Central Asia Symposium on ICT in Education (CASIE):
Innovative ICT Practices on Lifelong Learning
28-30 January 2013
Aport Ballroom, Holiday Inn Almaty Hotel
Almaty, Republic of Kazakhstan

ADMINISTRATIVE INFORMATION NOTE

1. Venue

The Symposium will be hosted at the Holiday Inn Almaty Hotel located in the city centre at the following address:

Holiday Inn Almaty Hotel
2d Timiyazev Street Almaty, 050013 Kazakhstan
Telephone: +7-727-2440255
FAX: +7-727-2440277
E-mail: alakz@ihg.com

2. Travel

For UNESCO-funded participants, international air ticket or land transportation arrangement will be provided by UNESCO directly or through EZ Solutions (EZS), a meeting organizer; 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 Almaty on 27 January 2013 and to depart in the evening of 30 January 2013 or the earliest flight after that, subject to availability of flights.

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

3. Visa

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

Foreign nationals entering the Republic of Kazakhstan are generally required to have a valid passport and a visa. To find out further information and check your requirements, please refer to the document from the Ministry of Foreign Affairs through this link: http://www.kazakhstanlive.com/Documents/Memo%20Foreigner.pdf

Participants are urged to check the latest information regarding visa requirements applying to their citizenship with the nearest Kazakh diplomatic mission. A list of Kazakh diplomatic missions can be found on the website of the Ministry of Foreign Affairs at: http://portal.mfa.kz/portal/page/portal/mfa/en/content/ministry/missions

4. Airport Transfers

The Ministry of Education and Science (MOES) of the Republic of Kazakhstan jointly with the National Informatization Centre in Almaty will provide airport transfer services to meet participants from Kazakhstan, Tajikistan, Turkmenistan, Uzbekistan, and Mongolia. UNESCO, on the other hand, will arrange airport transfers for the international speakers.

The designated staff of the MOES, National Informatization, or EZ Solutions will be waiting for you with the CASIE signage at the arrival gate of the Almaty 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. The following licensed taxi companies are represented at the airport: Almaty Taxi (+7-727-2555-333); Mega Taxi (+7-727-233-3111); Elite Taxi (+7-727-278-0333); and, Komandir Taxi (+7-727-390-0500). NOTE: NO reimbursement will be provided.

Almaty International Airport (ALA)
Distance: 15.53 MI/25.0 KM SOUTH to Holiday Inn
Taxi Charge (one way): approximately 4000 KZT (27 USD)
Time by Taxi: 30 minutes
Information on the Almaty International Airport is available at: http://www.alaport.com/en/

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 Aport Ballroom, 1st floor Holiday Inn Almaty Hotel, from 08:00 to 09:00 A.M. on Monday, 28 January 2013. 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 (i.e. E2S representatives) upon registration.

It is expected that the symposium will close no later than 12.30 P.M. on Wednesday, 30 January 2013.

6. Languages

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

7. 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/casie2013. Symposium presentations will be uploaded to the webpage in early Feb 2013.

8. Accommodation & Meals

UNESCO will cover accommodation (Standard, single rooms including breakfast and internet access) for the duration of the Symposium for sponsored delegates / speakers.

Standard check-in time is 2:00 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:
- Lunch on 28, 29 and 30 January 2013
- Coffee/tea breaks for the entire duration of the symposium
- Welcome Reception on 28 January 2013 at 18.30H, at the Holiday Inn Almaty Hotel

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.

9. Daily Subsistence Allowance (DSA)

Funded delegates / speakers by UNESCO will receive reduced DSA in lump-sum amount to cover meals not covered by the Symposium and any incidental costs incurred.

Please note that the original boarding passes and other pending documents (e.g. signed Travel Statement) need to be submitted to the Symposium Secretariat prior to receiving the reduced DSA.
10. Climate

The climate in Almaty is markedly continental, with considerable fluctuations in temperature not only between different seasons but between day and night also. According to the weather forecast records, the temperature during the period of the Symposium is projected to be at -5/7 °C. Participants are advised to bring winter clothes. For more information, please visit the weather forecast website: [http://www.wunderground.com/weather-forecast/KZ/Almaty.html](http://www.wunderground.com/weather-forecast/KZ/Almaty.html).

11. Currency Exchange

The currency of Kazakhstan is Kazakhstani Tenge (KZT). USD 1 is nearly equivalent to KZT 150.85 ([www.xe.com](http://www.xe.com); as of 10 January 2013). Please note that this rate is subject to change.

Most banks in Almaty are open from 0900 to 1800 hours, Monday through Friday. Major international credit cards including Visa and MasterCard are accepted in the larger hotels in Almaty 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 Kazakhstan is generally 220-240 volts. As 2-round-pin plugs are used, it is advised to purchase a plug adapter or request the hotel’s reception directly to provide the electrical adapter, if you use 2-flat-pin or 3-flat-pin plugs. [http://www.adaptelec.com/index.php?main_page=document_general_info&products_id=158](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. 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
  E-mail: j.park@unesco.org
- Ms. Satoko Yano
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**UNESCO-Almaty**
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