Theme: “Embracing Technologies, Empowering Teachers”

ADMINISTRATIVE INFORMATION NOTE

1. Venue

The Symposium will be hosted at the City Palace Hotel located in the Tashkent city centre at the following address:

City Palace Hotel
Amir Temur Str. 15
100000 Tashkent
Uzbekistan
Tel: +998 71 2383000
Fax: +998 71 2383009
Website: www.citypalace.uz
E-mail: info@citypalace.uz
Map: http://citypalace.uz/overview/hotel/maps.html

2. Travel

For UNESCO-funded participants, coordination on the issuance of international air tickets will be provided through the UNESCO Tashkent Office; 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 Tashkent on 26 May 2014 and to depart in the evening of 29 May 2014 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 Uzbekistan and to any other transit location based on the itinerary that will be provided to them, at their own cost.

Please refer to the following link to find out if you need an entrance visa to Uzbekistan: http://www.mfa.uz/en/consular/visa/ The Uzbekistan National Commission for UNESCO is assisting
the organizing team in securing visa support letters that are needed to file for an entry visa. Separate emails have been sent for this purpose.

Participants are urged to check the latest information regarding visa requirements applying to their citizenship with the nearest diplomatic mission of Uzbekistan (http://www.mfa.uz/en/consular/consular/). Note that if there is no diplomatic mission in your country of residence, then you would have to file for a visa upon arrival at the Tashkent International Airport.

4. Airport Transfers

The UNESCO Tashkent Office will provide airport transfer services to international speakers and participants, based on the confirmed itineraries.

The designated staff of the UNESCO Tashkent Office will be waiting for you with the CASIE 2014 signage at the arrival gate of the Tashkent 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. NOTE: NO reimbursement will be provided.

Tashkent International Airport (TAS)
Distance to City Palace Hotel: 10 km
Taxi Charge (one way): approximately 15 000 UZS (6.70 USD)
Time by Taxi: 15 minutes
Information on the Tashkent International Airport is available at: http://www.uzairways.com/airport-tashkent/

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 Grand ballroom room, 1st floor, City Palace Hotel, from 09:00 to 09:30 A.M. on Tuesday, 27 May 2014. 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 upon registration.

It is expected that the Symposium will close no later than 13.00 on Thursday, 29 May 2014.

6. Workshop and Study Tour Registration

Two simultaneous workshops will be conducted on 28 May 2014, Wednesday while a half-day Study Visit will be held on 29 May 2014, Thursday. Please refer to the Guidelines for more information on these.

Official country delegates are expected to join one of the workshops and the study visit. Other interested participants are expected to register on the first day of the Symposium (27 May 2014, Tuesday), at the latest.

Note: Transportation for the Study Visit will be located at the front of the Hotel’s main entrance, to depart at precisely 08:30 am on 29 May 2014.
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/casie2014). Symposium presentations will be uploaded to the webpage in early June 2014.

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 has been sent on individual arrangements.

Standard check-in time is 14:00 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 May 2014
- Welcome Reception on 27 May 2014 at 18.30H, at the Amudarya Restaurant, 1st floor
- Dinners on 26 and 28 May 2014 (for fully sponsored participants ONLY)

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

“Tashkent has a continental climate with dry hot summers. The month of May is characterized by rapidly rising daily high temperatures, with daily highs increasing from 79°F (26°C) to 89°F (32°C) over the course of the month.”¹ According to the weather forecast records, the average temperature during May ranges from 15°C to 27°C². For more information, please visit the weather forecast website: http://www.wunderground.com/weather-forecast/UZ/Tashkent.html

11. Currency Exchange

The currency of Uzbekistan is Uzbekistan Som (UZS). USD 1 is nearly equivalent to UZS 2,276 (www.xe.com; as of 01 May 2014). Please note that this rate is subject to change.

Most banks in Tashkent 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

Tashkent 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 Uzbekistan is generally 220 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 [http://www.adaptelec.com/index.php?main_page=document_general_info&products_id=203](http://www.adaptelec.com/index.php?main_page=document_general_info&products_id=203)

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
- 1050 for Rescue service in emergency situations

14. **Contact Information**

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

**UNESCO Bangkok**
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