



TURKEY-AFRICA

ECONOMIC AND BUSINESS FORUM

2-3 November 2016 | İstanbul Lütfi Kırdar ICEC
www.turkeyafricaforum.org



PRACTICAL INFORMATION

1. Date

Turkey warmly welcomes participants to the Turkey-Africa Economic and Business Forum in İstanbul. The Forum will take place on 2-3 November 2016.

The logistical and administrative arrangements;

- for the official delegations is organized by the Turkish Ministry of Economy
(africa@economy.gov.tr)
- for the private delegations is organized by DEİK-Foreign Economic Relations Board
(africa@deik.org.tr)

2. Meeting Venue & Accommodation

a. Meeting Venue

The Forum will be held at: İstanbul Lütfi Kırdar International Convention and Exhibition Center (ICEC)

Address : Gümüş Cad. No:4 34367 Harbiye / İstanbul / TURKEY
Telephone : +90 212 373 11 00
Website : <http://www.icec.org/>

b. Suggested Hotels

Participants of the Forum are recommended to stay at the hotels listed below.

Wyndham Grand İstanbul Europe
wyndhamgrandistanbuleurope.com
Contact: reservation@wyndhamistanbuleurope.com

The Marmara Taksim Hotel
www.themarmarahotels.com/the-marmara-taksim-otel.aspx
Contact: agirgin@themarmarahotels.com / gbayar@themarmarahotels.com

The Ritz-Carlton, İstanbul
www.ritzcarlton.com/en/hotels/europe/istanbul
Contact: kerem.icli@ritzcarlton.com

Ibis Styles Taksim Hotel
www.accorhotels.com/tr/hotel-A0A3-ibis-styles-istanbul-taksim/index.shtml
Contact: engin.dincer@theelysiumistanbul.com

The Elysium İstanbul Mgallery by Sofitel
www.sofitel.com/gb/asia/index.shtml
Contact: engin.dincer@theelysiumistanbul.com



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The delegations will make their own bookings. Due to busy season, the delegations are highly recommended to book their rooms as soon as possible.

Shuttle services will be provided from suggested hotels to the Forum venue.

3. Information Desk

Information desks will be set up at the İstanbul Atatürk Airport and in the Forum venue.

4. Lunch

Luncheon will be provided to the participants during the Forum.

5. Accreditation

c. Accreditation

Official delegations must submit their information to the Turkish Ministry of Economy through Turkish Embassies.

Private sector delegations must submit their information to DEİK-Foreign Economic Relations Board through the Forum website: www.turkeyafricaforum.org

d. Main Meeting Room Access

Accreditation passes will be provided to registered delegates in the morning of the first day of the meeting. The badges must be displayed and worn at all times while within designated access-controlled zones.

e. Visa Requirements

Visa applications for the Turkey-Africa Economic and Business Forum should be made in accordance with the Turkish visa regime and regulations. Please note that a passport valid for at least 6 months as from the date of your arrival in Turkey is required. More information about visa requirements can be found at <https://www.evisa.gov.tr> web site.

6. Transportation

All participants of the Forum will be granted discounted flight tickets from Turkish Airlines with a code "215TKM16" which can only be used for the international flights arriving to İstanbul Atatürk Airport before and after 7 days of the Forum.

The Ministers/Secretary Generals and their accompanying delegates arriving together at the İstanbul Atatürk Airport will be met and escorted to a VIP lounge by a Liaison Officer.



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The Ministers/Secretary Generals will be provided with a VIP car for the duration of their stay in Istanbul.

Shuttle service between the Forum venue and the suggested hotels will be provided during the Forum. Programs for the shuttle service will be available at the information desk in the hotels.

7. Forum Sessions

f. Opening Session

The Forum will officially start with opening speeches and then family photo by the participation of Ministers/Secretary Generals.

g. Plenary Session

A number of Turkish and African companies will share their business experiences in Africa.

h. Thematic Session

Ministers/Secretary Generals will attend a thematic session “Financing of African Investment Projects: Infrastructure, Transportation and Energy” where they have a chance to make a short speech.

i. Closing Session and Signing Ceremony

The results of the Forum will be discussed and agreements will be signed between Turkey and African countries.

8. Activities

a. Minister/Secretary Generals Bilateral Meetings

Rooms will be available for the Ministers and Secretary Generals who wish to hold bilateral meetings. Necessary logistical assistance will be provided at the Forum venue.

Bilateral meeting requests should be submitted to the Information Desk in the Forum venue. Meeting rooms will be allocated on a first-come, first-served basis.

b. Business to Business (B2B)

B2B meetings among the private entrepreneurs will be held in designated areas.

c. Business to Government (B2G)

B2G meetings will be organized in designated rooms for African authorities to present their specific projects to Turkish companies. In order to invite interested Turkish companies to



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B2G meetings, presentations of the projects must be submitted to the Turkish Ministry of Economy (africa@economy.gov.tr) by 14th of October, 2016.

d. Site Visits

In the afternoon of the second day of the Forum, site visits will be arranged to industrial zones and company facilities. Registration is required and details will be available in the information desks in the Forum venue.

9. General Information

a. İstanbul

Istanbul, with its historical peninsula, countless sights and timeless beauty is a unique city that has been capital to many civilizations from past to present and still continues to be home to residents from all over the world. For more information:

<http://www.goturkey.com/en/city/detail/istanbul>

b. Climate

Istanbul has a borderline Mediterranean climate, humid subtropical climate and oceanic climate, due to its location in a transitional climatic zone. Please visit:

<http://www.mgm.gov.tr/en-US/forecast-cities.aspx?m=ISTANBUL>

c. Time zone

Turkey is in the Eastern European Time (EET) Zone (UTC/GMT +3 hours).

d. International dialing codes

The country code for Turkey is 90. The area code for Istanbul is 212 for the European side and 216 for the Asian side. To make an international phone call, dial 00 + country code + phone number.

e. Electricity supply

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