



**Power of humanity**  
RED CROSS RED CRESCENT STATUTORY MEETINGS  
5-11 November 2017, Turkey



**WELCOME TO THE STATUTORY MEETINGS**  
**5–11 November 2017**  
**Antalya, Turkey**

**Practical Information for Delegates**

**Welcome**

The [Turkish Red Crescent](#) is pleased to welcome you to Turkey for the 2017 Statutory Meetings of the International Red Cross and Red Crescent Movement which will be held in Antalya from 5 to 11 November 2017. We would like to share some useful information to ensure that your stay is a comfortable and memorable one.

**Turkey**

A country of sun and history, [Turkey](#) straddles Europe and Asia and is located at the intersection of the three continents of the Old World – Asia, Africa and Europe. It is surrounded by the Black Sea, the Marmara Sea, the Aegean Sea and the Mediterranean Sea. Because of its geographical location, the Anatolian peninsula has been a crossroads for numerous migrating peoples who have shaped the course of Turkish history. Home to countless civilizations, Anatolia has developed a unique synthesis of cultures, each with its own distinct identity, yet linked to its predecessors by unbreakable threads. As an ancient land and modern nation, Turkey is both the inheritor and custodian of the common heritage of mankind.

In addition to being a nation with a vast history, Turkey boasts many ancient and beautiful heritage sites. Sixteen of them are included in the UNESCO World Heritage List: Göreme National Park and the Rock Sites of Cappadocia; the Great Mosque and Hospital of Divriği; the Historic Areas of Istanbul; Hattusha: the Hittite Capital; Mount Nemrut; Hierapolis-Pamukkale; Xanthos-Letoon; the City of Safranbolu; the Archaeological Site of Troy; Selimiye Mosque and its Social Complex; the Neolithic Site of Çatalhöyük; Bursa and Cumalıkızık: the Birth of the Ottoman Empire; Pergamon and its Multi-Layered Cultural Landscape; Diyarbakır Fortress and Hevsel Gardens Cultural Landscape; Ephesus; and the Archaeological Site of Ani.

Turkey has a population of 78.67 million people and is home to some of the world's largest cities and metropolitan areas.

**Antalya, Belek**

With its 640-km long coastline and its rich history and incredible natural beauty, [Antalya](#) is a major world-renowned tourist destination with 12 million annual foreign visitors on average and 15 million visitors expected in 2017. Antalya, known as the 'Turkish Riviera', has become one of the most visited cities in the world thanks to its historical sights and the beautiful beaches and mountains that surround it. There are approximately 300 sites of antiquity to visit, such as Aspendos, Termessos, Phaselis, St. Nicholas, Perge and the ruins of the ancient city of Patara. The exceptional combination

of sea and sun, beaches, breathtaking waterfalls and authentically historical localities such as Olympos makes it a wonderland for visitors.

Although the modern city is located on the site of the ancient settlement, some traces of antiquity are still to be found, such as the old harbour pier and the walls surrounding the harbour. On the other side of the walls is one of Antalya's most impressive ancient monuments – Hadrian's Gate – which is currently being restored.

### Climate

Antalya has a Mediterranean climate with mild, rainy winters and hot, dry summers. With the summer over and fewer tourists, Antalya in November is cooler, quieter and less crowded. At this time of year, the weather is wetter in Antalya than in previous months, and the average daily temperature is between 15 and 20 degrees Celsius. For more information on the climate in Turkey and weather forecasts, please visit <https://mgm.gov.tr/en-US/forecast-5days.aspx>.

### Public transport in Antalya

You can travel by road, air or sea. Antalya airport is open to international air traffic, and the city offers various modes of public transport, including buses, taxi cabs, trams and minibuses. We encourage you to take advantage of the efficient public transport system to get around Antalya and neighbouring areas during your stay.

### Currency

The official currency is the Turkish lira, abbreviated as TL or TRY. Exchange facilities are available at banks, and there are currency exchange points in many areas of Antalya. If you cannot get Turkish liras in your home country, major currencies (USD, EUR, CHF, GBP) can be changed in Turkey. It is always advisable to change some money into TL at the airport to ensure trouble-free travel. You can also change money at your hotel.

