CBD

UNEP

Convention on Biological Diversity

Distr.
GENERAL

17 March 2017

ENGLISH ONLY

REGIONAL WORKSHOP TO FACILITATE THE DESCRIPTION OF ECOLOGICALLY OR BIOLOGICALLY SIGNIFICANT MARINE AREAS (EBSAS) IN THE BLACK SEA AND THE CASPIAN SEA AND TRAINING SESSION ON ECOLOGICALLY OR BIOLOGICALLY SIGNIFICANT MARINE AREAS
Baku, Azerbaijan, 24-29 April 2017

INFORMATION NOTE FOR PARTICIPANTS

QUICK LINKS: (Control + click on icons for web page)



Visa Information (Page 3)

Meeting Documents (page 2)

Hotel Information (page 3)

Weather Information (page 4)

Currency Information (page 4)

INFORMATION HIGHLIGHTS

1.	**OPENING AND REGISTRATION 2**	
2.	**VENUE 2**	
4.	**DOCUMENTS 2**	
5.	**GENERAL INFORMATION ON ACCESS TO BAKU, AZERBAIJAN..... 2**	
6.	**VISA INFORMATION 3**	
7.	**HOTEL INFORMATION 3**	
10.	**WEATHER AND TIMEZONE INFORMATION..... 4**	
12.	**CURRENCY 4**	

1. Opening and registration

The Regional Workshop to Facilitate the Description of Ecologically or Biologically Significant Marine Areas (EBSAs) in the Black Sea and the Caspian Sea and Training Session on EBSAs will be held in Baku, Azerbaijan from Monday, 24 April to Saturday, 29 April 2017.

The workshop will start at 9:00 a.m. on Monday, 24 April, and registration will take place at the workshop venue at 8:30 a.m. the same day.

2. Venue

The workshop will be held at:

The Hilton Baku
1B Azadlig Avenue
Baku, AZ1000, Azerbaijan
Tel: +994-12-4645000
Fax: +994-12-4645001
E-mail: baku.reservations@hilton.com
Website: http://www3.hilton.com/en/hotels/azerbaijan/hilton-baku-GYDHBHI/index.html

3. Working language

The meeting will be held in English, with Russian interpretation.

4. Documents

Participants are kindly reminded to bring their own copies of the documents for the workshop as there will be no extra copies made available on site. Documents are available on the following web page:

https://www.cbd.int/doc/?meeting=EBSAWS-2017-01

5. General information on access to Baku

Baku is serviced by the Baku Heydar Aliyev International Airport (26 km from the city centre). Taxis are available outside the arrivals hall and cost about 20-30 AZN (approx. US $30) the transfer takes about 30-40 minutes (choose a licensed car with a TAXI sign).

The Hilton Baku offers transfers to and from the airport for a fee (rate varies according to number of passengers). If you wish to use this service, kindly complete the form included as annex A and e-mail it directly to Ms. Leyla Aliyeva (Leyla.Aliyeva@Hilton.com).

6. Visa information 

Participants from most countries require an entry visa for Azerbaijan and are strongly advised to contact the nearest Azerbaijani diplomatic or consular mission **as soon as possible** in order to secure the required entry visa in a timely manner, prior to departure. **Please note that airline companies will not allow boarding in the absence of a valid visa (please see further information below)**.

A list of relevant Azerbaijani diplomatic/consular missions abroad, is available on the web site of the Republic of Azerbaijan Ministry of Foreign Affairs at: http://www.mfa.gov.az/en/content/22

Several countries are eligible to apply for visa electronically through the on-line ASAN Visa Portal at the following link: https://evisa.gov.az/en/.

To facilitate the issuance of visas, the Government of Azerbaijan will issue letters to participants, indicating that a visa will be issued on arrival. Participants are advised to carry this letter with them upon arrival in Baku. In order to facilitate the issuance of these letters, the Secretariat is collecting full-colour scans of passports from participants. Kindly note that the passports should have a validity of at least six months beyond the anticipated date of arrival in Baku. In addition, the Secretariat is issuing visa-assistance letters with the invitation letters, to assist in the entry process.

7. Hotel information

Funded participants

A block booking has been made on behalf of participants by the CBD Secretariat at the Hilton Baku for a single room with breakfast. Any extras, such as telephone, room upgrade, bar, laundry, e-mail, restaurant, etc. are at participants' own cost, and must be settled upon checking out.

