

**The Customs Officials Meeting  
and  
The Fifth Meeting of the Supervisory Committee  
of the D-8 Preferential Trade Agreement  
23-24 October, 2018**

**Administrative Notes**

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• **INTRODUCTION**

The information contained herein is for the benefit and reference of the delegates attending the Customs Officials Meeting and the Fifth Meeting of the Supervisory Committee of the D-8 Preferential Trade Agreement.

• **MEETING INFORMATION**

• **Date and Venue:**

Date: 23-24 October 2018

Venue: Ministry of Trade of the Republic of Turkey  
Turquoise Meeting Room, 29<sup>th</sup> floor

Address: Söğütözü Mah. 2176. Sk. No:63 Çankaya, Ankara, 06530, Turkey

Phone: 0090-312-2049084 Fax: 0090-312-2048634

Web Site: [www.trade.gov.tr](http://www.trade.gov.tr)

Email: [akbulutn@trade.gov.tr](mailto:akbulutn@trade.gov.tr)

• **REGISTRATION**

Registration form is attached. The duly completed form has to be submitted by e-mail or fax to the Ministry of Trade of Republic of Turkey no later than **12 October 2018**.

• **ACCOMMODATION**

The Republic of Turkey has made the necessary reservations at Point Hotel Ankara. Expenses of two delegates from each Member Country and the Secretariat will be borne by Ministry of Trade for three nights (22-23-24 October 2018). Additional delegates are expected to take the necessary measures, with the assistance of the Secretariat and the Ministry of Trade, for their hotel reservations and will be responsible for their own accommodation expenses.

Hotel Address: 100. Yıl Mah. 1427. Cad. No: 11 Balgat, 100.Yıl, 06530, Ankara, Turkey

Phone: 0090-312-2039999 Fax: 0090-312-2039930

Website: [www.pointhotel.com/point-hotel-ankara-home.aspx](http://www.pointhotel.com/point-hotel-ankara-home.aspx)

Email: [information@pointhotel.com](mailto:information@pointhotel.com)

- **TRANSPORTATION**

Transportation of delegations from the airport to the hotel and from hotel to the Ministry of Trade (vice versa) will be provided.

- **MEALS**

Breakfast (23-24-25 October 2018) will be provided by the hotel and the host country will give lunch on 23-24 October 2018 and a dinner on 23 October 2018.

Dinner venue:

Safi Lokantası, Söğütözü Mah. Söğütözü Koç Kuleleri, Çankaya, Ankara 06510, Turkey

Phone: 0090-312-3125050

- **PROTOCOL, IMMIGRATION AND TRANSPORT**

- **Return Booking/Confirmation**

Participants are responsible for their air-travel bookings and confirmation. Assistance could be sought at the Hotel Reception for booking confirmation.

- **Visa Requirement**

Persons seeking to enter the Republic of Turkey must be in possession of valid passports or other internationally recognized travel documents endorsed for travel to the Republic of Turkey. Such passports or other travel documents must be valid for at least six (6) months beyond the period of stay allowed in the Republic of Turkey. Participants from countries which require visas must obtain visas before traveling at the nearest Turkish diplomatic missions/consulates.

- **LANGUAGE**

All meetings will be conducted in English.

- **MEDICAL FACILITIES**

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

- **OFFICE FACILITIES**

Office facilities and telephone/facsimile are available at the Hotel and participants will be responsible for all the costs involved.

- **CONTACT PERSONS**

For any additional information concerning the meetings, please contact:

Ms. Ayşegül DEMİR  
Foreign Trade Expert  
Ministry of Trade  
Email: agbala@trade.gov.tr  
Phone: 0090-312-2049078

Mr. Nurullah Asım AKBULUT  
Assistant Foreign Trade Expert  
Ministry of Trade  
Email: akbulutn@trade.gov.tr  
Phone: 0090-312-2049084

- **GENERAL INFORMATION**

- **CLIMATE**

Ankara is expected to be chilly in October. Average temperature for the month is 13°C and the average number of rainy days is seven.

- **WATER AND GENERAL SANITATION**

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

- **CURRENCY**

The currency used is Turkish Lira (TL). Currency exchange services are available at the airport, hotels, shopping centers, and banks. Major currencies are accepted. The currency exchange rate is approximately as follows (as of 25 September 2018):

*1 USD = 6.15 TL*

*1 Euro = 7.24 TL*

- **CREDIT CARDS**

Major credit and charge cards are widely accepted in Turkey.

- **PRAYER TIMES**

Prayer times in Ankara between 22-23-24-25 October 2018.

Date	Fajr	Sunrise	Zuhr	Asr	Maghrib	Isha
22 October 2018	5:36	6:59	12:39	15:38	18:07	19:26
23 October 2018	5:37	7:00	12:39	15:37	18:06	19:24
24 October 2018	5:38	7:01	12:39	15:36	18:05	19:23
25 October 2018	5:39	7:02	12:39	15:35	18:03	19:22

**Customs Officials Meeting and the Fifth Meeting of the Supervisory Committee  
of the D-8 Preferential Trade Agreement.  
23-24 October 2018, Ankara, Turkey**

**REGISTRATION FORM**

<b>PERSONAL INFORMATION</b>	
Country	
Title (Prof, Dr, Mr, Mrs, Ms)	
Name ( <i>Kindly underscore family name</i> )	
Date of Birth (dd/mm/yy)	
Contact Details (mobile phone and office phone)	
Email Address	
<b>FLIGHT INFORMATION</b>	
<b>ARRIVAL</b>	<b>Ankara Esenboğa Airport</b>
Flight No. Date (dd/mm) Time (hh.mm)	
<b>DEPARTURE</b>	<b>Ankara Esenboğa Airport</b>
Flight No. Date (dd/mm) Time (hh.mm)	

**Registration Deadline: 12 October 2018**

**Kindly submit the duly completed registration forms to Ministry of Trade of Republic of Turkey by email or fax to :**

**e-mail: akbulutn@trade.gov.tr**

**Fax: 0090-312-2048634**

**Republic of Turkey  
Ministry of Trade  
Söğütözü Mah. 2176. Sk. No:63 Çankaya,  
Ankara, 06530, Turkey**