Exchange rates (approximate):

USD 1 = TRY 3.51 / EUR 1 = TRY 3.96

CHF 1 = TRY 3.64 / GBP 1 = TRY 4.54

### Meeting venue – Kaya Palazzo Convention Center

The Statutory Meetings will take place at the Kaya Palazzo Convention Center at Kaya Palazzo Golf Resort.

Hotel address: Üç Kum Tepesi Mevki, Belek, Antalya, 07506 Serik/Antalya/Turkey

Hotel web site: <http://www.kayahotels.com/oteller/resort-oteller/kaya-palazzo-golf-resort>

A detailed programme of the meetings, including meeting rooms for the sessions, will be sent out in September.

### Registration

We are pleased to invite you to register for the 2017 Statutory Meetings – IFRC General Assembly and Council of Delegates – using the [online registration system EVENT](#). Please read carefully the enclosed EVENT registration instructions which will also provide you with the meeting code.

### Hotels

The Turkish Red Crescent has made a block booking for Statutory Meeting participants (from 4 to 12 November 2017) in a number of hotels which are close to the meeting venue. Kindly note that there will be shuttle services between the hotels and the Convention Center. The shuttle transfer

schedules will be announced on the Statutory Meetings website [www.rcrcconference.org](http://www.rcrcconference.org) prior to the start of the events.

You can book your hotel using the [EVENT registration system](#) via the accommodation section, where you will find a link that will lead you to the website of the online booking site created by the Turkish Red Crescent. Via this link you will be able to access the list of hotels, terms and conditions and hotel rates and book the hotel of your choice.

You can secure your accommodation either by credit card payment or by bank transfer. After completing all the details in the online form, you will be directed to the payment page. If you select the bank payment option, you will need to send your bank payment receipt to [accommodation@zed.com.tr](mailto:accommodation@zed.com.tr) in order to receive the hotel confirmation email.

If you select the credit card option after entering all the credit card details, you will be directed to the online transaction page. The full accommodation amount will be charged to your credit card at that moment. Please note that the credit card option is not for provisional reservations; it is only for full payment. Once the payment process has been completed, you will receive your hotel confirmation email.

All hotel booking and registration instructions apply to the participants of the Youth Forum.

Block hotel bookings:

- *Cornelia Diamond Golf Resort & Spa:* 3–12 November (recommended for youth delegates participating in the Youth Forum on 4 November)
- *Kaya Palazzo Hotel:* 4–12 November
- *Kaya Belek Hotel:* 4–12 November
- *Regnum Carya Golf & SPA Resort:* 5–12 November\*
- *Sentido Zeynep Golf & Spa:* 5–12 November\*
- *Sentido Zeynep Resort Hotel:* 5–12 November\*

\*hotels are fully booked before 5 November

You can book your accommodation as of 26 June 2017. Please note that the block bookings are only valid until 15 September 2017. After this date, the Turkish Red Crescent will not be able to guarantee a room at the selected hotels or the preferential rates.

The hotels' check-in time is 14:00 hrs and the check-out time is 12:00 noon at the latest from 4 to 12 November.

For all hotel booking inquiries, including reservations outside block booking dates and bookings after 15 September, please contact Ms Deniz Yıldırım at [accommodation@zed.com.tr](mailto:accommodation@zed.com.tr).

Please note that any no-show and cancellation fees will be charged to your credit card as well as any extra costs incurred at the hotel as per the summary below:

The no-show and cancellation policies can be summarized as follows:

- If a participant is unable to attend after the booking has been made, he or she can be replaced by another member of the same National Society subject to the necessary changes to hotel reservations.
- For cancellations before 1 September 2017 – 50% refund.

- For cancellations after 1 September 2017 – not eligible for refund.

Should you decide to book your own accommodation and not stay at one of the suggested hotels, it will be up to you to make the necessary arrangements for transportation to and from the airport and conference venue.

### Entry into Turkey and visa requirements

All visitors to Turkey must hold a valid passport. The Turkish Government strongly recommends that passports be valid for at least six months after the trip.

Please be sure to apply for a visa at least six weeks before the meetings start. You have to register using the EVENT system in order to receive an invitation letter for the visa application (please see the EVENT registration instructions).

The type of visa required for entry into Turkey will depend upon the delegate's home country. In some cases, online applications will be possible and in others it will be necessary to file a paper application. More detailed information as to visa requirements for travelling to Turkey can be obtained at the following link to the Turkish Ministry of Foreign Affairs.

