



ADMINISTRATIVE INFORMATION NOTE

1. Venue

The Symposium will be hosted at the **Park Inn by Radisson Astana Hotel** located in Astana at the following address:

Park Inn by Radisson Astana Hotel
Sary Arka Avenue 8/A
Saryarka boul.
Astana, Kazakhstan
Tel: +7 (717) 2670000
Website: <http://www.parkinn.com/>
Map: <http://www.parkinn.com/hotel-astana/location>

2. Travel

For UNESCO-funded participants coordination on the issuance of international air tickets will be provided through the contracted K2 Communications agency; 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 Astana on 26 June 2016 and to depart in the evening of 29 June 2016 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 Republic of Kazakhstan and to any other transit location based on the itinerary that will be provided to them, at their own cost.

UNESCO Almaty Office is assisting 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 Republic of Kazakhstan.

4. Airport Transfers

Park Inn by Radisson Astana Hotel will provide airport transfer services to sponsored international speakers and participants, based on the confirmed itineraries.

The designated staff will be waiting for you with the CASIE 2016 signage at the arrival gate of the Astana International Airport. Arrangements for airport send-off will be arranged in advance, depending on the participants' flight itineraries.

For non-sponsored participants, 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.

Astana International Airport

Distance to Park Inn by Radisson Astana Hotel: 19 km

Taxi Charge (one way): approximately 2000 KZT (6 USD)

Time by Taxi: 30 minutes depending on the traffic load

Information on the Astana International Airport is available at:

<http://en.astanaairport.kz/>

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 the conference **room #4-5, 2nd floor**, Park Inn by Radisson Hotel, from 08:30 to 09:00 A.M. on Monday, 27 June 2016. 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 K2 Communications agency upon registration.

It is expected that the Symposium will close no later than 18.00 on Wednesday, 29 June 2016.

6. Workshop and Study Tour Registration

A half-day Study and City Visit will be held on 28 June 2016, Tuesday, while two workshops will be conducted on 29 June 2016, Wednesday.

For the workshop information, please refer to the workshop description document.

Note: Transportation for the Study Visit will be located at the front of the Hotel's main entrance, to depart at precisely 14:00 on 28 June 2016.

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/casie2016/>). Symposium presentations will be uploaded to the webpage in June 2016.

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 15:00 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 27, 28, 29 June 2016
- Dinner Reception on 27 June 2016 at 18.30H at "Asyl" restaurant, "Grand Alatau" apartment complex (2/2 Zheltoksan Street)

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

Astana has an extreme continental climate with warm summers. The city is located in central Kazakhstan in the steppe region. According to the recent weather forecasts the temperature by the end of June 2016 is expected to reach 29-36°C.

For more information, please visit the weather forecast website: <https://www.wunderground.com/cgi-bin/findweather/getForecast?query=astana>

11. Currency Exchange

The currency name of the Republic of Kazakhstan is the Tenge (KZT).

Exchange rates:

- 1 USD/ 328.07 KZT
- 1 EUR/ 371.57 KZT
- 1 RUB/ 5.08 KZT
- 1 KGS/ 4.78 KZT
- 100 UZS/11.36 KZT
- 1 TJS/ 41.76 KZT

Other currency rates are available at <http://www.nationalbank.kz/?docid=362&switch=english> (as of 18 May 2016)

Please note that currency market rates are subject to slight changes.

Most banks in Astana are open from 09:00 to 18:00 hours, Monday through Friday. Major international credit cards including Visa and MasterCard are accepted in the larger hotels in Astana 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 Republic of Kazakhstan 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&products_id=158

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

112 for Rescue service in emergency situations

14. Contact Information

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

UNESCO Bangkok:

- Ms. Jonghwi Park, j.park@unesco.org
- Ms. Auken Tungatarova, a.tungatarova@unesco.org

UNESCO Almaty:

- Ms. Aigul Khalafova, a.khalafova@unesco.org
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