Asian Parliamentary Assembly

The 12th Plenary Session

**GENERAL INFORMATION**

**13 – 18 December 2019**

**Titanic Mardan Palace**

 **Antalya, Turkey**

**SECTION 1**

**GENERAL INFORMATION**

**1. Date and Venue of the Plenary Session**

The12th Plenary Session of Asian Parliamentary Assembly (APA) will take place at Titanic Mardan Palace in Antalya, Turkey from December 13th 2019 to December 18th 2019.

All official activities of the APA Plenary Session will be held at Titanic Mardan Palace unless otherwise stated.

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| **Arrival of Delegates** | **13 December 2019** |
| **2nd Executive Council Meeting** | **14 December 2019** |
| **12th Plenary Session/Standing Committees** | **15 December 2019-16 December 2019** |
| **Social Program** | **17 December 2019** |
| **Departure of Delegates**  | **18 December 2019** |

###### 2. Official Language

###### The official languages of the APA are English and Arabic and the working language is English (Article 16 of APA Charter).

 Delegates who wish to speak in other languages are requested to provide their own interpreters. **There will be 2(two) additional booths that will be provided by the Host Parliament on a first come first served basis.**

**3. Documents**

All official documents shall be written in English. In addition, any delegate who wishes to distribute documents in the meeting are advised to have prior consultations with the APA Secretariat.

###### All speeches during the Opening Plenary Session and General Debate should be

###### forwarded to the Host Parliament in advance for circulation at the Plenary Session.

###### 4. Registration

###### Participants are kindly requested to fill out the Registration Form provided by the Host Parliament no later than 29 November 2019 to the following link:

Registration link is : <https://apps.tbmm.gov.tr/heyet_karsilama/>

***Please make any changes in the participants' list to the above mentioned link to avoid problems.***

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| **GRAND NATIONAL ASSEMBLY OF TURKEY** | **PERMANENT SECRETARIAT OF THE ASIAN PARLIAMENTARY ASSEMBLY (APA)** |
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| Email : apaturkey@tbmm.gov.tr | E-mail : secretariat@asianparliament.org**Website: www.asianparliament.org** |

**5. Security and Identification Badges**

Identification Badges will be distributed to all delegates and accompanying persons upon registration. For security reason participants are requested to wear their identification badges throughout the meeting and official function specified in the Working Program. For security purposes, admission to the venue of the meeting and official functions will be limited to those wearing identification badges.

**6. Passport and Visa Regulations**

All delegates and accompanying persons must bear valid passports and visa in order to enter Turkey. All countries where visas are required, participants are requested to contact the Turkish Embassy/Consulate accredited to their countries in order to obtain visas. You can get the required information from :

<http://www.mfa.gov.tr/visa-information-for-foreigners.en.mfa>

 Please prepare a copy of valid passport and also forward it to Host Secretariat prior to arrival.

7. Arrival and Departure

Participants are kindly requested to indicate on the Registration Form the flight itinerary to enable the Host Secretariat to effectively perform their tasks. All changes of the flight schedules should be communicated in advance to the Host Secretariat.

The arrival and departure service will operate from December 13th 2019 to December 18th 2019 at the Antalya Airport. The Host Secretariat will assist the delegates through all formalities at their arrival and departure.

**8. Liaison Officers**

Liaison officer is the contact person between the Host Parliament Secretariat and delegations participating in the 12th Plenary Session.

Liaison Officers will be assigned to each APA member Parliaments and Observers.

9. Flight arrangements and information

In order to facilitate the expeditious arrangements of local transportation, Delegation Secretaries are kindly requested to inform the Host Parliament Secretariat of any change in their delegates’ flight schedule at least 24 hours in advance of the schedule..

10- Currency Exchange

The Turkish Lira is the official currency of Turkish Republic. The current exchange rate is approximately 5.77 TL for 1 US dollar. Money can be exchanged at banks, Antalya Airport and at the legally authorized exchange stores throughout the country.

