



## ADMINISTRATIVE INFORMATION NOTE

### 1. Venue

The Symposium will be hosted at the **Park Hotel** located in Bishkek city centre at the following address:

Park Hotel Bishkek  
87, Orozbekov Street  
Bishkek, Kyrgyz Republic  
Tel: +996 312 622 495  
Fax: +996 312 622 497  
Website: [www.parkhotel.kg](http://www.parkhotel.kg)  
E-mail: [hotel@parkhotel.kg](mailto:hotel@parkhotel.kg)  
Map: <http://www.parkhotel.kg/index.php/en/contacts>

### 2. Travel

For UNESCO-funded participants coordination on the issuance of international air tickets will be provided through the UNESCO Bangkok Office and the National Commission of the Kyrgyz Republic for UNESCO; unless otherwise communicated on a case by case basis. Per UNESCO rules and regulations, air ticket shall be for the most direct route and non-refundable/ non-re-issuable economy class. The ticket will be issued only upon your approval of the proposed itinerary and confirmation of visa delivery. All participants are expected to arrive in Bishkek on 6 July 2015 and to depart in the evening of 9 July 2015 or the earliest flight after that, subject to availability of flights.

The confirmed itineraries shall be sent to you as soon as these are available to ensure timely arrangement, for your convenience.

### 3. Visa

Participants are responsible for obtaining an entry visa to the Kyrgyz Republic and to any other transit location based on the itinerary that will be provided to them, at their own cost.

The National Commission of the Kyrgyz Republic for UNESCO is assisting the organizing team in securing visa support letters that are needed to file for an entry visa. Please notify the Secretary should you require such a letter. Participants are urged to check the latest information regarding visa requirements applying to their citizenship with the nearest diplomatic mission of the Kyrgyz Republic. Note that if there is no diplomatic mission in your country of residence, then you would have to file for a visa upon arrival at the Manas International Airport, Bishkek.

#### **4. Airport Transfers**

The National Commission of the Kyrgyz Republic for UNESCO will provide airport transfer services to international speakers and participants, based on the confirmed itineraries.

The designated staff will be waiting for you with the CASIE 2015 signage at the arrival gate of the Manas International Airport. Arrangements for airport send-off will be announced during the Symposium.

Alternatively, licensed taxis can be booked at the counters located in the waiting area inside the airport or through the uniformed dispatchers, who may be found at the arrival gate of the airport. NOTE: NO reimbursement will be provided.

Manas International Airport

Distance to Park Hotel: 35 km

Taxi Charge (one way): approximately 10-12 USD (590-710 KGS)

Time by Taxi: 30-40 minutes depending on a traffic load

Information on the Manas International Airport is available at:

<http://www.airbishkek.kg/en/passengers-2/airports/bishkek-kyrgyzstan-manas-international-airport.html>

#### **5. Symposium Registration**

All delegates and speakers are requested to register and collect the symposium kits and ID badges at the designated area in front of "Ball room" conference hall, 2<sup>nd</sup> floor, Park Hotel, from 08:30 to 09:00 A.M. on Tuesday, 7 July 2015. For UNESCO funded-participants, as the case maybe, please, keep your inbound boarding passes to be submitted together with other pending documents (e.g. signed Travel Statement, receipt for air ticket reimbursement) to the Symposium Secretariat upon registration.

It is expected that the Symposium will close no later than 17.00 on Thursday, 9 July 2015.

#### **6. Workshop and Study Tour Registration**

Two simultaneous workshops will be conducted on 8 July 2015, Wednesday while a half-day Study Visit will be held on 9 July 2015, Thursday. Please, refer to the Guidelines for more information on these.

Official country delegates are expected to join one of the workshops and the study visit. Other interested participants are expected to register on the first day of the Symposium (7 July 2015, Tuesday), at the latest.

Note: Transportation for the Study Visit will be located at the front of the Hotel's main entrance, to depart at precisely 13:00 on 9 July 2015.

## **7. Languages**

The Symposium will be held in English and Russian. Simultaneous interpretation will be provided.

