



4th WORLD FORUM
ON INTERCULTURAL
DIALOGUE
BAKU 5-6 MAY 2017

4th WORLD FORUM ON INTERCULTURAL DIALOGUE

**Baku, Azerbaijan
5 - 6 May 2017**

LOGISTICAL NOTE

This document provides necessary information on travel
to Baku, Azerbaijan and 4th World Forum on
Intercultural Dialogue

This information is also available at the following
addresses:

<http://mct.gov.az/>

<http://bakuprocess.az/>

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4TH WORLD FORUM ON INTERCULTURAL DIALOGUE

4th World Forum on Intercultural Dialogue will be held in **Baku, Azerbaijan**, from **Friday 5 to Saturday 6 May 2017 at the Baku Congress Centre and Heydar Aliyev Centre**

All relevant information is also available at: <http://mct.gov.az/>
<http://bakuprocess.az/>

1 DESTINATION INFORMATION: AZERBAIJAN, BAKU

Azerbaijan at a glance	
Capital:	Baku
Population Azerbaijan:	9.6 million
Population Baku:	2.1 million
Language:	Azerbaijani
Currency:	Manat (AZN)
Time zone	
Winter:	(GMT+04:00) Baku
Summer:	(GMT+05:00) Baku
Electricity:	Type C (European 2-pin)
Dialing code Azerbaijan:	+994
Dialing code Baku:	012

1.1 Website

The official website of the 4th World Forum on Intercultural Dialogue is <http://www.bakuprocess.az>

The following info can be accessed through the website:

- About the Forum
- About Baku Process
- About Azerbaijan
- About Programme
- About the Speakers
- Press Releases
- About the Partners
- Frequently asked questions

The website of the 4th World Forum on Intercultural Dialogue includes a unique registration page per type of registrant. Moreover, hotel and flight bookings are also available through the website.

2 REGISTRATION & ACCREDITATION

2.1 *Registration Procedure*

Registration process for the 4th World Forum on Intercultural Dialogue will be done online through the forum's official website www.bakuprocess.az. Each participant will be given a registration code to access the online registration system that consists of two stages: (a) registration, (b) flight and hotel bookings. To qualify as a registered participant, both stages must be completed by March 30, 2017. During the registration process, participants will be able to save their application in case of any changes, after submission, no changes will be available through the website.

As soon as the application is processed, each participant will receive a confirmation email including the links for flight and hotel bookings.

Due to security reasons, only participants with visible accreditation badges will gain access to the conference venue and must carry them throughout the whole Forum. Accreditation badges will only be provided to those participants, who will have completed the preliminary online registration via the Baku Process's website.

No on site last minute registration will be available. Therefore, please make sure to follow the registration procedure before the given deadline (March 30, 2017).

3 PASSPORT, VISA AND OTHER TRAVEL INFORMATION

3.1 *Passport Regulations*

All participants to the 4th World Forum on Intercultural Dialogue are required to possess an international passport that is valid for **a minimum of 6 months from the date of entry** into Azerbaijani territory, with sufficient pages for visa stamps.

Arrival to and departure from Republic of Azerbaijan is exercised under one of the following documents:

(a) Ordinary International Passport; (b) Official/Special Passport; (c) Diplomatic Passport; (d) Service Passport.

3.2 *Visa to enter Azerbaijan*

All participants must check entry requirements to Azerbaijan in accordance with the nationality and the type of passport they hold with the nearest consulate or the diplomatic mission of Azerbaijan in their home country. The list of Diplomatic Missions of the Republic of Azerbaijan abroad ([http://mfa.gov.az/files/file/The Diplomatic Missions of the Republic of Azerbaijan - 19.01.16.pdf](http://mfa.gov.az/files/file/The_Diplomatic_Missions_of_the_Republic_of_Azerbaijan_-_19.01.16.pdf))

Should an Entry Visa be required, participants are advised to submit their visa application as early as possible, **at least 4 weeks** prior to the Forum, and obtain the visa in advance.

