

4th World Forum on Intercultural Dialogue in Baku, Azerbaijan, 5-6 May, 2017

Short Logistical Note

(For detailed information about logistics of the forum please visit the Baku Process's website:

www.bakuprocess.az)

1. Registration Procedure

All invitees are kindly advised that registration to the 4th World Forum on Intercultural Dialogue should be done via the Baku Process's website: www.bakuprocess.az.

Each delegation needs to assign one Delegation Coordinator, who will act as a contact point for registration of the entire delegation. He or she will take the following steps to register every member of the delegation:

Step 1: Create a registration account, following this link: <http://register.bakuprocess.az/sign-up/>. All members of the official delegation must be registered individually on the Baku Process's website, using one and the same code.

Step 2: After establishing a registration account, enter information concerning every member of the delegation (as per the form). Upon submission of the requested data, the system will generate an automatic email to the Delegation Coordinator, offering a list of suggested hotels in Baku.

Step 3: by March 30 at the latest, once hotels and flights are booked for all delegates, the Delegation Coordinator will complete the online registration process by providing the Forum organizers with logistical information for each member of his or her delegation (arrival, departure, hotel, etc.).

If official delegations experience any technical errors while attempting to register through the Baku Process's website, please email to Forum2017@bakuprocess.az , or call direct telephone line: +99412 599 82 00/02/ mobile: +99450 284 64 28

Deadline to register for the Baku Forum (completing all 3 steps) is Thursday, 30 March 2017.

Please note: submission of note verbals with the delegation's composition to the Ministry of Foreign Affairs of Azerbaijan, or Ministry of Culture and Tourism of Azerbaijan is not considered a formal registration. Forum registration is arranged only through the website www.bakuprocess.az , following which delegates will receive Forum ID/badges.

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

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

Note: The two venues are located opposite to each other

Further logistical details about the 4th World Forum on Intercultural Dialogue in Baku can be found in the logistical note, posted on the Baku Process's website (www.bakuprocess.az).

In addition, please contact the National Organizing Committee regarding the protocol issues and bilateral meetings (Bilateral Meeting Rooms for Officials and Head of Delegations will be available at the Baku Congress Centre at no cost for delegations).

2. Accommodation-Hotels

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.

3. 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 and they are **STRONGLY** advised to apply for a visa (if required). **ONLY IF** there is no Azerbaijani Embassy in respective country/city, visa will be provided upon delegates' arrival at Baku Heydar Aliyev International Airport.

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.

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)

4. Contact Details of 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 telephone line: +994125998200
+994125998202

Mobile: +99450 284 64 28

Fax: +994125998202

E-mail: Forum2017@bakuprocess.az
Forum@mct.gov.az