

IOM-NGO Regional Humanitarian Consultation
29-30 October 2019
Hotel Fairmont Quasar
Istanbul, Turkey

LOGISTICS NOTE

1. **Venue**

The 2019 IOM-NGO Regional Humanitarian Consultation will take place from 29 to 30 October in Istanbul, Turkey, at the Fairmont Quasar hotel.

Address: Büyükdere Caddesi, 76 B Mecidiyeköy, Istanbul, 34393 Turkey

Phone: +90 212 403 85 00

Website: <https://www.fairmont.com/istanbul/>

2. **Registration**

All participants must have registered and subsequently received a confirmation of registration via email, in order to have access to the event. At the event venue you will be asked to show your ID or passport and copy of registration confirmation. Please make sure to bring both.

Participants should be [ICVA members](#), other IOM NGO operational partners, or NGOs with experience relevant to the theme of the consultation. The expectation is that NGOs participate by bringing concrete experience on the consultation theme and/or partnership with IOM.

The online registration application form can be accessed [here](#) and should be submitted **as soon as possible**. The online registration application will be closed once the maximum number of participants is reached, even before the deadline. Please also register if you have an active role in the consultation as a speaker or panelist.

Accepted applicants will receive a registration confirmation by email in early October.

3. **Sponsorship**

All travel and accommodation costs must be borne by the participant. However, the organizers will have the possibility to sponsor a limited number of national/local NGO participants who will be selected in consultation with ICVA and IOM Regional and Country Offices. Participants interested in sponsorship can indicate this in the registration form.

Participants selected for sponsorship will receive all relevant logistics-related information together with the confirmation of their registration.

4. Travel

Participants are required to arrange all travel and cover all associated costs.

5. Transport to/from the airport

Participants are required to organize their own transfer to and from the airport. It is advised to use the yellow taxis, which have meters and the drivers can provide receipts. Taxis are paid in cash.

Fairmont Hotel is situated approximately 45-90 minutes away from the airport.

As a general rule, is strongly advised to head to the airport 4 hours before flight departure time due to the unpredictable traffic.

6. Accommodation

Participants are required to make their own accommodation arrangements.

7. Program of IOM-NGO Regional Humanitarian Consultation

The consultation will begin in the morning of Tuesday, 29 October, and end on Wednesday, 30 October at lunchtime. The schedule is as follows:

Tuesday, 29 October: 9:00 – 18:30 latest

Wednesday, 30 October: 9:00 – 13:30 latest (lunch will be offered and participants will depart at their convenience)

8. Meals

On 29 October, two coffee breaks (morning and afternoon) and lunch will be provided. On 30 October, one coffee break (morning) and lunch will be provided.

9. Language

The consultation will be held in English. Interpretation into other languages will not be provided.

10. Visa

Please go to the following website for information about visa requirements: <https://www.evisa.gov.tr/en>. If you need an IOM invitation letter in order to obtain the visa, please indicate so in the online registration form for the consultation.

11. Internet

Wireless internet will be available at the consultation venue for the duration of the event.

12. Currency and Foreign Exchange

Turkish Lira (TRY) is used for all payments in Turkey. Payments in US dollars or euros are not accepted. Credit/debit cards are commonly accepted; however, cash is needed for taxi transport. Currency exchange offices are widely available. ATMs are available, with one ATM next to the consultation venue. As of early September, the exchange rate is: 1 USD = 5.8 Turkish Lira.

13. Time Zone

Turkey Standard time is GMT +3.

14. Electricity

The voltage in Turkey is 220 Volts. The outlets and plugs look like the below. Participants may need to bring universal adapters with them.



15. Contact

If you have any queries, please contact humanitarianpolicy@iom.int and secretariat@icvanetwork.org.

We look forward to seeing you at the consultation!