Banks are open from 09:00 am to 05.00 pm, Monday to Friday. All major credit cards are accepted at hotels, and shopping malls.

**11. Weather**

The weather in Antalya tends to be sunny, cloudy and rainy during December with average temperatures between 12° C and 14° C (53.6° and 57.2° F).

**12. Time**

* Antalya time zone : GMT + 3 Hours
* Most city shops in Antalya are open daily from 09.00 am to 7.00 pm

 and from 10.00 am to 10.00 pm for malls and shopping centers.

**13. Electricity**

Turkey operates on 220 volts, 50Hz, with round-prong European-style plugs that fit into recessed wall sockets/points.

**14. Telephone Services and Useful Telephone Numbers**

* Telephone services are available at hotels, restaurants and cafés. Pre-paid mobile telephone cards are available at hotels and local cellular shops.
* Dialing is as follows:

(a) Local calls: dial the number directly;

(b) International calls: dial the international direct dial access (00) + country code + area code + number.

* To call Turkey from abroad, dial the international direct dial access + country code (90) + area code + number. When calling from abroad, the 0 prefix of the area code should not be dialed.

**SECTION 2**

**HOSPITALITY**

###### 1. Accommodation

According to the APA Charter, the Host Parliament will offer hospitality (accommodation, meals and local transportation) to official delegates of APA member parliaments as determined in Article 8, two representatives of each observer parliament and one representative of each observer organization from 13 December 2019 to 18 December 2019 (5 nights). Delegates who wish to stay additional nights will have to cover the expenses on their own.

All delegations will stay at the Titanic Mardan Palace Hotel located at Kundu Oteller Mevkii Tesisler Cad. No: 450, 07110 Aksu, Antalya. (Tel: (0242)310 41 00, E-mail: mardan.palace@titanic.com.tr )

Any charges for room service, alcoholic beverages, mini-bar items, laundry, telephone calls (local or overseas) will be also at the delegates’ own expenses and the reservation should be guaranteed by credit card. Delegates are encouraged to check the status of their personal accounts at the Hotel cashier and settle them before departure.

**2. Transportation**

Transportation to and from the airport for all official functions will be provided by the Host Parliament. Speakers or Vice Speakers of the APA Member Countries’ delegations will each be provided with a car.

All changes of the arrival and departure of the flight schedules should be communicated to the Host Parliament Secretariat immediately. Delegates are responsible for their transportation other than events specified in the working program.

Ring shuttles to Antalya Kaleiçi from the Hotel would be available every 2(two) hours.

**3. Meals and Functions**

Breakfast and Meals (excluding alcoholic beverages) will be provided for all delegates at venues specified in the Working Program. Delegates wishing to make other meal arrangements will meet the cost themselves. All officially hosted participants are cordially invited to the official functions indicated in the Working program. Delegates will meet the cost of their own meals if they do not participate official lunch and dinner.

**4. Medical Service**

Medical care will be at the expense of the participants. The delegates are personally responsible for any personal insurance against risks. First aid service will be provided at the hotel.

**5. Insurance**

Insurance for personal accident, medical emergencies, loss of luggage and currency and against any damage will be the responsibility of individual delegate.

**SECTION 3**

**MEETING FACILITIES**

**1. Registration and Information Desk**

All delegates are kindly requested to register at the registration desk at the Hotel’s lobby upon their arrival at the hotel.

Identification badges, and plenary session bags containing the relevant plenary session materials will be distributed upon registration to all delegates.

The registration and information desk will be set up in the hotel, from December 13th to December 18th 2019 . It will be open from 8 a.m. to 6 p.m.

2. Secretariat Room

The room for the APA and the Host Secretariat will be open from December 13th to December 18th 2019 from 8 a.m. to 6 p.m. The Internet facilities are available at the hotel free of charge.

Typing and photocopying services will be available at the plenary session secretariat.

**SECTION 4**

**CONTACT PERSONS**

**Host Parliament Secretariat:**

 **Documentation:**

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