Some participants are not required to have visa to enter the territory of the Republic of Azerbaijan in accordance with regulations. The Visa Regulations of the Republic of Azerbaijan are as follows:

- **Visa Free Entry** allows nationals from 9 countries (see Annex A) holders of Diplomatic, Official/Special, Service and Ordinary International Passports, from the visa requirements to enter the territory of Azerbaijan for a short visit of up to 90 days.
- The Government of Azerbaijan offers a facility of **Visa upon Arrival**, not exceeding the allowed duration of stay, for nationals of 4 countries (see Annex A) that can be applied on arrival at the Heydar Aliyev International Airport.
- **Visa Exemption for Diplomatic and Official/Service Passport Holders** waives nationals from 54 countries (see Annex A) holders of Diplomatic, Official or Service Passports, from the visa requirements to enter the territory of Azerbaijan for a short visit of up to 14-30 days.

The list of countries that are free from visa/ may obtain visa upon arrival, is available at the official web site of the **Ministry of Foreign Affairs of the Republic of Azerbaijan** <http://www.mfa.gov.az>.

Only if there is no Azerbaijani embassy or consulate in the participant's residing country, the visa will be provided upon participant's arrival at the Baku Heydar Aliyev International Airport. In this case, the participant will be provided with a confirmation email to board the plane.

The applicants who apply for an entry visa at the embassy need two passport photos and a completed application form. Certain embassies demand either a letter of support from a travel agency or a hotel booking confirmation.

Transit visas, usually valid for 72 hours, are issued to those with an onward ticket to a third country in the region.

Single and double entry visas are usually issued in five days. Visa fees applied to foreign nationals are equal to the fees applied to Azerbaijan nationals. Fees generally need to be paid into a local bank (often a fair distance away), so don't apply late in the day.

Visa applications will be processed once all required documents are completed. Please note that the letter of invitation to the 4th World Forum on Intercultural Dialogue does not automatically guarantee the issuance of visa for entry into the Azerbaijan Republic.

3.3 E-Visa (ASAN Visa)

Participants can also apply for a visa through ASAN visa portal (www.evisa.gov.az) designed to simplify procedures for issuing visas to foreigners and stateless persons visiting Azerbaijan. Please see the list of countries eligible for e-visa before you apply: <https://evisa.gov.az/en/countries>

About e-visa (ASAN visa)

- The e-Visa is issued within 3 (three) working days.
- e-Visa applications can be created for an individual, for a family (minimum of 2 and maximum of 10 persons) or for a group (minimum of 10 and maximum of 300 persons).
- The necessary data required for the e-Visa should be entered directly into the system.

- The fee for the e-Visa is paid electronically via the system. The fee for e-Visa is 20 US Dollars. An amount of 3 (three) US dollars is charged as a service fee for processing an electronic visa application. This amount is payable in addition to 20 (twenty) USD state fee for the electronic visa.
- The e-Visa is sent to the e-mail address of an applicant.

For more information about e-visa please visit the website (www.evisa.gov.az)

3.4 Visa Assistance

All the embassies and consulates of the Republic of Azerbaijan have been instructed to assist the participants in getting visa. List of Embassies of member states in Baku with their current contact details is available on the [www.mfa.gov.az](http://www.mfa.gov.az/files/file/Foreign_diplomatic_missions_in_the_Republic_of_Azerbaijan-19.01.2016.pdf) (http://www.mfa.gov.az/files/file/Foreign_diplomatic_missions_in_the_Republic_of_Azerbaijan-19.01.2016.pdf).

COUNSELLOR DEPARTMENT OF MINISTRY OF FOREIGN AFFAIRS

Tel:

Visa department in Heydar Aliyev International Airport: +994 50 7600662

Visa Information Department: +994 50 7600663; +994 12 5969363

Fax: +994 12 5969292

E-mail: mkon@mfa.gov.az; mkon2@mfa.gov.az

If you have any issues regarding your visa process please contact the National Organizing Committee of the Forum:

General Enquiries:

Tel: +99412 5998200/02

Mob: +99450 284 64 28

E-mail: Forum2017@bakuprocess.az

Forum@mct.gov.az

3.5 Transit Visa for other countries

If you travel to Azerbaijan via another country, or if you are planning to stopover elsewhere, you must familiarize yourself with the entry and transit requirements of those countries. Please check with your travel consultant about the need for transit visas for all countries you may be travelling through on your way to or from Azerbaijan. The host organizer of 4th World Forum on Intercultural Dialogue is not responsible for facilitating transit visas for any countries other than Azerbaijan.

