

D-8

ORGANIZATION FOR ECONOMIC COOPERATION

NINTH D-8 SUMMIT

20 October
2017, İstanbul

17TH SESSION OF THE D-8 COUNCIL

19 October
2017, İstanbul

39TH SESSION OF THE D-8 COMMISSION

17-18 October
2017, İstanbul

ADMINISTRATIVE ARRANGEMENTS

(As of 29 September 2017)¹

¹ Any amendments to these arrangements will be communicated on the www.d8istanbulsummit2017.org
Please check the main page of the website regularly.

1. INTRODUCTION

The Ninth D-8 Summit with the theme of “Expanding Opportunities Through Cooperation” will be held on 20 October 2017 in İstanbul, at Lutfi Kırdar International Convention and Exhibition Centre.

The Summit will be preceded by the Session of the D-8 Commission on 17-18 October 2017 and the Session of the D-8 Council on 19 October 2017 at the same venue.

The logistical arrangements for the meetings are undertaken by the Coordination Office for the Ninth D-8 Summit and the Directorate General of Protocol of the Ministry of Foreign Affairs of the Republic of Turkey.

This Administrative Arrangements document provides initial logistical and administrative information on the arrangements in order to help delegations prepare for participation in the Ninth D-8 Summit, the Session of the D-8 Council and the Session of the D-8 Commission. Updates will be issued as required. The Ministry of Foreign Affairs of the Republic of Turkey wishes all the delegates most productive deliberations and a memorable visit to İstanbul.

2. PARTICIPATION

The Participation of the delegations to the meeting will be as follows:

Session of the D-8 Commission (17-18 October 2017): Member States

Session of the D-8 Council (19 October 2017): Member States

Ninth D-8 Summit (20 October 2017): Member States + Special Guest States + Special Guest International Organizations

3. REGISTRATION and ACCREDITATION

Delegation Accreditation Officer (DAO)

Each delegation must nominate a DAO and inform the Ministry of Foreign Affairs of the Republic of Turkey (d8summit2017@mfa.gov.tr) about the name of the contact details of the DAO. Delegates must be registered by their designated DAO through the online registration system during the online accreditation period by accessing the secure registration link.

DAOs will be in charge of the management of their delegates' information for registration. It is important that delegates are registered for accreditation via the online accreditation portal as early as possible and then apply for their travel visa, if necessary.

Online Registration

Online registration of the Ninth D-8 Summit the Session of the D-8 Council and the Session of the D-8 Commission will be **available until 10 October 2017**.

All delegates are required to complete their on-line registrations on the www.d8istanbulsummit2017.org **no later than 10 October 2017**. A user name and

password for online registration for each Member State, Special Guest State/International Organization will be sent. DAOs will register their delegates using these user names and passwords.

All information on registration will be protected and available only to a limited number of responsible officials.

Onsite Registration

After the online registration **closes on 10 October 2017**, unregistered delegates will be required to complete onsite registration and accreditation at the registration center located at the Summit venue. Onsite registration office will operate **from 16th until 20th September, 09.00 A.M.**

Please be advised that due to security reasons, onsite registration will have limited availability and no guarantee can be given that the registration process will be completed before the start of the meetings.

An identification (ID) badge for each onsite registration will be provided only after the delegate's status has been verified by the related DAO.

Only the registered delegates with ID badges will be allowed to access the meeting venues.

4. MEETING VENUE



The Lutfi Kırdar International Convention and Exhibition Centre

Website: <http://www.icec.org/>

Address: İstanbul Lutfi Kırdar Uluslararası Kongre ve Sergi Sarayı Gümüş Cad. No:4
34367 Harbiye / İstanbul / Türkiye

Tel: +90 212 373 11 00

Fax: +90 212 224 08 78

5. ACCESS TO MEETINGS

Pick-up and display of ID badges

DAOs are invited to collect the ID badges of their delegates by presenting a photo ID, passport or a Diplomatic ID Card and signing the receipt form at the Accreditation Center located at the Summit Venue **from 16 October 2017, 13.00 P.M.**

All participants are requested to wear their badges at all times while in the meeting venues.

Lapel Pins for the Heads of Delegations

Lapel Pins will be provided to all Heads of Delegations. The assigned Liaison Officers will distribute the Lapel Pins.

Floater

In addition to ID badges, meeting floaters will be required in order to enter the meeting rooms of the D-8 Summit and the D-8 Council.

6. ACCOMODATION

Member States

The Turkish Government will provide complementary accommodation for each attending Head of State/Government + Foreign Minister + 3 members of their accompanying delegation (1+1+3). From 16 October to 21 October 1 standard room, from 18 October to 21 October 1 suite + 1 standard room and from 19 October to 21 October 1 executive suite + 1 standard room will be provided at the designated hotels in Annex.

