



**PARLIAMENTARY FORUM ON THE OCCASION OF THE
FOURTH UNITED NATIONS CONFERENCE ON THE LEAST DEVELOPED
COUNTRIES (LDC IV)**

Istanbul, Turkey 8 May 2011

*Organized jointly by the Inter-Parliamentary Union and the
Grand National Assembly of Turkey, with the support of UN-OHRLS*

PRACTICAL INFORMATION NOTE

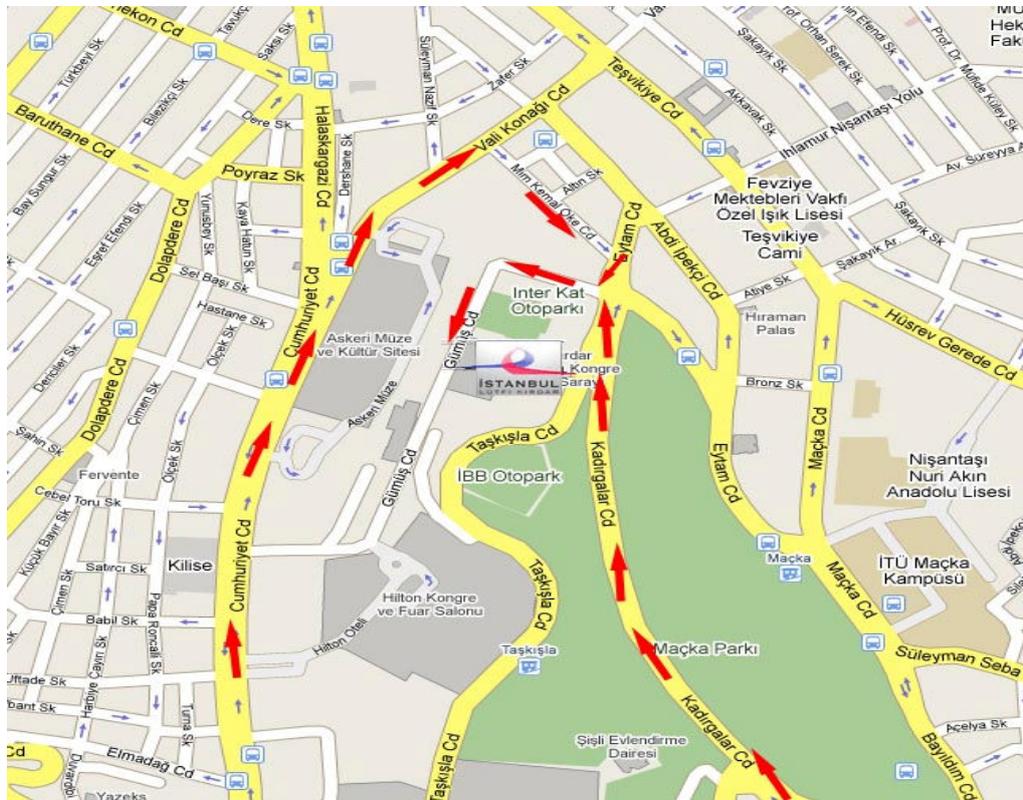
**ISTANBUL, TURKEY
8 MAY 2011**

| TABLE OF CONTENTS | Page |
|--|-------------|
| Date and venue | 3 |
| Participation, registration, accreditation of delegates | 3 |
| Timetable, working modalities | 4 |
| Parliamentary message to LDC IV | 4 |
| Languages | 5 |
| Documents | 5 |
| Hotel accommodation and transport | 5 |
| Further information | 5 |

Date and venue

1. The Parliamentary Forum will take place on Sunday, 8 May 2011, at the same venue of the Fourth United Nations Conference on Least Developed Countries (LDC IV) in **Room RUMELI A :**

Lutfi Kırdar Convention & Exhibition Centre
 Harbiye 34267
 Istanbul
 Tel.: +90-212-373-1100
 Fax: +90-212-224-0878
 Website: <http://www.icec.org/en/index.asp>



2. The Lütfi Kırdar Convention and Exhibition Centre is located in the heart of the city's business and cultural centre, allowing the traveller easy access to municipal, domestic and international transportation networks. For more information please consult the conference centre's website: www.un.org/wcm/content/site/ldc/home.

Participation, registration, accreditation of delegates

3. The Parliamentary Forum is open to all members of parliament who will be present in Istanbul as part of their national delegations to the UN conference. To allow for the compilation of a List of Participants, parliamentarians planning to attend the Forum are invited to return a duly filled out **participant's information form** to the IPU Secretariat by **27 April**. The form is also available in electronic format at www.ipu.org/splz-e/ldciv.htm
4. The IPU and the Grand National Assembly of Turkey are not in a position to facilitate **accreditation** to the UN conference. Accreditation of all national delegations to LDC IV

will take place through the United Nations Protocol and Liaison Service (more information available at: www.un.int/protocol). All participants will need to obtain the required United Nations badge in order to have access to all events and meetings of the conference, including the Parliamentary Forum.

