

Executive Council

Eighty-ninth session
Kish Island, Iran, 24-26 October 2010

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Information Note No. 1

1. Place and dates of the session

In accordance with decision 14(LXXXVIII), the Executive Council will hold its eighty-ninth session in **Kish Island, Iran**, from **24 to 26 October 2010**.

The working sessions of the Council will be entirely held in Kish Island, on the invitation of the Government of the Islamic Republic of Iran.

The opening ceremony and welcome reception on the eve of the working sessions is scheduled for **Sunday, 24 October 2010, at 8:00 p.m.** The venue for both events will be communicated shortly.

The opening session will take place on **Monday, 25 October, at 9:30 a.m.** at the Kish International Convention Centre (Sahel Blvd., Kish Island), which will also be the venue of the working sessions of the Council:

http://www.kishtpc.com/Conference_Hall_En.htm

2. Contact details of the Organizing Committee

UNWTO coordinator	Host country coordinators
<p>Ms. Zhanna YAKOVLEVA Senior Programme Assistant to the Executive Director for Member Relations and Services Tel.: +34 915 678 185 E-mail: council@unwto.org</p> <p><u>Copy e-mails to:</u></p> <p>Ms. Blanca PERAL Programme Chief, Languages, Meetings and Documents E-mail: conf@unwto.org</p>	<p>Ms. Firouzeh KHOSHNOUDIPARAST Senior Expert, Tourism Specialized Organization, ICHTO Tel: +98 21 660 27 735 / 637 / 322 / 350 Fax: +98 21 660 27 816 E-mail: fkoshnoudi@yahoo.com</p> <p><u>Copy e-mails to:</u></p> <p>Mr. Shahbaz YAZDANI Vice President of ICHTO in charge of International Affairs E-mail: shahbazyazdani@yahoo.com</p>

3. **Registration for the Council session**

Registration for the Council session will be carried out online. The participation form is available on the UNWTO website at: <http://www.unwto.org/conferences/ec/ec.php?lang=E>. Participants are requested to kindly complete the participation form before Friday, 8 October 2010, on which date online registration will be closed.

4. **Status of participants**

The Government of Iran will take the necessary steps to facilitate the arrival and departure of participants invited by the Organization, as well as their stay. Throughout their stay, participants will enjoy the privileges and immunities granted to delegates at conferences of United Nations specialized agencies.

5. **Entry formalities**

In order to take advantage of the special visa issuance conditions offered by the Government of Iran, participants must be able to provide proof of participation in the Council.

Visas will be necessary for participants needing a visa to enter Iranian territory and flying to Kish through Tehran or any other international airport in Iran. Delegates needing a visa will also have to apply for it if they intend to participate in the complimentary tour to Isfahan (see "15. Social Programme") or plan to take optional tours in Iran.

Information on visas and the list of diplomatic and consular missions of Iran with their respective countries of jurisdiction can be consulted on the website of the Ministry of Foreign Affairs of Iran¹.

(a) Electronic visa (E-visa)

Delegates needing a visa for their flight to Kish or for post-session tours are requested to apply for their entry visa via the following web link of the Iranian Ministry of Foreign Affairs:

<http://www.mfa.gov.ir/cms/cms/Tehran/en/evisa/>

Visas will normally be issued within less than a week. The visa applicant will receive a visa reference number (authorization code) electronically. With this code, the visa can be collected either in the Embassy of Iran in the respective country or at the international airports of Iran.

(b) Visa upon arrival

Participants who are unable to apply for their electronic visa in advance of their travel can be issued a visa upon their arrival at any of the five international airports of Iran. Visitors to Iran must be in possession of a valid passport or travel document with a validity of six months beyond the period of stay.

In the case of visa upon arrival, and to minimize waiting time at the airport for visa processing, participants are requested to send in advance the following data to Ms. Firouzeh Koshnoudiparast (e-mail: fkoshnoudi@yahoo.com):

- Passport number
- Passport type
- Passport-issuing country
- Date of birth
- Date of issue/expiry
- Nationality
- Father's name

¹ Iranian representations abroad (Iranian Embassies):
www.mfa.gov.ir/cms/cms/Tehran/en/Missions/

Note:

Nationals of the following countries cannot benefit from visa upon arrival: Afghanistan, Bangladesh, Canada, Colombia, Iraq, Jordan, Pakistan, Sri Lanka, United Kingdom and United States of America.

(c) Delegates flying to Kish directly from airports outside Iran

Kish Island is indeed a visa-free zone. For those delegates flying to Kish directly from airports outside Iran and not intending to take any tour in the mainland, Iranian visas will not be necessary.

