



## **ADMINISTRATIVE CIRCULAR**

# **LOGISTICAL ARRANGEMENTS FOR THE G20 – GFMD – GMG JOINT EVENT**

**Wednesday 3 June 2015**

**Izmir, Turkey**

## ADMINISTRATIVE CIRCULAR: LOGISTICAL ARRANGEMENTS FOR THE G20 – GFMD – GMG JOINT EVENT

### 1. Introduction

Turkey warmly welcomes Delegates to the G20 – Global Forum on Migration and Development (GFMD) – Global Migration Group (GMG) Joint Event to be held on 3 June 2015 in Izmir.

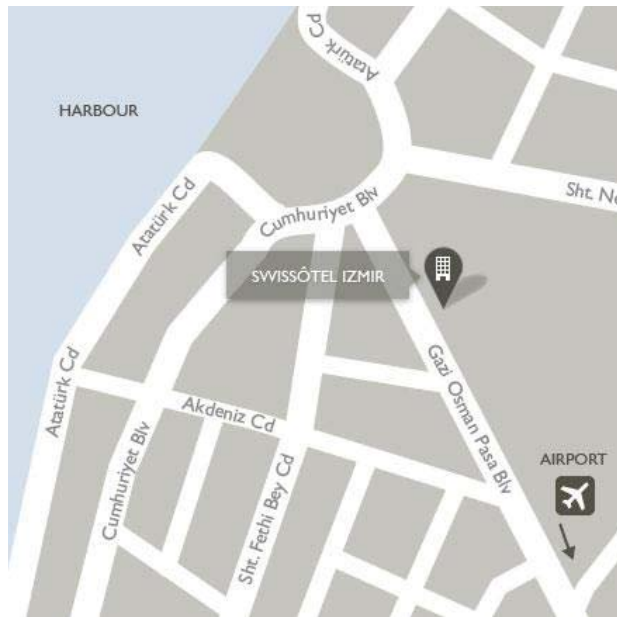
This Administrative Circular provides logistical and other general information on arrangements for the G20 – GFMD – GMG Joint Event in Izmir.

### 2. Meeting Dates and Program

The Joint Event will be held on Wednesday, 3 June 2015 in Izmir.

A detailed program for the Joint Event will be forwarded to all participants separately.

### 3. Meeting Venue



Working sessions and lunch on Wednesday 3 June 2015 will be held at:

Swissotel Buyuk Efes, Izmir

Gaziosmanpaşa Bulvarı No: 1, Izmir, 35210

Phone : +90 (232) 414 00 00

Fax : +90 (232) 414 10 10

E-Mail: [izmir@swissotel.com](mailto:izmir@swissotel.com)

## 4. Accreditation

### 4.1 Participant accreditation for the G20 – GFMD – GMG Joint Event

All participants attending the G20 – GFMD – GMG Joint Event in Izmir must be accredited by the G20 Turkish Presidency.

All participants should register for the Joint Event by completing the attached Registration Form and e-mailing it to [supportunit@gfmd.org](mailto:supportunit@gfmd.org) by Wednesday, 27 May 2015.

Participants will be able to collect their accreditation passes at the information desk of the G20 Turkish Presidency in the Swissotel Buyuk Efes, Izmir from 08.00 a.m. on Wednesday, 3 June 2015.

Passes must be displayed and worn at all times while within designated G20 access-controlled zones.

### 4.2 Visa requirements

Visa applications for the **G20 – GFMD – GMG Joint Event** should be made in accordance with the Turkish visa regime and regulations. (<https://www.evisa.gov.tr>)

## 5. Accommodation

Swissotel Buyuk Efes, Izmir is the designated hotel and venue for the June 2015 G20 – GFMD – GMG Joint Event.



