

Information for Participants
UNFCCC Workshop on Economic Diversification
Tehran, Iran.
(18-19 October 2003)

Venue of Meeting

The workshop will be held at the Enghelab Hotel.

Address: No:50, Ttaleghani Av., (between hafez and vali-asr), Tehran, P.O. Box:15936
TEL: (98-21) 6467251-5, FAX: (98-21) 6466285, E-mail:eng-hotel@mail.dci.co.ir

Details on the hotel can be found at www.EnghelabHotel.com .
Contact person is Mr. Eslami, Financial Manager Tel: (98-21) 6464516.

Working language of workshop

The workshop will be held in English. The official language in Iran is Persian (Farsi).
However, English is widely spoken in hotels.

Hotel Reservations and Visa Application

Normal single rooms cost US\$ 71/night, including breakfast and service charge.
Bookings have been made for all participants at this hotel. Participants making alternative hotel arrangements are kindly requested to inform the UNFCCC secretariat accordingly. This information should be sent to Ms. Patricia Eyzaguirre.

Participants are advised to contact the UNFCCC secretariat as soon as possible for issuance of their visas for Iran. To expedite the visa application process each participant is required to send passport details not later than 12 October 2003, to Ms. Patricia Eyzaguirre, email:peyzaguirre@unfccc.int, tel: (49-228) 815 1453. Alternatively participants may contact the visa focal point in Iran - Mr. Mohammadi at (mnsn47@yahoo.com-Tel/Fax: (98-21) [8905022](tel:8905022)). Their visa reference no. will be sent to secretariat as soon as possible and they can secure their visa from the nearest I.R. Iran Consulate.

Transportation from Airport to Hotel

Participants wishing to have airport-hotel-airport transfers should provide flight details to Mr. Mehdi Nekunam: E-mail: m_nekunam@yahoo.com. TEL/FAX: (98- 21) 8905022. A welcome desk would be installed at the international terminal of Tehran Mehrabad airport. with meeting signs, for greeting and assisting participants arriving at this airport. Participants should expect to spend about 30-60 minutes with airport formalities, baggage claim and customs.

Currency and Exchange Rates

Currencies including United States dollar, Euro, Canadian dollar, Swiss franc, British pound, Yen, etc. can be exchanged to Iranian currency (RIAL) in the airport at the counter of the Bank Melli Iran located in the baggage hall or USD at the hotel. Note the exchange rate at the hotel -1USD=approximately 8,200Rials.

All accommodation and other charges incurred, are payable **IN CASH ONLY**, either in Rials or USD. For shopping, all shopping centers only accept Rial. **IMPORTANT NOTE - Credit cards are not accepted by hotels and stores.**

Time zone

Tehran is UTC (GMT) +3.5 hours

Iranian customs and dress codes

In general, care should be taken to respect Islamic codes of dress and behavior. Female participants are required to wear a headscarf and long manteaux. The Manteau is indeed a long coat or mantle. It is only important that the hair, arms and legs are covered, and therefore wearing of long sleeved long shirts (or long coats) with trousers or a long skirt, with a headscarf, would be sufficient. To avoid complications on arrival at customs, all of the participants should refrain from carrying alcohol or narcotic drugs, which are prohibited in Iran.

Climate

Tehran in October is mild to moderately cold (12-22 °C) with the possibility of scattered showers.

Services to participants

Access to E-mail and Internet services will be provided free of charge during working hours of workshop. Internet speed in hotel is maximal 56kbps.

Voltage and Internet

Iran's electricity system runs on 220Volts. Participants are advised to bring with them appropriate adaptor plugs, as necessary for computers (European configuration) and any other electrical appliance.

Meal

It is suggested that participants have their lunch in one of the restaurants in the hotel. A LA CARTE or buffet type lunch will be served at the price of \$5 - 6.

- - - - -