<http://www.mfa.gov.tr/visa-information-for-foreigners.en.mfa>



### Important

As requested by the Turkish government, all participants registering with EVENT and attending the meetings will have to provide the organizers with a copy of their passport. Please send a copy of your passport to Ms Feriye Öztürk at [visainformation@kizilay.org.tr](mailto:visainformation@kizilay.org.tr) once you have registered using the EVENT registration system regardless of whether you need an entry visa to Turkey or not.

#### 1. Delegates applying for a visa at a Turkish representation in their home country

If delegates apply for a visa at a Turkish representation in their home country, as part of their application they need to enclose a copy of the visa invitation letter received from the EVENT system and the letter of invitation issued by Dr Kerem Kınık, President of the Turkish Red Crescent. In this case, the visa fee will be waived. If you have any problems, please contact Ms Feriye Öztürk at [visainformation@kizilay.org.tr](mailto:visainformation@kizilay.org.tr).

#### 2. E-visa

Delegates who apply for an E-visa can use the link <https://www.konsolosluk.gov.tr/> and Visa/Visa Pre-Application/Type of Visa. We recommend delegates to select 'tourist visa' and then 'conferences and meetings' in the 'purpose of trip' drop-down box.

#### 3. Delegates whose home country does not have a Turkish representation

The Turkish Red Crescent will support and facilitate the visa application procedure for delegates who have no Turkish Embassy or Consulate in their own country. These participants must send a copy of their passport and the visa invitation letter received from the EVENT system to Ms Feriye Öztürk at [visainformation@kizilay.org.tr](mailto:visainformation@kizilay.org.tr) (office: +903122936032) at least two months before the start of the meetings. Once these documents have been received, you will be sent a confirmation letter from the Turkish Red Crescent along with additional information as to how to obtain a visa on arrival at the airport. Please contact Ms Feriye Öztürk should you require any further information/support.

#### 4. Visa fees and reimbursement procedures

Please note that it is not possible to waive online visa fees. However, you will be able to have the visa fee you paid reimbursed at the conference venue upon presentation of the receipt.

Please consult the website <https://www.evisa.gov.tr/en/> for detailed information regarding visa fees.

The Turkish Red Crescent will do everything possible to verify the bona fides of all delegates ahead of the application process and collaborate with the Turkish Ministry of Foreign Affairs, ICRC and the IFRC.

For any specific visa-related questions, please contact [visainformation@kizilay.org.tr](mailto:visainformation@kizilay.org.tr) and [event.support@ifrc.org](mailto:event.support@ifrc.org).

### Meals

As the hotels operate on an 'all inclusive' basis, accommodation, breakfast, lunch and dinner are all included in the room rate. Consequently, it is important that delegates have their breakfast and dinner at the hotel they are staying at (receptions are excluded). Lunches are served in the two main restaurants (-1 floor) at the Kaya Palazzo and Kaya Belek Hotels, which are adjacent to the Convention Center.

Food served at the restaurants and receptions will not contain pork or pork products. Vegetarians will have a large choice of dishes; any other special dietary requirements should be notified in advance in your hotel booking form.

### Arrival at Antalya International Airport

There are direct flights to Antalya and connecting flights from other major Turkish airports. The Turkish Red Crescent will set up welcome desks at the airport both in Antalya and Istanbul and you will be met at the arrivals terminal by Turkish Red Crescent volunteers who will assist you.

The hotels are approximately 25–30 km from Antalya Airport.

### Transfer to hotels

The Turkish Red Crescent will lay on a free shuttle service for all delegates from the airport to their hotel of choice, based on the travel information provided in the EVENT registration system.

Therefore, we kindly remind you to keep this information up to date to ensure the best possible service. Shuttle service details will be announced prior to the meeting.

Please note that there may be group transfers if flights arrive at similar times and that there is no public transport from the airport to the hotels except for taxis which cost around 40–50 euros.

### Information desk

There will be information desks at all the hotels and at the Kaya Palazzo Convention Center for the duration of the meetings.

### Registration badges

All delegates will receive a conference badge when they register for the IFRC General Assembly and the Council of Delegates at the Convention Center. You are requested to wear your conference badge while you are at the Center.

Security staff will be controlling access to the building with X-ray scanners. Please allow sufficient time to go through security. Once you pass through security, go to the registration desk located on floor -1 of the Kaya Palazzo Convention Center. If you lose your badge, please contact the registration desk. In order to ensure that the opening session begins on time, we are inviting delegates to register prior to the start of the meeting.