Swissotel Buyuk Efes, Izmir

Gaziosmanpaşa Bulvarı No: 1, Izmir, 35210

Phone : +90 (232) 414 00 00

Fax : +90 (232) 414 10 10

E-Mail: [izmir@swissotel.com](mailto:izmir@swissotel.com)

Accommodation reservations for the Swissotel Buyuk Efes, Izmir will be facilitated by the G20 Turkish Presidency. **An exclusive accommodation rate has been negotiated for delegates from Tuesday 2 June to Thursday 4 June 2015.** Access to this exclusive negotiated rate outside of this period is subject to availability.

To make your reservation, please complete the attached booking form and email it directly to [Tugce.ulku@swissotel.com](mailto:Tugce.ulku@swissotel.com); [Reservations.izmir@swissotel.com](mailto:Reservations.izmir@swissotel.com)

Should delegations wish to make arrangements for accommodation at a different hotel, they will be responsible for transport and other logistical arrangements.

## 6. Delegate Assistance

### 6.1 Information Desk

The G20 Turkish Presidency will establish an information desk for delegates who have questions or wish to seek clarification on any aspect of the G20 – GFMD – GMG Joint Event while in Izmir.

All inquiries and requests for clarification on any aspects of the G20 – GFMD – GMG Joint Event should be directed to [supportunit@gfmd.org](mailto:supportunit@gfmd.org).

### 6.2 Working language and interpreting

All meetings will be conducted in English. No interpreting services will be provided.

## 7. Transport

Transport requirements will not be facilitated by the G20 Turkish Presidency.

## 8. General Information

### 8.1 Izmir

Izmir is Turkey's third largest city and one of the most important port cities. It has a great nature and a rich historical and cultural heritage. One of the most beautiful descriptions of this city was made by Herodotus, who was also from Izmir: "They have founded the city under the most beautiful sky and the best climate that we know on Earth." Thus, the city has earned its place in history.

For more information: <https://goturkey.com/en/city/detail/izmir>

### 8.2 Climate

Izmir is bathed in sunshine 300 days a year. The weather in June is hot. The average temperature is 25.6 °C.

### 8.3 Time zone

Turkey is in the Eastern European Time (EET) Zone (UTC/GMT +2 hours).

### 8.4 International dialling codes

The country code for Turkey is 90. The area code for Ankara is 312.

To make an international phone call, dial 00 + country code + phone number.

### 8.5 Electricity supply

The mains voltage for electricity is 220V and 50Hz. Central European type wall socket (two-pin plugs) is standard in Turkey.





## 8.6 Currency, banking, credit cards and ATMs

The official currency in Turkey is the Turkish Lira (TL/₺) available in the following denominations: banknotes: 5, 10, 20, 50, 100 and 200 TL; coins: 10, 25, 50 kuruş and 1 TL. Cash can usually be exchanged without commission at exchange offices (döviz bürosu), banks and hotels. Exchange rates are published daily in Turkish newspapers and can also be found in the web site of the Turkish Central Bank at <http://www.tcmb.gov.tr>.

As of today (13 May 2015), the exchange rate of 1 USD is 2.69 TL and 1 Euro is 3.02 TL.

Banking hours are generally from 09:00 to 17:00, Monday to Friday (Some close for lunch break)

Cash machines (ATMs) are available throughout Turkey, accepting major credit and bank cards and instructions are often available in English.

## 8.7 Emergency number

Emergency (ambulance, police and fire): dial 112

## 8.8 Health services

The following health facilities are located near the Swissotel Buyuk Efes, Izmir.

### Hospital:

Özel Çankaya Tıp Merkezi (Çankaya Medical Center)  
Gazi Blv., No: 56-58, Çankaya, Izmir

### Pharmacy:

Levent Eczanesi (Levent Pharmacy)  
Akdeniz Mahallesi, Akdeniz Caddesi, No:8/G, Konak, İzmir

### Dentist:

Ata Diş Polikliniği (Ata Dental Polyclinic)  
1377 Sk., No.2, K.1, D.1, Alsancak, Izmir

## 8.9 Wireless internet

Wireless internet is available at Izmir Adnan Menderes Airport and at the Swissotel Buyuk Efes, Izmir.