The on-site accreditation of delegates to the Conference will begin in Istanbul on Wednesday, 4 May 2011, by the Protocol and Accreditation Unit of the United Nations located in the Harbiye Cultural Center. The Unit will be open every day from 9 a.m. to 5 p.m., and with extended hours **from 8 a.m. to 8 p.m. on the 7th and 8th of May.**

5. A **visa** for entry into Turkey may be required for certain nationalities and applications should be made *prior to departure* directly to the Turkish representation in your country. Where a visa is required, applicants are strongly advised to apply as soon as possible prior to departure because processing times may be long.

Special arrangements for a visa to be issued directly upon arrival at the Istanbul airport will be made for accredited participants from countries where no Turkish representation exists.

All visas for accredited participants will be free of charge.

Useful links:

- To find out which nationalities require a visa to enter Turkey: www.mfa.gov.tr/default.en.mfa (please click on *Consular Info*).
 - To find out the list of countries where a Turkish mission or consulate is present: www.mfa.gov.tr/turkish-representations.en.mfa
6. On an exceptional basis, **financial assistance** to support the participation in the conference of parliamentarians from the Least Developed Countries (see list of LDCs at www.unohrrls.org/en/ldc/related/62/) is available. Special instructions to this effect have been sent to the concerned parliaments in a letter dated 11 March 2011. Financial assistance is not available for parliamentarians from other countries.

Timetable, working modalities

7. The Forum will have two sittings: from 9:30 a.m. to 12:30 p.m. and from 2:30 p.m. to 5:30 p.m. The detailed programme of the Forum and other materials will be posted on the IPU website at www.ipu.org/splz-e/ldciv.htm. A reception will be offered at either lunch time or after the meeting by the Grand National Assembly of Turkey.
8. The programme of the Parliamentary Forum will include a series of interactive panels, presentations, and group exercises with participants. No formal list of speakers will be drawn up in advance, and no formal statements will be allowed. All interventions will be made by show of hand and moderated by the Chair.

Parliamentary Message to the LDC IV

9. A parliamentary message to the LDC IV conference is expected to be adopted by the 124th Assembly of the IPU that will take place on 15-20 April in Panama City. The IPU will also address the plenary of the UN conference to report on the *parliamentary track* of the preparatory process.

Languages

10. Simultaneous interpretation will be provided in English, French, Spanish and Arabic. In addition, three additional interpretation booths may be assigned to delegations wishing to bring their own interpreters upon written request to the IPU Secretariat (see last page for contact details). Requests will be accommodated on a first-come first-served basis.
11. Official written documentation of the Forum will be available in English and French only as the two working languages of the IPU.

Documents

12. The main documents of the Forum will consist of: programme and list of participants of the meeting; IPU Parliamentary Message to the UN conference; list of LDC parliamentary focal points; draft parliamentary Action Plan, and draft Project Proposal to help implement the outcome of the UN conference. The report of the UN Secretary-General on the Least Developed Countries and the draft Outcome Document of the UN conference will also be available.
13. Should delegates wish to distribute their own documents or other material pertaining to the substance of the Forum, they may use a table to be provided for that purpose inside the Forum room.

Hotel accommodation and transport

14. All national delegations to the UN conference are responsible for their own hotel reservations. The IPU or the Grand National Assembly of Turkey **cannot provide assistance with such reservations**. A list of hotels conveniently located near the conference site, complete with contact information and rates, is available on the IPU website at www.ipu.org/splz-e/ldciv.htm
15. The City of Istanbul's public transport network (underground, bus and tramway) will be available for all the participants to the Conference. Affordable taxi services are also available. In addition to the public transport facilities, private cars with or without drivers, vans and buses are available for hire on a commercial basis. Shuttle service to the conference venue may also be provided from some hotels (please enquire with your hotel).

Further information

16. Up to date information about the Parliamentary Forum will be posted on the IPU website at www.ipu.org/splz-e/ldciv.htm
17. Requests for further information before the conference should be addressed to the IPU Secretariat:

Inter-Parliamentary Union
Chemin du Pommier 5
Case postale 330
CH-1218 Le Grand-Saconnex / Geneva
Switzerland

Phone: +4122 919 41 50
Fax: +4122 919 41 60
E-mail: postbox@mail.ipu.org

18. To contact an IPU representative during the conference, please call +1 917 535 3574