6. Flight information

The island of Kish can be reached by plane from Tehran, with *Iran Air*, *Mahan Air*, *Aseman Airlines* and *Kish Air*², and from Dubai with *Kish Air*². Booking possibilities may vary according to each country. Please get in touch with the contact persons indicated in paragraph 2 in case you have difficulties for the booking procedure.

Participants arriving through *Tehran International Airport* (IKA) will benefit from an official transfer to the domestic airport. For those flying with *Kish Air*, they will find their pre-reserved tickets for Kish prepared for purchase at the Kish Air office³.

Participants arriving through *Dubai International Airport* will also receive local help to change terminals and find their pre-reserved tickets for Kish ready for purchase at the Kish Air office (Terminal 2).

7. Discounts on air fares

The Organizing Committee is now in the process of negotiating discounts with *Emirates*, *Iran Air* and *Kish Air*. Further information will be communicated shortly.

8. Reception at the airport and transfers

The Government of Iran will set up a reception service for the participants at Kish International Airport and at the International Airport of Tehran (IKA) to help them complete the formalities for entering the country.

At Tehran, transfers will be provided from the international (IKA) to the domestic airport. On weekdays (including Saturdays and Sundays in Iran), the transfer from one airport to the other takes approximately one hour.

In Dubai, participants will receive local help to change terminals and purchase their ticket at the Kish Air office in Terminal 2.

Free transfers from Kish Airport to the selected hotels⁴ will be also ensured for the delegates upon arrival and departure.

² In the case of *Kish Air*, though it is not possible to buy a ticket in advance, delegates will be able to make their reservation from Dubai or Tehran to Kish through the following person:

Mr. Mohamad Noafel
kishline@emirates.net.ae
 Tel.: +97 142 720 006
 Fax: +97 155 677 6751

For easy reference, the flight schedules of Kish Air from Dubai and Tehran to Kish appear as Annex 1 to this Note.

³ Please note that, since foreign credit cards and travellers cheques are not accepted in Iran, these tickets, as well as all other expenses must be paid in cash (local currency, US dollars or euros).

The host authorities will also provide for transfer service from the selected hotels⁴ for the registration of participants, the opening ceremony, the working sessions and the social events.

To enable the local authorities to organize this service, participants are requested to complete and submit the online participation form (<http://www.unwto.org/conferences/ec/ec.php?lang=E>) indicating their arrival, departure and accommodation details.

9. Accommodation

The hotels in Kish Island and Tehran listed below offer the participants special discounted rates.

In Kish Island:

Hotel Name	Contact Details	Room Type	Room Rate (US\$)
Dariush Grand Hotel (5*)	Tel.: + 98 764 4444 900 Fax: + 98 764 444 1513 E-mail: reservation@dariushgrandhotel.com Web: http://dariushgrandhotel.com/en/ Address: Dariush Square	Single	170
		Double/Twin	210
		Double/Twin (Seaside view)	300
		Suite	590
Shaygan Hotel (4*)	Mr.Akhavan, Reception Officer Tel.: +98764 - 4422444 Fax: +98764 - 4420617 E-mail: info@shayganhotel.com Web: www.shayganhotel.com/indexEN.asp Address: Rodaki blvd	Single	90
		Double/Twin	120
		Suite (Single)	170
		Suite (two bedrooms)	260

In Tehran:

Laleh International Hotel (5*)	Tel.: + 98 21 88 965 021 Fax: + 98 21 88 96 55 99 E-mail: reservation@lalehhotel.com Web: http://www.lalehhotel.com/ Address: Fatemi Ave., Tehran	A special room rate at the Laleh International Hotel in Tehran is being arranged and will be applicable from 22 to 30 October 2010.
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Please note:

- The room rates are indicated in USD and include breakfast and tax (no VAT is applicable in Kish Island)
- Foreign credit cards and travellers cheques are NOT accepted in Iran, hotel bills must be paid in cash (local currency, US dollars or euros)
- To those delegates who wish to stay in Tehran before or after the Executive Council, a special room rate at the Laleh International Hotel in Tehran is being arranged and will be applicable from 22 to 30 October 2010.

For hotel reservation, participants are requested to send the hotel reservation form (Annex 2), preferably by e-mail, to the contact person indicated in the form by 15 October 2010.

After receiving the hotel reservation form, the host committee will confirm your room reservation at its earliest, based on the room availability of your chosen hotel.

⁴ Transfer service will be available only to/from the hotels indicated in this Note.

10. Registration and badges

The registration desk will be open at the Kish International Convention Centre on Sunday, 24 October, from 10:00 a.m. to 12:00 noon and from 2:00 p.m. to 7:00 p.m. On Monday, 25 October, it will be open from 8:30 a.m.