3.6 Getting to and departing from Baku/Azerbaijan

3.6.1 Baku Heydar Aliyev International Airport

Baku Heydar Aliyev International Airport is one of the five international airports serving in Azerbaijan. The airport is located 20 km northeast of the capital Baku and is linked to the city by two modern highways commissioned in 2008 and 2009. Baku Heydar Aliyev International Airport complies with international requirements. Due to

its favorable geographical location, it has become a first-choice regional airport for transfer flights between East and West, North and South.

To assist participants attending the 4th World Forum on Intercultural Dialogue, a **clearly indicated airport welcome desk** will be set up at the Baku Heydar Aliyev International Airport from 2 to 8 May 2017.

3.6.2 Shuttle Services

The National Organizing Committee will provide scheduled **shuttle transportation** for participants **from/to the airport to the officially designated hotels**, as well as **from the officially designated hotels to the Baku Congress Centre and the Heydar Aliyev Centre**.

Participants not staying at the officially designated hotels will be responsible for arranging their own transportation to and from the airport, as well as between their respective hotels and the Forum venues.

4 ACCOMMODATION

Please kindly note that the Government of Azerbaijan will cover the related expenses (accommodation, meals and local transportation for 3 nights) of the head of delegation and one accompanying person. The rest of the participants should be responsible to cover their own expenses.

The rooms will be provided in the following hotels:

Name of the hotel	Address	Contact Details
<i>JW Marriott Hotel Absheron Baku</i>	Azadlig Square. 674	Tel: +994 12 499 8888 http://www.marriott.com/hotels/travel/gydjw-jw-marriott-hotel-absheron-baku/
<i>Hilton Baku</i>	Azadlig Ave. 1	Tel: +994 12 464 5000 http://www.hilton.com/en/hi/promotions/hi_baku/index.jhtml
<i>Boulevard Hotel</i>	Baku White City	Tel: +994 12 310 0010 www.boulevardhotelbaku.com
<i>Fairmont Hotel</i>	1A, Mehdi Huseyn, Flame Towers	Tel: + 994 12 565 4848 www.fairmont.com/baku/

Note: The participants who are responsible to arrange their own accommodation expenses can book the rooms in above-mentioned hotels and other hotels (Four Seasons Hotel, Intourist Hotel, Park Inn, Excelsior and etc.) via e-mail: office@azta.az and telephone number :+994502403019 .

Scheduled Shuttle services will be available to participants **only** to and from the hotels mentioned above.

5 THE MEETING VENUE FACILITIES, SERVICES AND ACTIVITIES

5.1 Meeting Venue

The 4th World Forum on Intercultural Dialogue will be held at:

- Heydar Aliyev Centre
- Baku Congress Centre
Address: Heydar Aliyev Ave. 1

Note: The two venues are located opposite to each other



For a general overview of the facility, please visit the website of the <http://www.heydaraliyevcenter.az/>

5.2 Getting to the Meeting Venue

Scheduled shuttle services will be provided **only** between the **Forum's Venue** and the **recommended hotels** (see ch5. Accommodation).

Participants not staying at the officially designated hotels will be responsible for arranging their own transportation between their respective hotels and the venues.

5.3 Information desk

The information desk will be set up at the Baku Congress Centre from 8:00 to 23:00 between 4 and 7th of May. Every participant must register prior to the beginning of the 4th World Forum on Intercultural Dialogue. An information package regarding the event, including the Forum's booklet will be available at that time.

5.4 Interpretation services

The working languages of the Opening Session, Press Conference, 2 Plenaries, Ministerial Meeting, High Level Meeting of International Organizations and the Closing Session of the Forum are English, French, Arabic, Russian and Azerbaijani (please check the latest Programme). Breakout sessions, networking sessions and pre-Forum sessions will be in English, French and Azerbaijani only.

