



**ASIAN PARLIAMENTARY ASSEMBLY**  
**THE EXECUTIVE COUNCIL MEETING**

**GENERAL INFORMATION**

**26-29 November 2023**  
**Regnum Carya Hotel**  
**Antalya, Türkiye**

## SECTION 1

### GENERAL INFORMATION

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

The Executive Council Meeting of Asian Parliamentary Assembly (APA) will take place at Regnum Carya Hotel in Antalya, Türkiye from November 26<sup>th</sup> 2023 to November 29<sup>th</sup> November 2023.

All official activities of the APA The Executive Council Meeting will be held at Regnum Carya Hotel unless otherwise stated.

<b>Arrival of Delegates</b>	<b>26 November 2023</b>
<b>Executive Council Meeting</b>	<b>27 November 2023</b>
<b>Executive Council Meeting</b>	<b>28 November 2023</b>
<b>Departure of Delegates</b>	<b>29 November 2023</b>

#### 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 Executive Council should be forwarded to the Host Parliament and APA Secretariat in advance for circulation.

#### 4. Registration

Participants are kindly requested finalize their registrations no later than **15 November 2023**.

There are two options for registration:

**1- The Registration Form that has already sent by Host Parliament**

**2- The Online Registration System**

The registration link is mentioned below:

**Link:** <https://gnat.tbmm.gov.tr/Login/Register?tanim=854878be-d54e-4cb9-9a38-018b85887fdc&programbitid=96028c15-fa17-4477-8fe4-018b858e56cd>

*It is advised by the Grand National Assembly of Türkiye to make online registration.*

**For all inquiries: [apaturkey@tbmm.gov.tr](mailto:apaturkey@tbmm.gov.tr)**

<b>GRAND NATIONAL ASSEMBLY OF TÜRKİYE</b>	<b>PERMANENT SECRETARIAT OF THE ASIAN PARLIAMENTARY ASSEMBLY (APA)</b>
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<b>Email: <a href="mailto:apaturkey@tbmm.gov.tr">apaturkey@tbmm.gov.tr</a></b>	<b>E-mail: <a href="mailto:secretariat@asianparliament.org">secretariat@asianparliament.org</a></b> Website: <a href="http://www.asianparliament.org">www.asianparliament.org</a>

## 5. Security and Identification Badges

Identification Badges will be distributed to all delegates and accompanying persons upon registration. For security reasons 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 Türkiye. 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 or online Registration System 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 November 26<sup>th</sup> 2023 to November 29<sup>th</sup> 2023 at the **Antalya Airport**. The Host Secretariat will assist the delegates through all formalities at their arrival and departure.

## **8. 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.

## **9. Currency Exchange**

The Turkish Lira is the official currency of Turkish Republic. The current exchange rate is approximately 28.00 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.

## **10. Weather**

The weather in Antalya tends to be sunny, cloudy and partly rainy during November with average temperatures between 15° C and 18° C

## **11. Time**

- Antalya time zone: GMT + 3 Hours

## **12. Electricity**

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

## **13. Telephone Services**

- Telephone services are available at hotels, restaurants and cafés. Pre-paid mobile telephone cards are available at 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 Türkiye 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

The Host Parliament will offer hospitality (accommodation, meals and local transportation) for 2 (two) parliamentarians and 1 (one) official only from Member State Parliaments from 26<sup>th</sup> November 2023 to 29<sup>th</sup> November 2023 (3 nights). Delegates who wish to stay additional nights will have to cover the expenses on their own.

All delegations will stay at the **Regnum Carya Hotel** located at Belek ;

Address: Kadriye Bölgesi, Üçkum Tepesi Mevkii, Belek, Antalya, Türkiye  
[0 \(242\) 710 34 34](tel:02427103434)

**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 will be guaranteed by credit card.** Delegates are required to check their own extra charges at the Hotel cashier and make their payments before departure.

The Host Parliament will cover accommodation, meals and local transport from 26<sup>th</sup> November 2023 to 29<sup>th</sup> November 2023 (three nights) for 2 parliamentarians and 1 official from Member State Parliaments as indicated on invitation letter. **If a participant whose accommodation is paid by the GNAT is accompanied by a person staying in the same room, the hotel will charge extra 95 EUR per night. (Standard room)**

#### 2. Transportation

Transportation to and from the airport for all official functions will be provided by the Host Parliament. 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.

#### 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 documents for Executive Council will be distributed upon registration to all delegates.

The registration and information desk will be set up in the hotel, from November 26<sup>th</sup> to November 29<sup>th</sup> 2023. 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 November 26<sup>th</sup> to November 29<sup>th</sup> 2023 from 8 a.m. to 6 p.m. The Internet facilities are available at the hotel free of charge.

The Secretariat will provide computer and photocopying facilities in the meeting room.

### **SECTION 4**

#### **CONTACT PERSONS**

##### **Host Parliament Secretariat:**

- |                       |                        |
|-----------------------|------------------------|
| - Mrs. Elif Esra ÖNAL | Tel: +90-312-420 76 26 |
| - Mr. Murat HASTÜRK   | Tel: +90-312-420 67 57 |