

**D-8 MEMBER STATES TRANSPORT AND INFORMATION TECHNOLOGIES
RESEARCH AND DEVELOPMENT COOPERATION MEETING**

27 June 2019

ISTANBUL/TURKEY

ADMINISTRATIVE ARRANGEMENTS

The following administrative note provides general information on administrative and logistical arrangements pertaining to the D-8 Member States Transport and Information Technologies Research and Development Cooperation Meeting.

MEETING DATES AND VENUE

D-8 Member States Transport and Information Technologies Research and Development Cooperation Meeting will be held from 27 June 2019 at Istanbul (Venue will be informed later). The Draft Agenda was also provided.

HOSPITALITY

Directorate of Transport, Maritime Affairs and Communications Research Center of Turkey as the host, will provide hospitality as follows:

- a. 2 nights (26-27 June 2019) accommodation of **one delegate** from each member country will be covered by Directorate of Transport, Maritime Affairs and Communications Research Center of Turkey.
- b. The rest of the delegations are kindly requested to cover all expenses by themselves.
- c. All the participants are invited to the lunches and dinners offered by the host country as stated in the draft agenda.

LIAISON OFFICER

A liaison officer will be assigned to each delegation for necessary assistance.

AIRPORT ARRIVAL AND DEPARTURE SERVICES

Directorate of Transport, Maritime Affairs and Communications Research Center of Turkey will secure transfers from Airport to Hotel and from Hotel to Airport on 26th and 27th or 28th of June.

Delegates are kindly requested to provide the details of their names and flight schedules to the Focal Persons to enable the organizers to meet them at the airport and make necessary arrangements.

TRANSPORTATION

Directorate of Transport, Maritime Affairs and Communications Research Center of Turkey will provide transportation arrangements.

INTERNET

Wi-Fi connection will be provided for the delegates at their rooms and at the venue.

FOCAL PERSONS/MEETING CONTACTS INFORMATION

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Registration Form for confirmation of participation is attached at Annex-A.

TIME DIFFERENCE

Turkey is in the Eastern European Time Zone. Eastern European Time is 3 hours ahead of Greenwich Mean Time (GMT + 3)

ANNEX-A

REGISTRATION FORM

For participation in the D-8 Member States Transport and Information Technologies
Research and Development Cooperation Meeting

Istanbul, Turkey from 27 June 2019

SURNAME, Name	
Gender/Sex	
Birth Date (DD.MM.YY)	
Birth Place (Country)	
Citizenship	
Passport No.	
Date of issue (DD.MM.YY) Expiry Date (DD.MM.YY)	
Organization	
Position	
Place of Residence (Address)	
Period of stay in Istanbul (DD.MM.YYYY -DD.MM.YYYY)	
Travel route to Istanbul	
Contact Phone	
E-mail	
Additional information (if any)	

Please, send the filled registration form and attached copy of passport to Registration
Coordinator: Mr. Mehmet Ali DEĞER, Head of Department E-mail: mali.deger@uab.gov.tr

E-mail: ecem.yazici@uab.gov.tr; asenol.koyuncu@uab.gov.tr office: +90-312-2031394 and
+90-312-2031434 Fax: +90-312-201729 Mob: +90-505-6085370 and +90-506-7162837

*Kindly requested to notify the participants of their participation by June 3, 2019 at the latest.