Special Guest States/International Organizations

The Turkish Government will provide complementary accommodation for each attending Head of State/Government of the Special Guest States or for Secretary General of the Special Guest International Organization (1 executive suite) + a member of their accompanying delegation (1 standard room) from 19 October to 21 October at the designated hotels.

Any additional charges such as extra nights of stay, room upgrades, meals and incidentals (including room minibar use, overseas phone calls, etc.) beyond the hospitality noted above shall be covered by the respective delegations.

Room reservations for hosted and non-hosted delegates must be made by the respective delegations. It is kindly requested that the delegations submit to the Ministry of Foreign Affairs of the Republic of Turkey (d8summit2017@mfa.gov.tr) the names and titles of those members of their delegations for whom accommodation will be provided by Turkey.

Accommodation will be provided at the designated hotels on a "first come, first served" basis.

7. MEETING FACILITIES AND SERVICES

Summit Table

Attendance to the 9th D8 Summit on 20 October 2017 on the main table is limited to the Heads of State/Government, the Heads of Delegation of Member States/Special Guest States, the Secretary Generals of the Special Guest International Organization and the Foreign Ministers + 4 members of the delegation at the back per each Member State.

Listening Room for the Summit

A listening room with audio-visual facilities will be available for registered delegates who wish to follow the proceedings.

Delegates Lounge Room

A lounge room for the delegates will be available, equipped with computers, printers and wireless internet access.

Bilateral Meeting Rooms

A limited number of meeting rooms with varying seating capacities will be available for bilateral and other meetings. To make a booking, please apply the Bilateral Meeting Room Info Desk at the Summit venue.

Interpretation

All meetings will be conducted in the official language of D8 (English) and Turkish. Simultaneous translation will be provided in these languages.

Delegations whose Heads wish to speak in a language other than the ones stated above must bring their official simultaneous interpreters. The names and contact details of these interpreters must be submitted to the Ministry of Foreign Affairs of the Republic of Turkey (d8summit2017@mfa.gov.tr) at the earliest convenience. Technical facilities for interpretation will be provided by Turkey upon request.

8. LIAISON OFFICERS

A Liaison Officer (LO) will be appointed for the Head of Delegation of each attending State and International Organization. The designated LO will be introduced to the Head of State/Government/International Organization at the airport.

During the Summit, the designated LO will be the contact person for the delegation on logistical and administrative matters and will be available in person to assist delegations throughout their visit.

9. SECURITY ARRANGEMENTS

The Turkish Government will provide personal security for all attending Heads of State/Government/International Organization and Foreign Ministers. Through the period of the Summit, special security measures will be taken at the airport for the arrival and departure of VIP guests.

The necessary security measures will be taken at all times at the Summit venue, the designated hotels and other function venues. Access to the Summit Zone will be restricted strictly to those who wear accreditation badges.

The lists of the Security Personnel accompanying official delegations and information concerning the types and serial numbers of their side arms, the amount of ammunition and the numbers, types and frequencies of the communication equipment should be transmitted to the Ministry of Foreign Affairs of the Republic of Turkey by Note Verbale no later than 9 October 2017.

10. ARRIVALS AND DEPARTURES

The Embassies must provide information concerning the arrival and departure of their country's members of delegation to the Ministry of Foreign Affairs of the Republic of Turkey by Note Verbale, if possible by 9 October 2017, indicating whether the delegation is travelling by private aircraft or a commercial flight. Applications for flight permissions of private aircraft must be submitted to the Ministry of Foreign Affairs of the Republic of Turkey in due time by a separate Note Verbale.

The Ataturk Airport VIP Hall will be used for the arrival and departure of Heads of Delegations and accompanying delegates.

Delegates not accompanying Heads of Delegations arriving in the İstanbul Ataturk Airport will also be greeted by a welcoming team at the Arrival Hall. They will be assisted with their passport control and luggage procedures.

Similar facilitations will be provided for their departure.

11. TRANSPORTATION

Member States

A motorcade consisting of a VIP car for Heads of State/Government from 19 October to 21 October, a VIP car for Foreign Ministers from 18 October to 21 October and a minivan from 16 October to 21 October will be allocated.

Special Guest States/International Organizations

A motorcade consisting of a VIP car for Heads of State/Government of the Special Guest States or for Secretary General of the Special Guest International Organization from 19 October to 21 October will be allocated.

The motorcade will be provided for the duration of the visit, including arrival and departure.

Delegates not accompanying Heads of Delegations will be provided with shuttle services from airport to their hotels for their arrival, and from hotels to airport for their departure.

