. The applications should be made online prior to submitting the original documents to the Turkish missions.</p> <p>Participants who require visas to enter Turkey, yet not able to contact a Turkish mission abroad due to a force majeure, will be able to obtain their visas at the border gates with the supporting documents mentioned above. This option should be used as an exceptional case to avoid unnecessary queues at the airport.</p> <p>The participants who prefer to obtain electronic visas should visit the official website <a href="http://www.evisa.gov.tr">www.evisa.gov.tr</a> . The validity period of the passports or travel documents of foreigners wishing to enter Turkey must be at least sixty (60) days longer than their visa, visa exemption period or residence permit.</p> <p>To check your nationality-specific entry requirements, please visit: <a href="http://www.mfa.gov.tr/visa-information-for-foreigners.en.mfa">http://www.mfa.gov.tr/visa-information-for-foreigners.en.mfa</a>.</p> <p>Please also remember to check for any transit visas, if necessary.</p> <p><b>UN Laissez-Passer Holders</b></p> <p>Please note that Turkey does not recognize the UNLP unless combined with a national passport; therefore the national passport is definitely required to travel to Turkey along with your UNLPs.</p> <p>Red-colored UNLP holders, on the condition that their total period of stay does not exceed 90 days in the last 180 days, are exempt from a visa in their visits to Turkey;</p> <p>Blue-colored UNLP holders, on the condition that their total period of stay does not exceed 90 days in the last 180 days, provided that they certify that they are on official mission (<b>NEC 2017 conference invitation letter will serve as the proof of your travel purpose</b>), are exempt of visa.</p> <p>(This provision was approved via decision of the Council of Ministers of Turkey #2014/6109 dated 06.03.2014 published in the official gazette in May 2014).</p>
<p><b>Safety and Security, Health</b></p>	<p>Participants are encouraged to check for any travel advisory statements with their country representations in Turkey. The list of diplomatic missions in Turkey can be accessed at:</p> <p><a href="https://diplomatic.mfa.gov.tr/#/diplomatic-list/diplomatic-missions">https://diplomatic.mfa.gov.tr/#/diplomatic-list/diplomatic-missions</a></p> <p>Istanbul is a large metropolitan city and carries all the usual safety issues that go along with big cities. Standard precautions for your valuables in hotel rooms, at the conference venue and when moving in a crowded city. Keep valuables close to you. In most cases, non-violent property crimes such as theft and pickpocketing are not uncommon; particularly, in public traffic and crowded tourist locations. Be alert when approached and asked for directions, do not pick up seemingly lost items. In response to potential unspecified threat of terrorism incidents and ongoing socio-political protest /</p>

	<p>demonstrations; the e advice to avoid and limit presence in crowded areas as well as tourist sites, proximity of locations with large presence of Turkish national police and/or security forces is recommended. In addition, due to high earthquake risk in Istanbul, UN personnel are advised to stay in UN recommended hotels (earthquake certificate and/or build after 2007).</p> <p>In response to above, you are advised to carry identity documents at all times and present to security officers upon request.</p> <p><b>HEALTH INSURANCE</b></p> <p>The organizer does NOT cover health insurance of the participants during their stay in Istanbul. Participants are responsible to obtain international health insurance.</p>
<p><b>Logistics contact information</b></p>	<p>Should you require any further assistance or in case of urgent support, please contact:</p> <p><b>Serhat Bozoglu (Mr.), Travel and Logistic Assistant</b>  Istanbul Regional Hub/Bureau for Europe and CIS  Key Plaza, Abide-i Hürriyet Cd. İstiklal Sk. No/11, 10<sup>th</sup> floor, Şişli, 34381, Istanbul, Turkey  Office: +90 850 288 21 81  Mobile: +90 545 402 9857  <a href="mailto:serhat.bozoglu@undp.org">serhat.bozoglu@undp.org</a></p>
<p><b>Emergency contact information</b></p>	<p>In case of emergency or should you require any other assistance, please contact:</p> <p><b>Ali Celen (Mr.), UNDP Security Associate</b>  Office: +90 850 2882412  Mobile: +90538 3399129  skype: ali.celenn  <a href="mailto:ali.celen@undp.org">ali.celen@undp.org</a></p>
<p><b>Event language</b></p>	<p>The working language of the event is English. Some workshops will be in Spanish, French and Russian. Simultaneous translation will be provided in French, Spanish and Russian during selected Conference sessions. Presentations and information documents related to the Conference will be in English.</p>

