



## **Asian Parliamentary Assembly**

### **1<sup>ST</sup> meeting of the Committee on Palestine**

#### **General Information**

**9-11 January 2024 ,**

**Tehran - Islamic Republic of Iran,**

**Parsian Azadi Hotel**

## SECTION 1: GENERAL INFORMATION

### 1. Date and Venue of the Meeting

The 1<sup>ST</sup> meeting of the Committee on Palestine of Asian Parliamentary Assembly will take place in Kooch-e-Noor Hall, Parsian Evin Hotel in Tehran, Islamic Republic of Iran on 10th of January 2024. All official visits and activities arranged by host parliament will be held during these days based on the meeting's program.

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|---|-------------------------------|
| • Arrival of Delegates                                  | 9 <sup>th</sup> January 2024  |
| • 1 <sup>ST</sup> meeting of the Committee on Palestine | 10 <sup>th</sup> January 2024 |
| • Departure of Delegates                                | 11 <sup>th</sup> January 2024 |

### 2. Official Language

The official languages of the APA are English, Arabic. Delegates who wish to speak in other languages are requested to provide their own interpreters and inform the host parliament for considering translation booths in advance.

### 3. Documents

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

### 4. Registration

Participants are kindly requested to fill out the Registration Form provided by the Host Parliament no later than **05<sup>th</sup> January 2024**.

#### Permanent Secretariat of the APA

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#### International Department of the Islamic Parliament of Iran

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#### Protocol Department of the Islamic Parliament of Iran

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Emails: [majlisprotocoldept@parliran.ir](mailto:majlisprotocoldept@parliran.ir)

### 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

In order to enter the Islamic Republic of IRAN, all participating delegates and accompanying persons are kindly requested to apply for entry visa from Iranian Embassy in their country. For more information about visa, you may refer to following link: <https://evisa.mfa.ir/en/>

For the countries that does not have Iranian Embassy, the applicants should send all necessary data (clear scanned copy of passport + flight details+ applicants photo) to [majlisprotocoldept@parliran.ir](mailto:majlisprotocoldept@parliran.ir) no

later than 05 June 2023 to the host secretariat email addresses below for visa issuance. Once visas are ready, they will be sent to the participants.

## 7. Arrival and Departure

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

The arrival and departure service will operate from 9<sup>th</sup> to 11<sup>th</sup> January 2024 at **Imam Khomeini International Airport** for public flights as well as in **Mehrabad Airport** (for Private Flights). The Host Parliament's Protocol and 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 Iranian Rial is the official currency of the Islamic Republic of Iran. The current exchange rate is approximately 422000 IRR for 1 US dollar. Money can be exchanged at banks, International Airport and at the legally authorized exchange stores throughout the country.

**Important Notice: No credit cards are accepted at hotels, and shopping malls.**

## 10. Weather

The weather in Tehran tends to be a normal winter weather during January with average temperatures between 5° C to 10° C. during day/

## 11. Time

- **Tehran** time zone: **GMT + 3.30** Hours

## 12. Electricity

Iran operates on 220 volts, 50Hz, plug type is C, which is the plug that has 2 circular pins and Plug Type G which is the plug that has 3 rectangular pins in a triangular pattern are available in the hotel rooms.

## 13. Telephone Services

Telephone services are available at the hotel. Pre-paid mobile telephone cards are available at local cellular shops.

- Dialing with Iranian Sim Cards is as follows:
  - Local calls: dial the number directly;
  - International calls: dial the international direct dial access (00) + country code + number.
  - To call **Iran** from abroad: dial the international direct dial access + country code (98) + number.

## SECTION 2: HOSPITALITY

### 1. Accommodation

All delegations will stay at the **Parsian Azadi Hotel** located at Tehran Province, Tehran, Chamran Express Way, 1997673783, Tehran, Iran. The Host Parliament will cover the costs for accommodation, meals and local transportation of each and every official delegate of APA member parliaments from 9<sup>th</sup> to 11<sup>th</sup> January 2024 (2 nights). **1+3** (at **Speakers level**), **1+2** (at **Vice Speakers level**), **1+1** (at **MP level**)

- Delegates who wish to stay additional nights will have to cover the expenses on their own.
- Any charges for room service, beverages, mini-bar items, laundry, telephone calls (local or overseas) will be also at the delegates' own expenses.
- The reservation should be guaranteed by the host Parliament Protocol.

- Delegates are required to check their own extra charges at the Hotel cashier and make their payments before departure.

S.No.	TYPE OF ROOM	Azadi Hotel	Evin Hotel
1	Single/double	US\$132.00 to 150.00	US\$.100.00
2	Junior Suite	US\$. 220.00	US\$. 200.00

**Note: Hotel charges include breakfast, taxes and service**

## 2. Transportation

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

All changes of the arrival and departure of the flight schedules should be communicated with 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 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.

Delegates will meet the cost of their own meals if they do not participate in 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 during the days of the Committee Meeting.

## 5. Insurance

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

# SECTION 3: MEETING FACILITIES

## 1. Registration and Information Desk, Bilateral Meetings, Prayer Rooms & Restaurant

**Registration & Info 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, folders containing some of the relevant documents of the meeting will be distributed upon registration to all delegates.

The registration and information desk will be available in the hotel, from 9<sup>th</sup> – 11<sup>th</sup> January 2024 from 8:30 a.m. to 6:00 p.m.

- Bilateral Meetings:** Bilateral meeting rooms are provided in conference building address upon request. Delegations wishing to have bilateral meetings should submit their request to the Protocol Experts for allocation of the room for the meeting.
- Prayer Rooms:** A prayer room is located in M floor of the Hotel.
- Restaurant:** Restaurant will be serving for all delegations.

## 2. Secretariat Room

The room for the APA and the Host Secretariat will be open from 9<sup>th</sup> to 11<sup>th</sup> January 2024 from 8:30 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 venue of the meeting in cooperation with the host parliament and APA General Secretariat.