



Date: .....

Our Ref: .....

## 1<sup>st</sup> MEETING OF THE D-8 FOCAL POINTS

10 December 2018 / Bu-Ali Sina University

### 1. VENUE OF MEETING

The first meeting of the D-8 focal points will take place in Hamedan on 10 December 2018 at Bu-Ali Sina University.

University Address: Shahid Ahmadi Roshan Street, Bu-Ali-Sina University

Tel: +98 (81) 38381601

Website: <https://www.basu.ac.ir>

### 2. ARRIVAL OF DELEGATIONS

The focal points and the accompanying delegations will be welcomed by host country at the Tehran Imam Khomeini International Airport on 9 December 2018. For arrivals by private aircrafts, delegations are requested to submit a Verbal Note to the Ministry of Foreign Affairs of Iran. For arrivals by other means of transportation, the delegations are requested to inform the Ministry of Foreign Affairs.

### 3. TRANSFER

Host country will provide transfers from/to the airport for the focal points and the accompanying delegations of the member states.

### 4. ACCOMMODATION

Accommodation will be at Bu-Ali Sina University guesthouse. Host country will cover the accommodation expenses (excluding all other expenses) of two delegates, including the head of the delegation, from each member state from 9 to 12 December 2018 (check-in date: 9 December 2018, check-out date: 12 December 2018, 3 nights in total).

Other members of the delegations are expected to cover their own accommodation expenses.

Guesthouse Address: Shahid Ahmadi Roshan Street, Bu-Ali-Sina University

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### 5. DINNER

On 10 December 2018, the Chancellor of Bu-Ali Sina University will host a dinner in honour of the focal points and the accompanying delegations at Bu-Ali Sina University.

### 6. ACCREDITATION

Participants are kindly requested to notify the contact person (item 14), no later than 30 November 2018.

### 7. VISA

The participants who need a visa to enter Iran should apply for their visa and send a copy of it to the D-8 Organization for Economic Cooperation Secretariat and the contact person.

### 8. LANGUAGE OF THE MEETING

The working language of the meeting and all documentation will be in English. In instances where other languages are needed, member delegations are expected to arrange their own interpreters and inform the Ministry of Foreign Affairs.

### 9. MEDICAL FACILITIES

Please contact the Hotel Reception or the D-8 Secretariat if medical assistance is needed.

### 10. CLIMATE

In December, the weather in Hamedan is generally snowy and cold. Coat and umbrella are recommended. The average temperature in December is below zero degrees Celsius.

### 11. WATER AND GENERAL SANITATION

Tap water is potable but visitors may prefer bottled drinking water.

### 12. CURRENCY

The national currency of Iran is Rial (IR); however, the currency used is Toman (1 Toman equals 10 Rials). Currency exchange services are available in banks and bureaux de change. The currency exchange rate is approximately as follows:

*1 USD ≈ 120000 IR (12000 Tomans)*

*1 Euro ≈ 140000 IR (14000 Tomans)*



D-8 International University

## Executive Director's Office

D-8 Organization for  
Economic Cooperation

IR. IRAN Ministry of Science, Research and Technology

D-8 International University,  
The Chancellor building,  
Hamedan, I.R. IRAN.  
Post Code 65178-38695  
http:// D8IU.com

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## 13. PRAYER TIMES

Date	Fajr	Sunrise	Zuhr	Asr	Maghrib	Isha
9 December	05:43	07:11	12:08	14:47	17:25	18:14
10 December	05:44	07:12	12:09	14:47	17:25	18:15
11 December	05:44	07:13	12:09	14:47	17:25	18:15
12 December	05:45	07:14	12:10	14:47	17:25	18:15

## 14. CONTACT PERSON

Dr Reza Taherkhani (Assistant to the Executive Director of D-8 International University)

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