



# **ASIAN PARLIAMENTARY ASSEMBLY THE 14<sup>th</sup> PLENARY SESSION**

## **GENERAL INFORMATION**

**February 20-24, 2024  
Baku, Azerbaijan**

## 1. Venue of the Meeting

The 14<sup>th</sup> Plenary Session of Asian Parliamentary Assembly (APA) will take place at **Ritz Carlton Baku** on February 20-24, 2024.

## 2. Registration

Delegations are kindly requested to register through the following link. Please be informed that the link will be activated on January 15, 2024. The deadline for the online registration is February 10, 2024.

Registration link:





<https://forms.gle/Cn9kDheUAHPhMEiYA>

or using the QR code:



## 3. Accreditation

Delegations will be provided with an identification badge enabling the entrance to the Meeting venue. The badges will be presented to the delegates upon their arrival by their designated liaison officer.

-  Head of Delegation
-  Member of Parliament
-  Member of Delegation
-  Security
-  Media

## 4. Arrival-Departure and Transportation

Delegations participating at the level of the Speaker of Parliament will be welcomed and seen off at the “Sharaf Terminal” (State Terminal) at the Baku Heydar Aliyev International Airport.

All other delegations will be welcomed and seen off at the “VIP Terminal” at the Baku Heydar Aliyev International Airport.

Delegations headed by the Speaker of Parliament will be provided with a police escort, protocol car, VIP car, security car and 1 vehicle for the delegation.

Delegations headed by the Vice Speaker will be provided with protocol car, VIP car and 1 vehicle for the delegation.

All other delegations will be provided with a vehicle for the delegation.

Delegations travelling with security personnel and/or via private board should clear all details and procedures through diplomatic channels.

## **5. Visa Regulation**

Members of delegations are requested to possess a passport of at least 6 months of validity to enter the Republic of Azerbaijan.

Members of delegations will be granted Azerbaijani visa upon their arrival at airport in Baku, Azerbaijan.

<https://mfa.gov.az/en/category/visa>

## **6. Accommodation and Meals**

According to the APA Charter, the Host Parliament will offer hospitality (accommodation 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 20 to 24 February 2024 (4 nights). Meals will be provided according to the program.

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

Delegates who wish to stay additional nights will have to cover the expenses on their own.

Delegations headed by the Speaker of Parliament will be staying at the Ritz Carlton Baku hotel.

All other delegations will be staying at Hyatt Regency Baku hotel.

## **7. Language and Interpretation**

The official languages of the APA are English (working language) and Arabic (Article 18 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.

## **8. 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 and APA Secretariat in advance for circulation at the Plenary Session.

## **9. Bilateral Meetings**

Bilateral meeting rooms at the Ritz Carlton Baku hotel will be available upon request on first come first served basis.

Bilateral meeting rooms will be reserved for 30-minute intervals.

For the room arrangement delegations should submit their request through the official email: [apa\\_azerbaijan@meclis.gov.az](mailto:apa_azerbaijan@meclis.gov.az) no later than February 15, 2024.

## **10. Miscellaneous**

### *Currency*

The official currency in Azerbaijan is Azerbaijani Manat-AZN. The exchange rate can be found at: <https://www.ibar.az> . ATMs are available throughout the city, as well as at the hotels.

### *Climate and Time*

In February, the temperatures in Baku are usually around 5°C/12°C.

UTC/GMT +4.

### *Emergency telephone numbers*

General Emergency number: 112

Fire emergency: 101

Police number: 102

Medical emergency: 103

## **CONTACT DETAILS**

### **Documentation:**

#### *Host country Secretariat*

Email: [nafile.rahimova@meclis.gov.az](mailto:nafile.rahimova@meclis.gov.az)

#### *APA Secretariat*

Email: [secretariat@asianparliament.org](mailto:secretariat@asianparliament.org)

Tel: +9821335174067

### **Technical matters:**

Email: [apa\\_azerbaijan@meclis.gov.az](mailto:apa_azerbaijan@meclis.gov.az)

Mobile: +994502887776 (WhatsApp)