Self-funded participants

Self-funded participants may wish to avail themselves of the accommodation and benefit from the negotiated room rate for a king guest room with Wifi at a rate of 180 AZN (approx. US $104). Please book directly at the special link created for this meeting: http://eventsathilton.com/show/58cbd679ef535c332c5468a8. In the field "Group code", under "Special Accounts and Rates", enter "GUNEP", and select your dates.

The hotel information is listed below:

The Hilton Baku
1B Azadlig Avenue
Baku, AZ1000, Azerbaijan
Tel: +994-12-4645000
Fax: +994-12-4645001
E-mail: baku.reservations@hilton.com
Website: http://www3.hilton.com/en/hotels/azerbaijan/hilton-baku-GYDHBHI/index.html

Further information on hotels in Baku is available at the following link:

http://azerbaijan.travel/ 

8. Payment of the Daily Subsistence Allowance (DSA)

The residual DSA will be paid to participants during the meeting.

9. Official language

The official language in Azerbaijan is Azerbaijani. Some English is spoken in hotels, restaurants and tourist areas.

10. Weather and time zone information 

In April average temperatures in Baku usually range between a maximum of +16°C in the daytime and a minimum of +9°C at night. Current weather conditions in the area can be found at: http://worldweather.wmo.int/en/city.html?cityId=18.

The standard time zone in Baku is AZT and is equivalent to GMT/UTC +4 hours.

11. Electricity

The electrical currents are 220 volts, 50 Hertz and the plugs used are shown below.





12. Currency 

The currency in Azerbaijan is the Azerbaijani New Manat (AZN). The current exchange rate as at 17 March 2017 is US $1 = 1.70 AZN and € 1 = 1.83 AZN (rates are subject to change, source: www.xe.com).

13. Disclaimer

The CBD Secretariat disclaims all responsibility for medical, accident and travel insurance, for compensation for death or disability compensation, for loss of or damage to personal property and for any other loss that may be incurred during travel time or the period of participation. In this context, it is strongly recommended to secure international medical, accident and travel insurance for the period of participation prior to departure.

Annex A– Hotel Transfer Request Form

TRANSPORTATION REQUEST FORM

To: Hilton Baku	**From Client:**
Phone: +99412 464 50 00	**Phone:**
Fax: +99412 496 50 71	**Fax:**
E-Mail:	**E-Mail:**
Date:	**Re: Transfer Reservation Request**

Please reserve and confirm - by fax / e-mail to the contact details provided above - the following price and reservation for airport transfer between Baku International Airport and Hilton Hotel:

Please Mark The Service Required: PLEASE NOTIFY US IF YOU USE VIP EXIT

☐ Airport to Hotel	☐ Hotel to Airport
Baku Arrival Date (DD/MM/YY):	**Baku Departure Date (DD/MM/YY):**
Baku Arrival Time:	**HOTEL Departure Time:**
Airline: Flight #	**Airline: Flight#**
Client Name(s)	

Note: The Hilton Baku Hotel will only provide the above information to the taxi driver, and the hotel bears no responsibility for the quality of the actual transfer services provided.

Please mark your preferred Vehicle Type and Price

- ☐ **3 passengers-Regular: 60 USD (Hyundai Elantra, KIA Serato)**
- ☐ **3 Passengers-Luxury: 83 USD(Hyundai Sonata, Mercedes E class)**
- ☐ **3 passengers-Premium: 133 USD (Mercedes S-350/600)**
- ☐ **4 Passengers-4WD: 83 USD(Nissan X-Trail, Mitsubishi Pajero, Toyota Prado)**
- ☐ **8 and 13 passenger-Minibus: 106 USD (Ford Transi, Hyundai H1)**
- ☐ **21+6 Passengers-Bus: 122 USD (Hyundai Country)**

The price is included 18% VAT. Above mentioned car models are subject to availability and to be confirmed upon actual request .

Please note that driver will wait for client outside customs area doors holding "**Hilton Baku**" sign.

If for any reason client do not meet the driver, client should contact the Hilton Hotel at:
+994-12-464 50 00.

In case of changes, client must inform Hilton Baku Hotel at least 24 hours prior to arrival.

Required Information for Transfer Confirmation

I have provided credit card details (or official company stamp), name, and signature below for payment guarantee. I agree that any no-shows or late cancellations will be charged the full service price as indicated above on the credit card number provided.

Card Type: _____ Number: _____ Exp Date:_____

Printed Cardholder Name: _____Cardholder Signature:_____

Or

Company Name:_____ Official Stamp:

Printed Booker Name: _____Booker's Signature_____

TRANSFER ARRANGEMENTS CONFIRMED

HILTON RESERVATION'S AGENT NAME _____SIGNATURE_____