The registration desk at the Kaya Palazzo Convention Center will be open at the following times:

- 4 to 11 November 2017 08:00 to 19:00

## Receptions

It is with great pleasure that all participants are invited to the Welcome Gala Dinner to be hosted by the Turkish Red Crescent on *Sunday, 5 November 2017* at 19.30 in the *Carya ballroom* at the *Regnum Carya Golf & Spa Resort*. Please kindly note that the Regnum Hotel is within walking distance of the Kaya Hotels. In addition, shuttle services will be provided from all hotels to the gala venue.

All delegates are invited to the reception to be hosted by the IFRC on 8 November 2017 at 19:30 (venue tbc).

A reception will also follow the joint Awards Ceremony on 9 November 2017 at 19:30 (venue tbc).

## Exhibitions

All delegations are invited to exhibit their humanitarian work during the Statutory Meetings (6–11 November 2017). The call for proposals with logistics information can be found [here](#).

## Security

Although attacks have occurred in certain regions within Turkey and different part of the world over the past few years especially, Antalya city and the main Antalya tourist areas have not experienced any direct attacks against civilian and tourist targets during previous years. Antalya tourist areas receive between 6-7 million visitors every year and 5 star hotels in the area organise and host several hundreds of large national and international conferences annually, with no significant security incidents recorded.

In terms of crime, Antalya city (and nearby tourist areas) experiences lower levels of crime than many other European cities of similar size. Street crime such as pickpocketing, bag-snatching and petty theft is the main threat to business travellers and expatriates. Protests are rare in Antalya and pose little risk to foreign visitors. We strongly recommend that you pay close attention to your personal belongings. Never carry large amounts of money on you and if possible, leave your valuables (jewellery, identity papers, credit cards, travel tickets) in your hotel safe.

Additionally, please ensure that you do not leave your belongings unattended at Convention Centre because neither the conference organisers nor hotels can be responsible in case of loss or theft.

The conference venue and all recommended hotels have been assessed from a security standpoint and clear that all locations place high emphasis on visitor safety and well-being and the security measures at those sites meet required standards.

## Health insurance

You must have valid travel insurance (including health cover) for the duration of your stay in Turkey. If you are unable to obtain such insurance locally, you can apply for the IFRC-negotiated SOS insurance (regardless of whether you are a National Society delegate or a volunteer). The cost of the insurance is CHF 4.80 per day and provides health and accident cover for your trip from the day of departure indicated on the registration form to the day you return home. Please note that payment can only be made by debit to an IFRC project code.

To apply for this travel insurance, please complete the 'mission order' form posted on the following FedNet link:

[https://fednet.ifrc.org/FedNet/Resources\\_and\\_Services/Support/Insurance/SOS%20mission%20order%202015.xlsx](https://fednet.ifrc.org/FedNet/Resources_and_Services/Support/Insurance/SOS%20mission%20order%202015.xlsx) where you can also find a summary of the insurance cover, terms and conditions and other useful information.

### Internet corner

Delegates will have free Wi-Fi access at the Convention Center and in their hotel rooms. An internet corner will also be available.

### No-smoking policy

Smoking is not allowed indoors or in outside areas of hospitals and places of worship. However, special smoking areas have been established in cafes and restaurants. We ask our delegates to kindly follow the no-smoking policy.

### Souvenir shop

All delegates are warmly invited to visit the Turkish Red Crescent souvenir shop at the venue during the conference.

### Electricity

Turkey operates on 220 volts, 50 Hz, with round-prong European-style plugs that fit into recessed wall sockets/points. We encourage our delegates to bring the necessary transformers/adapters with them.

### Medical services

A 24-hour first-aid service will be available at the hotels. If necessary, patients will be referred to medical facilities in Antalya. We remind all delegates that they must take out their own travel insurance.

### Prayer room

A prayer room will be available for delegates.

### Green meetings

Green statutory meetings have been a success, and we encourage you to act in an environmentally responsible manner by limiting paper consumption.

We wish you a pleasant stay with us in Antalya. For further information, please visit [www.rcrcconference.org](http://www.rcrcconference.org) or contact us at [conferences@rcrcconference.org](mailto:conferences@rcrcconference.org).