12. MEDIA ARRANGEMENTS

Media Accreditation

Applications for media accreditation, including official photographers and cameramen, must be made on-line on the following link: www.d8istanbulsummit2017.org

Applications must be submitted online **no later than 10 October 2017**.

A confirmation e-mail for successfully completed accreditations will be sent to the applicants.

Only accredited media representatives will be allowed access to the meeting venue and the media center.

Host Broadcaster and Photographer

Turkish Radio and Television Corporation (TRT) is the official host broadcaster and Anadolu Agency (AA) is the official host photographer.

Press Liaison Officer

All delegations are requested to communicate the names, titles and contact details of their Press Liaison Officer (PLO) via e-mail to press@d8istanbulsummit2017.org **no later than 10 October 2017**.

Please note that the PLOs will be expected to coordinate the press activities of their delegations.

Press Advisory

A Press Advisory will be released in due course to provide detailed information on media-related topics, including the venue and time to collect badges for accredited members of the press.

For general queries on media accreditation, please contact: press@d8istanbulsummit2017.org

13. VISAS

A valid passport is required to enter Turkey. A visa may also be required for some foreign nationals. For further information on entry requirements to Turkey, please contact the Turkish Mission in your country or visit the Consular Information section on the website of the Ministry of Foreign Affairs of the Republic of Turkey (<http://www.mfa.gov.tr/visa-information-for-foreigners.en.mfa>).

14. GENERAL INFORMATION

a. İstanbul

Istanbul embraces Asia on the one hand and Europe on the other. İstanbul is the largest city in Turkey, constituting the country's economic, cultural, and historical heart.

For more information, please visit: <http://goturkey.com/en/city/detail/istanbul>.

b. Climate

Istanbul has a borderline Mediterranean climate, humid subtropical climate and oceanic climate, due to its location on the Bosphorus Strait.

For more information, please visit: <https://mgm.gov.tr/eng/forecast-cities.aspx?m=ISTANBUL>

c. Prayer Times

For detailed information, please visit: <http://diyanet.gov.tr/en/home>

d. International dialing codes

The country code for Turkey is 90. The area codes for İstanbul are 212 (European side) and 216 (Anatolian side). To make an international phone call from Turkey, one should dial 00 + country code + phone number.

e. Electricity supply

The mains voltage for electricity is 220 V and 50 Hz. Central European type wall socket (two-pin plugs) is standard in Turkey.

f. Currency, banking, credit cards and ATMs

The official currency in Turkey is Turkish Lira (TL) available in the following denominations: banknotes: 5, 10, 20, 50, 100 and 200 TL; coins: 10, 25, 50 Kuruş and 1 TL. Cash can usually be exchanged with a reasonable commission at Exchange Offices (Döviz Bürosu), banks and hotels. As of 29 September 2017, the exchange rate of 1 USD is 3,55 TL and 1 Euro is 4,19 TL.

For daily exchange rates, please visit the website of the Central Bank of the Republic of Turkey (<http://www.tcmb.gov.tr/wps/wcm/connect/tcmb+en/tcmb+en>). Banking hours are generally from 09.00 to 17.00, Monday to Friday (some close for lunch break). Cash machines (ATMs) are available throughout Turkey, accepting major credit/bank cards and instructions are often available in English and some other foreign languages.

g. Emergency number

Emergency numbers are 112 for ambulance, 155 for police, 110 for fire. In case of any emergency, please contact to the Hotel Concierge and inform your Delegation Liaison Officer.

h. Medical services

A healthcare staff will be available around the clock at the Summit Venue. Ambulance service and local hospitals will be fully prepared to address emergency needs.

Pharmacies ("Eczane") are open from 9.00 – 19.00 on weekdays and Saturdays. They are closed on Sundays; however, there is always an on duty pharmacy ("Nöbetçi Eczane") open 24 hours for medical emergencies. Pharmacies can be identified by the red sign (E) displayed on their windows.

i. Wireless internet

Wireless internet will be available at hotels and Summit Venues.

15. CONTACT INFORMATION

For any logistical and administrative matters concerning the Summit, please contact: d8summit2017@mfa.gov.tr

For press related matters, please contact: press@d8istanbulsummit2017.org

Annex: List of Designated Hotels

ANNEX

DESIGNATED HOTELS

	HOTEL	CONTACT PERSON	E-MAIL	PHONE
1	Conrad İstanbul	Yasemin Vardarlı	yasemin.vardarli@conradhotels.com	+90 212 310 2525
2	Grand Hyatt Taksim	Gökçe Fenalan	gokce.fenalan@hyatt.com	+90 212 368 1234
3	Intercontinental İstanbul	Selen Köksal	selen.koksal@intercontinentalistanbul.com	+90 212 368 4444