## About the country and city

The Republic of Turkey is located in southeast Europe and Southwest Asia. Bordered in the north by Black Sea, in the northeast by Georgia and Armenia, in the east by Iran, in the southeast by Iraq and Syria, in the south by Mediterranean Sea, in the west by Aegean Sea, and in the northwest by Greece and Bulgaria, Turkey is divided into 7 regions, each with different types of landscape, climate and fauna.

Turkey's population is nearly 75 million, nearly 75 percent of whom live in urban areas. The majority of the population is of Turkish ethnicity, which is different from Turkish as a citizen that applies to all ethnicities of the country.

A magical meeting place of East and West the city has numerous attractions such as the Blue Mosque and the Hagia Sophia. And if you get a chance, you can enjoy a Turkish soak and massage, *hamam* (bath). Istanbul is the only city in the world that straddles two continents. Istanbul has a population of approximately 14-15 million people.

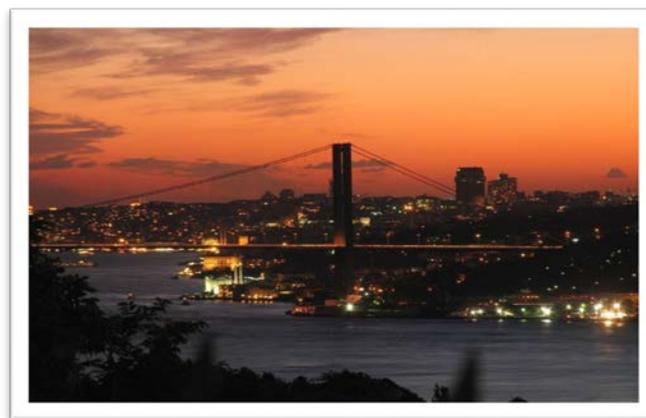
The country's official language is Turkish, spoken by 85 percent of the population. Although Turkey is a secular state with no official religion, Islam is the dominant faith of the land; over 99 percent of Turks are Muslim and the country has over 80,000 registered mosques.

Turkey is popularly known as a bridge between the East and the West and its geography reflects this. Turkey's geography encompasses high central plateau of Anatolia (the European part of Turkey), coastal areas along the Aegean and Mediterranean seas and the mountainous ranges in the north and south of the country.

There are many places and things to see in Turkey, a captivating mix of the glamorous past and the familiar. Mosques coexist with churches or former churches, the ruins of Roman theatres and temples with ancient pre-Roman settlements. Istanbul has historical landmarks such as Hagia Sophia, Sultan Ahmed Mosque, and Topkapi Palace. There is no shortage of exciting things to see and do in Istanbul.

Turkish cuisine varies across the country, but there are some common elements. Its origin is largely the Ottoman Empire period that fused Central Asian, Middle Eastern, Mediterranean and Balkan culinary traditions.

Turkish culture is a medley of several diverse cultural elements that reflects its peoples and its long history culminating being a bridge between the West and the East.



**Language:** The official language is Turkish.

**Currency:** Turkish Lira - US Dollar and Euro are also accepted in some hotels.

**Electric Appliances:** Turkey, like most other European countries, has a 220-volt AC, 50Hz mains power supply and uses two-pin continental plugs. All European appliances work, but plugs may need changing to adapt to local sockets which are 2-pronged round sockets. 110 V USA appliances do not work without transformers.

**Water:** Turkey practices safe sanitation standards, and tap water is suitable for bathing and regular tasks such as brushing teeth. However, as is customary in most Mediterranean countries, residents and visitors drink bottled water

**Driving:** Driving is on the right-hand side of the road.

**Phone:** The country phone code is: +90

**Weather:** The average maximum daytime temperature in Istanbul in October is 16°C with highs of just 19°C. There might be good chances for some rain too. You are suggested to check weather forecast prior to your arrival.

**Time zone:** The time in Istanbul is (GMT +3 hours).

***We look forward to seeing you in Istanbul!***