5.5 Bilateral Meeting Room

Bilateral Meeting Rooms for Officials and Head of Delegations will be available at the Baku Congress Centre at no cost for delegations on a reservation basis from from 30 April 2017. Each room will be available in 20 minutes increments and can accommodate 12 – 16 seats. Delegates should allow 15 minutes between bilateral meetings for room refreshment.

Bilateral Meeting Rooms may be reserved in advance by submitting a completed bilateral Meeting Room Booking Form (*Annex B*). Bilateral Meeting Room may also be reserved onsite by either submitting a Bilateral Meeting Room Booking Form via email or visiting the information desk at the Forum's venue. Inquiries regarding bilateral meeting rooms may be directed to: Forum2017@bakuprocess.az

5.6 Participants' lounge

Participants' lounge and a number of computers with Internet access and printing facilities will be provided at the Baku Congress Centre. Technical staff will be on site to assist participants.

VIP lounges in the Baku Congress Centre and the Heydar Aliyev Centre will be accessible by invitation only.

5.7 Medical Insurances and Services

The National Organizing Committee will provide a first-aid service for participants at the meeting venue and all the recommended hotels. All other medical services will not be covered. Participants are expected to assume the costs of any medical treatment that they might receive while in Baku. It is strongly recommended that medical insurance be purchased in your home country to cover you in Azerbaijan as well as any other destinations on your journey. The National Organizing Committee will not be responsible for travel and medical insurance costs of the Forum participants.

Basic modern medical care and medicines are available in several hospitals and clinics in Baku offering a wide range of medical services. Pharmacies are common throughout Baku and carry a wide range of medicine. Prescriptions are normally required. Payment at all medical facilities is due at the time of service.

5.8 Meal breaks

During the sessions and meetings, the Host country will generously offer meals and a continued coffee service to all participants at the Baku Congress Centre (please refer to the latest Programme).

6 MEDIA

6.1 Media Registration

Online registration for members of the press to attend the Forum will be available from February 1 until March 30 2017. Member of the press who wish to cover the events will be required to register online at www.bakuprocess.az using the registration code. Each participant will be given a registration code to access the online registration system that consists of two stages: (a) registration, (b) flight and hotel bookings.

6.2 Media Center

A Media Center will be provided as a workspace for the media to cover the 4th World Forum on Intercultural Dialogue. Press will also have access to the Internet, printers and fax machines.

6.3 Press Conference Room

All press conferences will take place at the Baku Congress Centre. Only appointed and accredited media will be able to access the room. The final schedule outlining press events will be available upon registration.

6.4 Press releases

Press releases and photographs of the Forum will be posted on the website of Ministry of Culture and Tourism of the Republic of Azerbaijan (<http://mct.gov.az/index.php>), Baku Process (<http://www.bakuprocess.az>) Press releases will be posted on the media page and photographs displayed in the photo gallery.

7 GUIDE TO BAKU



7.1 Introduction to Baku

Baku, one of the most beautiful world's cities is located at the joint of Europe and Asia. The capital's name itself is interpreted as a "wind blow", "city of winds" or "hill", "city on the hill".

The port city of Baku, the cultural, industrial and political capital of Azerbaijan is located on the western Caspian seaside, on the bay shores of the same name in the southern part of the Absheron Peninsula, rich in its oil fields. Baku consists of 11 administrative districts and 5 townships.

Cultural Baku

Baku is the largest cultural center of Azerbaijan. It is the place where a national theatre, the first in Muslim East, lifted the curtain, the first opera was performed, the first Azerbaijan newspaper was published, the first Azerbaijan library was opened. Today Baku is known to have 30 museums, 7 theatres, 11 institutions of higher education, philharmonic, opera theatre, film studio, cinema theaters and libraries housed in the city's most beautiful buildings having an interior decoration which is every bit as good as their interior cultural content.

Industrial Baku

Baku is the largest industrial center. It is the place of concentration of ancient oil fields, well-known Oil Stones, unique plant of deep-water foundations, high-capacity derrick barges, and modern drilling floating units. It is also famous for developed oil refineries, petrochemical, chemical, light, food, engineering branches of industry, oil equipment production, building materials, instrumentation, electrical engineering and radio electronics, shipbuilding. Baku is a large rail junction and port terminal in the Caspian Sea. Beginning from 1967 the Baku underground was put into operation in the capital.