There will be a transfer service between the official hotels and the Convention Centre to facilitate registration on Sunday.

Identification badges will be issued upon final registration in Kish Island. Participants are requested to wear their identification badges throughout the Council session in the area reserved for the meetings, as well as at all social events.

11. Working languages

The documents for the Council session will be available in Arabic, English, French, Russian and Spanish. Simultaneous interpretation of the Council discussions will be provided in English, French and Spanish.

12. Working documents

The delegates are kindly requested to take note that, in compliance with the United Nations system's environmental protection policy, the working documents will not be distributed on paper at the venue of the event.

Therefore, the delegates are requested to bring with them copies of the documents. The documents will be posted at the following link <http://www.unwto.org/conferences/ec/ec.php?lang=E> and will be also sent to the delegates by e-mail within the statutory deadlines.

13. Internet access

A room equipped with several computers with free Internet connection will be set up and made available to the delegates. The Kish International Convention Centre also offers a high-speed Wi-Fi connection in all its meeting spaces.

14. List of participants

A provisional list of participants will be sent in advance to all registered participants and will be available for consultation at the information desk.

The final list of participants, prepared on the basis of the data entered by delegates and observers in their registration forms, will be sent to the participants shortly after the closure of the Council session, and posted on the UNWTO website.

15. Social programme

Sunday, 24 October

2:30 p.m. to 5:30 p.m. Kariz City Tour, Kish

8:00 p.m. Welcome reception hosted by H.E. Mr. Baghaee, Vice-President of the Islamic Republic of Iran and President of ICHTO (Venue will be communicated shortly)

Monday, 25 October

1:00 p.m. to 3:00 p.m. Luncheon hosted by Kish Free Zone Organization

Time to be announced Official dinner hosted by H.E. Mr. Baghaee, Vice-President of the Islamic Republic of Iran and President of ICHTO (Venue will be communicated shortly)

Tuesday, 26 October

1:00 p.m. to 3:00 p.m. Luncheon hosted by Kish Free Zone Organization

7:00 p.m. Closing ceremony

Wednesday, 27 October

Full-day complimentary tour to Isfahan (see Annex 3), including:

- Flight from Kish to Isfahan
- Tour of the city of Isfahan, including meals
- One night accommodation at the city of Isfahan (Abbassi Great Ancient Hotel: www.abbasihotel.ir)
- Flight from Isfahan to Tehran or Kish on 28 October

For more information on the Isfahan tour, please contact:

Mr. Nikaeen, Chief Protocol, Governor General of Isfahan

Tel.: +98 913 111 90 67

+98 311 22 105 99

E-mail: mas_nikaeen@yahoo.com

Participants intending to take the complimentary tour to Kariz on Sunday, 24 October, or to Isfahan on Wednesday, 27 October are kindly requested to indicate so on the **online participation form** (<http://www.unwto.org/conferences/ec/ec.php?lang=E>)

16. Optional tours

A special programme at discounted rates has been prepared by the host country for the delegates to the 89th session of the Executive Council. The details will be communicated shortly.

17. Practical information

- **Local currency and exchange rates:** Iran's official currency is the rial (IRR). The exchange rate applicable in September 2010 is approx. 10,500 rials to 1 US dollar and 13,450 rials to 1 euro. **Exchange services** are available at banks, hotels and exchange dealers.

Please note that, since foreign credit cards and travellers cheques are not accepted in Iran, all expenses must be paid in cash (local currency, US dollars or euros).

- **Shopping:** Kish Island is a duty-free zone, with very interesting prices for shopping. There are several large shopping malls within walking distance of the Convention Centre. Opening hours are: 9:30 a.m. to 1:00 p.m. and 5:00 p.m. to 11:00 p.m.
- **Water sports:** Participants are encouraged to pack beachwear so they can enjoy the waters of the Persian Gulf. Kish Island offers fine beaches, sunny weather and a wide range of water sports.
- **Climate:** Kish Island enjoys sunny days and cool nights in October (max. 32°C and min. 24°C).

- **Dress code:** *Men:* Business attire. *Women:* Head, shoulders and upper arms covered, long dresses or trousers.
- **Official language:** Persian (Farsi).
- **Local time in Kish:** GMT + 3.
- **Electricity:** The electric current in Kish is 220 volts. Electrical outlets take two-pin plugs. Triple-pin plug adapters will be available at the hotels.

18. **Tourist information**

On Kish Island:

www.kish.ir

On Iran:

www.ichto.ir/enversion

On Isfahan:

www.tourism.isfahancht.ir