## **8. Documentation**

Documentation concerning the meeting will be distributed to all participants prior to the meeting via e-mail or through the event webpage (<http://www.unescobkk.org/education/ict/current-projects/casie2015>).

Symposium presentations will be uploaded to the webpage in late June 2015.

## **9. Accommodation & Meals**

UNESCO will cover accommodation (standard, single rooms including breakfast and internet access) for the duration of the Symposium for sponsored delegates / speakers. Kindly refer to previous communication that has been sent on individual arrangements.

Standard check-in time is 13:00 in the afternoon; earlier than this, check-in will be subject to room availability and/or applicable charges on the account of guests. Check-out time is 12:00. All flight departure schedules will be furnished with the hotel to note check-out arrangements. Requests for extension of accommodation booking after CASIE covered period are subject to room availability, applicable charges, and for personal account of the guest. Please inform the hotel directly.

The following meals will be provided:

- Coffee/tea breaks for the entire duration of the Symposium
- Lunch on 7, 8, 9 July 2015
- Dinner Reception on 7 July 2015 at 18.30H, at the Ballroom, 2<sup>nd</sup> floor
- Dinners on 6, 8, 9 July 2015 (for fully sponsored participants ONLY)

Please note that a guarantee deposit (in cash or by credit card) may be required for all guests (sponsored or non-sponsored) by the hotel upon check-in. This shall cover for long distance telephone charges, mini bar and other incidentals. Incidental expenses and additional delegation not covered by said sponsorship shall be charged to the delegate and must be settled with the hotel directly.

## **10. Climate**

Bishkek has a continental climate with warm summers. The area within 40 km of this station is covered by *grasslands* (62%), *forests* (12%), *croplands* (11%), *tundra* (6%), and *built-up areas* (5%). The *warm season* lasts from May 19 to September 13 with an average daily high temperature above 26°C. According to the recent weather forecasts the temperature by the end of June and beginning of July 2015 is expected to increase up to 35-40°C.

For more information, please visit the weather forecast website:  
<http://www.wunderground.com/weather-forecast/KG/Bishkek.html>

## 11. Currency Exchange

The currency name of the Kyrgyz Republic is the Som (KGS).

Exchange rates:

1 USD/KGS 60.0037  
1 EUR/KGS 66.9581  
1 RUB/KGS 1.1004  
1 KZT/KGS 0.3225  
1 UZS/KGS 0.232

Other currency rates are available at <http://www.nbkr.kg/index.jsp?lang=ENG> (as of 12 June 2015)  
Please note that currency market rates are subject to slight changes.

Most banks in Bishkek are open from 09:00 to 17:00 hours, Monday through Friday. Major international credit cards including Visa and MasterCard are accepted in the larger hotels in Bishkek and in major department stores, restaurants and supermarkets. Small businesses and family-run stores may not accept credit cards, so it is useful to keep a moderate amount of cash on hand.

## 12. Electricity

The voltage used in the Kyrgyz Republic is generally 220-240 volts. The plugs used are Type C (European CEE 7/16 Europlug) or Type E/F (European CEE 7/4 or CEE 7/5 Schuko). Delegates and speakers are highly encouraged to bring their own universal plug adapter. Additional information may be found at:

[http://www.adaptelec.com/index.php?main\\_page=document\\_general\\_info&cPath=15&products\\_id=199](http://www.adaptelec.com/index.php?main_page=document_general_info&cPath=15&products_id=199)

## 13. In case of Emergency

In case of medical emergency, please contact the hotel's information desk or any staff of the Secretariat. The hotel has first-aid kit available in case of less severe situations.

Emergency Numbers:

101 for Fire services  
102 for Police  
103 for Ambulance  
161 for Rescue service in emergency situations

## 14. Contact Information

For more information regarding the programme, logistics, and other arrangements, you may contact:

<b>UNESCO Bangkok</b>	<b>Secretariat, National Commission of the Kyrgyz Republic for UNESCO</b>
Ms. Jonghwi Park	Ms. Saltanat Azarova
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