For more information please visit: <http://azerbaijan.tourism.az>; <http://azerbaijan.travel>

7.2 *Climate and Weather*

The **climate of Azerbaijan** is unique as it presents line of the Earth's eleven climatic zones. Azerbaijan is situated on northern extremity of the subtropical zone in the south-eastern Caucasus. Its climatic diversity is caused by the complex geographical location and landscape and the proximity of the Caspian Sea. The climate varies considerably from east to west - in the western mountains, the weather is drier and more extreme. The eastern part of Azerbaijan, near the Caspian Sea, has relatively moderate climate.

Baku has a subtropical semi-arid climate with warm and dry summers, cool and occasionally wet winters, and strong winds all year long. However, unlike many other cities with this climate, Baku does not see extremely hot summers. This is largely because of its northerly latitude and the fact that it is located on a peninsula on the shore of the Caspian Sea. At the same time Baku is noted as a very windy city throughout the year, and gale-force winds, the cold northern wind *khazri* and the warm southern wind *gilavar* are typical here in all seasons. The daily temperature in July and August averages 26.4 °C (79.5 °F), and there is very little rainfall during the summer season. Winter is cool and occasionally wet, with the daily temperature averages 4.3 °C (39.7 °F). The average temperature in December varies 9.7 °C (49.5 °F).

7.3 *Currency and Exchange*

The Azerbaijani New Manat (AZN) is the currency of Azerbaijan. Banknotes in circulation are 1, 5, 10, 20, 50 and 100 manat. Coins in circulation are 1, 3, 5, 10, 20 and 50 qepiks. ATMs are common throughout Baku.

Most accept foreign credit cards (preferably Visa and Mastercard) and many allow withdrawals in both AZN and US dollars. Some exchanges open late into the evening while most banks close up by 4 pm. The import of foreign currencies must be declared and their export is limited to the amount declared upon arrival in the country.

The participants are recommended to check the currency rate at www.cbar.az .

7.4 *Public transportation in Baku*

Public transportation (taxis, metro & buses) is available throughout the city.

7.5 *Telephone Service*

Roaming agreements are in place with most international phone companies. SIM cards can be purchased at local phone stores (ID required) and supermarkets.

Country Code: +994

Fire Station: **101**

City (Baku) Code: 12

Medical Emergency: **103**

Police Station: **102**

7.6 *Postal Service*

Central Post Office

AZ1000, Baku, Sabail, Uzeyir Hajibayov,36

Phone: (+994 12) 498-80-00, (+994 12) 498-97-73, (+994 50) 351-61-52)

Fax: (+994 12) 598-43-91

7.7 Electricity Supply

The voltage is 220 V. and plugs are of a two-pin design, therefore an adaptor is necessary.

7.8 Drinking Water

It is not recommended to drink tap water. Bottles of mineral water are widely available in shops and hotels.

7.9 Smoking Regulations

It is against the law to smoke in public transportation and in most indoor facilities. Restaurants and bars, usually, offer smoking and non-smoking sections.

7.10 Time Zone

From 29 March to 25 October 2015, Baku is 5 hours ahead of Greenwich Mean Time (GMT +5, Azerbaijan Summer Time AZST).

From 25 October 2015 to 27 March 2016, Baku is 4 hours ahead (GMT +4, Azerbaijan Time AZT).

8 CONTACT DETAILS OF THE NATIONAL ORGANIZING COMMITTEE

Contact Address: Ministry of Culture and Tourism of the Republic of Azerbaijan
Address: U. Hajibayli 40, AZ 1000
Government House
Baku, Azerbaijan

General Enquiries:

Direct line: +994125998200
+994125998202
Mobile: +994502846428
Fax: +994125998202
E-mail: Forum2017@bakuprocess.az
Forum@mct.gov.az

LIST OF ANNEXES

Annex A: Visa Regulations

Visa Free Entry- List of countries and Duration of Stay

No	Name of the country	The allowed duration for staying in the territory of both countries without visa
1	Belarus	90 days
2	Georgia	90 days
3	Kazakhstan	90 days
4	Kyrgyzstan	90 days
5	Moldova	90 days
6	Russia	90 days
7	Tajikistan	90 days
8	Ukraine	90 days
9	Uzbekistan	90 days

