

The Alliance of Civilizations Partners Forum

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This guide provides general and useful information on the administrative and logistical organization of the Alliance of Civilizations Partners Forum. The information in this handbook is subject to change. Any update, will be informed.

1. GENERAL ORGANIZATION

The Alliance of Civilizations Partners Forum will be held at the Conrad International Hotel Convention Center in Istanbul, 31 May-1 June 2012.

For any questions regarding the logistics and the organization of the Forum:

E-mail: cihan.geleri@mfa.gov.tr

Tel: +90 506 509 70 56

2. GENERAL INFORMATION

The Prime Ministry and the Ministry of Foreign Affairs of the Republic of Turkey is responsible for the online accreditation system, as well as the ceremonial aspects of the Summit and for liaising with diplomatic representations in Ankara. A Liaison Officer (LO) will be assigned to each delegation (Presidents, Speakers of Parliament, Vice Presidents, Prime Ministers, Ministers) to provide information and answer any questions.

Head of Department Barbaros Tuna Erdem, Chief of Protocol, and his staff can be reached at:

+90 506 509 70 56 in Istanbul.

2.1 ACCREDITATION

All delegates participating in the Alliance of Civilizations Partners Forum must be duly accredited via online registration system. (<http://www.aocistanbul.org/registration-form.en.mfa>)

The delegates will be issued a personalized, non-transferable ID badge. For security reasons, the accreditation badge must be worn at all times during the Forum.

Delegations should designate a Delegation Accreditation Officer (DAO), who will be responsible for the accreditation of all members of the delegation.

2.2 ACCREDITATION CATEGORIES

There are different categories of colored badges and floaters: Red, Blue, and Red String. The Head of Delegation (HOD) and spouse –if applicable- will be identified with lapel pins. DAO’s can receive the badges and pins from the Secretariat Office at the Conrad Hotel, between 14.00-17.00, on 30 May 2012.

Head of Delegations will be identified with Label Pins, delegates will be identified with Red badges; Security with Red String; Media with White badges.

Access to the Forum venues will be granted with ID badges and floater passes.

Protocol Office will provide each delegation with the following:

QUANTITY	BADGE	ACCREDITATION CATEGORY
2	LABEL PIN	Head Of Delegations Spouse, If Applicable
NO LIMIT	RED	Official Delegates*
5	RED STRING	Security Officers
...	WHITE	Media

(*). Each delegation must designate one (1) whispering interpreter for the HOD if necessary, as blue badge holder.

FLOATER PASSES

REQUIRED	QUANTITY	DELEGATES ENTITLED TO USE FOR ACCESS TO THE PLENARY HALL
GOLD	4	Official Delegates
RED ‘I’	1	Interpreter- Whispering
RED ‘P’	1	Protocol Officer
RED ‘S’	1	Armed Security Officer
RED ‘F’	2	Official Photographer and Cameraman

If an ID badge is lost or stolen, the DAO should inform the designated LO immediately. In order to issue a replacement, the delegate will be required to complete a lost/stolen badge report, explaining the circumstances of the loss. DAO must submit the report to the Secretariat Office at the Conrad Hotel.

2.3 INTERPRETATION SERVICES

Simultaneous interpretation into English and Turkish will be provided by the General Secretariat for all working sessions.

For bilateral meetings and other events, each delegation is responsible for its own interpretation services. Interpreters accompanying delegations will be considered as members of the official delegation.

2.4 BILATERAL MEETING ROOMS

There will be one (1) room (1 + 1 + 8) to hold bilateral meetings at the Conrad Hotel. Protocol Office through LOs will be responsible for scheduling and selecting the room where a bilateral meeting will take place. Interpretation services will be provided by each delegation.

2.5 ARRIVALS AND DEPARTURES

Istanbul Atatürk Airport will be used by the Delegates for their arrival to Istanbul. There will not be formal welcoming ceremonies. The reception for HODs will consist in a welcoming committee integrated by:

- Governor of Istanbul or a representative of the Governor
- Mayor of Istanbul or a representative of the Mayor
- General Commander of Istanbul Garrison / Gendarmerie or a representative of the General Commander
- A representative from the Ministry of Foreign Affairs Istanbul Office
- A Protocol official

Please note that only the vehicles of the motorcades with Vehicle Passes delivered by the Secretariat will be allowed to enter the restricted areas at the Forum Venue (Conrad Hotel).

There will be no formal farewell ceremony upon departure.

2.6 LUGGAGE & CARGO HANDLING

Delegations are asked to designate a luggage manager for the identification and handling of the official delegation's baggage. Each delegation will be responsible for transporting HOD and delegates' luggage.

All luggage & cargo of each delegation will be loaded onto a cargo truck, arranged by each delegation in the presence of the luggage manager.

Protocol officials and LOs will not be responsible for delegation's luggage.

2.7 ADMINISTRATIVE PROCEDURES FOR ENTERING TURKEY

Each delegate must hold a valid passport along with the necessary visa, if required. Delegates are advised to obtain their visas in advance presenting the necessary documentation at the Turkish Embassy or Consular Office in the country of residence.

2.8 TRANSPORTATION

Turkish Government will provide each delegation with the following courtesy vehicles, from the date of arrival at Istanbul Atatürk Airport, until departure:

- For Presidents, Speakers of Parliament, Vice Presidents, Prime Ministers
 - 1 VVIP car
 - 1 van type vehicle for delegates (5 passengers each)
- For Ministers
 - 1 VIP car

Additional transportation should be arranged by each delegation through their diplomatic representation.

A maximum of 3 vehicle passes will be issued to each delegation to allow access to restricted areas. These passes do not include the courtesy vehicles. It is highly recommended for delegations to hire mini buses for delegates' transportation.

2.9 SECURITY

Presidential Protection Staff, Prime Ministry Protection Staff or Istanbul Police Close Protection Bureau will be responsible 24 hours for safety and security at all official Forum sites where HOD will be present.

A firearm permit is required to import temporarily a firearm into Turkey. Automatic weapons and machine guns are prohibited from being brought into Turkish territory.

IMPORTANT NOTE: Firearms, whose data do not match with details contained in the Note Verbale of the respective Embassy, will not be allowed to enter into Turkey.

2.11 MEDICAL SERVICES

Appropriate medical services will be provided for emergencies and medical needs for HODs and delegates. These services include 24 hours emergency medical care and ambulance transportation to designated local hospitals. Medical services are considered at the Convention Center.

It is recommended that all delegates obtain appropriate health insurance to cover any medical expenses.

3. MEDIA ARRANGEMENTS

National and international press must be properly accredited through the website:

<http://www.aocistanbul.org/press.en.mfa>

All media representatives will be identified with white ID badges.