Visa Upon Arrival- List of countries and Duration of Stay

No	Name of the country	The allowed duration for staying in the territory of both countries without visa
1	Turkey	30 days
2	United Arab Emirates	30 days
3	Israel	60 days
4	USA	30 days (arriving only from New York on a direct flight via AZAL)

Visa Exemption for Diplomatic and Official/Service Passport Holders - List of countries and Duration of Stay

	Name of the country	The type of passports applying visa-free regime	The allowed duration for staying in the territory of both countries w/o visa
1.	Albania	Diplomatic and service	90 days
2.	Argentina	Diplomatic, official and service	30 days
3.	Austria	Diplomatic and service	90 days
4.	Belgium	Diplomatic	90 days
5.	Bulgaria	Diplomatic and service	90 days
6.	Bosnia and Herzegovina	Diplomatic, official and service	90 days
7.	Brazil	Diplomatic, official and service	90 days
8.	China Hong-Kong (Special Administrative Region of China)	Diplomatic and service Diplomatic and service	30 days 14 days
9.	Czech Republic	Diplomatic	90 days
10.	Croatia	Diplomatic and service	30 days
11.	Estonia	Diplomatic	90 days

12.	Finland	Diplomatic	90 days
13.	France	Diplomatic	90 days
14.	Germany	Diplomatic	90 days
15.	Indonesia	Diplomatic and service	30 days
16.	Jordan	Diplomatic and service	90 days
17.	Iran	Diplomatic and service	1 month
18.	Spain	Diplomatic	90 days
19.	Sweden	Diplomatic	90 days
20.	Italy	Diplomatic and service	90 days
21.	Israel	Diplomatic and service	90 days
22.	Columbia	Diplomatic, official and service	90 days
23.	Cyprus	Diplomatic	90 days
24.	Cuba	Diplomatic, official and service	90 days
25.	Kuwait	Diplomatic, service and special	90 days
26.	Latvia	Diplomatic	90 days
27.	Lithuania	Diplomatic	90 days
28.	Libya	Diplomatic, service and special	90 days
29.	Luxemburg	Diplomatic	90 days
30.	Hungary	Diplomatic and service	90 days
31.	Malta	Diplomatic	30 days
32.	Mexico	Diplomatic	90 days
33.	Morocco	Diplomatic, official, service and special	90 days
34.	Montenegro	Diplomatic and service	90 days
35.	Netherlands	Diplomatic	90 days
36.	Norway	Diplomatic	90 days
37.	Pakistan	Diplomatic and service	1 month
38.	Poland	Diplomatic	90 days
39.	Peru	Diplomatic, service and special	90 days
40.	Portugal	Diplomatic, service and special	90 days
41.	Qatar	Diplomatic and special	30 days
42.	Republic of Korea	Diplomatic, official and service	30 days
43.	Romania	Diplomatic and service	90 days
44.	Serbia	Diplomatic, service and official	90 days
45.	Slovakia	Diplomatic and service	90 days
46.	Slovenia	Diplomatic and service	90 days
47.	Syria	Diplomatic, service and special	30 days
48.	Turkey	Diplomatic, service and special	90 days
49.	Turkmenistan	Diplomatic and service	30 days
50.	Greece	Diplomatic	90 days
51.	Vietnam	Diplomatic, service and official	1 month
52.	UAE	Diplomatic, service and special	90 days
53.	Uruguay	Diplomatic, service and official	90 days
54.	Iraq	Diplomatic, service and official	30 days

Annex B: Bilateral Meeting Room Booking Form

The 4th World Forum on Intercultural Dialogue 2017

Baku, May 5-6, 2017

Bilateral Meeting Room Booking Form

Please submit one form per requested bilateral meeting.

Meeting Details:

	Requesting Party	Participating Party	Other Participating Party
Country / Organization			
Name of the Contact Person			
Position of the Contact Person			
Contact Information			

Meeting Room request Details:

Date:

Time:

Total Number of participants:

Special requests / comments, if any:

Annex C: Map of the Venue

