

## International Anti-Corruption Academy

3<sup>rd</sup> Assembly of Parties  
19 - 21 November 2014

### Information for Participants

#### Date and Venue

The 3<sup>rd</sup> session of the Assembly of Parties of the International Anti-Corruption Academy (IACA) will be held at Four Seasons Hotel Baku, from 19 to 21 November 2014.

#### Address:

Four Seasons Hotel Baku  
1 Neftchilar avenue  
Baku, Azerbaijan, AZ1095

#### Credentials and Registration

Every delegation must submit credentials for attending the Assembly of Parties with full powers. In addition, each member of a delegation has to submit a separate Registration Form and a photo.

##### A. Credentials

All delegations must submit their credentials/notifications in accordance with the Rules of Procedure for the Assembly of Parties. Please refer to the Provisional Agenda and Annotations for further information.

##### B. Registration

A separate Registration Form, as attached in Annex I, should be returned for each delegate by e-mail (or fax) to IACA's Secretariat (e-mail: [assembly2014@iaca.int](mailto:assembly2014@iaca.int); fax: +43 2236 710 718 311). The deadline for registrations, 24 October 2014, is due. However, delegations are invited to submit their Registration Forms as soon as possible, but not later than one week before the session. Any later change in the composition of the delegation should also be communicated to the Secretariat.

A photo (minimum resolution 250 dpi or 300 kb size) should be attached to the Registration Form in order to facilitate the badges issuing for this session of the Assembly. The participants who have already registered should provide the photos at their earliest convenience, but preferably not later than one week before the session.

Please note that, due to security measures during the Opening Ceremony of the session, official badges with photos need to be prepared in advance.

#### Visas

The list of countries entitled to a visa exemption is attached in Annex II.

Participants who require a visa for Azerbaijan to attend the Assembly of Parties should contact the Embassies and Consulates of the Republic of Azerbaijan in their respective countries; please consult the following link:

[http://mfa.gov.az/files/file/Dip.missions\\_of\\_The\\_Republic\\_of\\_Azerbaijan\\_02.09.2014.pdf](http://mfa.gov.az/files/file/Dip.missions_of_The_Republic_of_Azerbaijan_02.09.2014.pdf).

Participants are encouraged to apply for a visa at least three weeks prior to their intended date of arrival in Azerbaijan. IACA will not be responsible for the issuance of visas.

Delegates, who require a visa and do not have an Azerbaijani Embassy or Consulate in their country, are invited to submit their Registration Form and a copy of their passport **to IACA's** Secretariat at their earliest convenience. For those delegates, the host country will facilitate visa issuance at the Heydar Aliyev International Airport of Baku upon arrival. Please note that, in this situation, a **“Letter of Guarantee”** might be requested in order to be allowed to board the flight to Baku. The request for such a document shall be addressed to the following e-mail: [bakuassembly@prosecutor.gov.az](mailto:bakuassembly@prosecutor.gov.az).

All delegates must be in possession of passports valid for at least 3 months before the date of entry.

### Vaccinations

There is no vaccination requirement for entrance to Azerbaijan.

### Accommodation

Delegations are responsible for making their own hotel arrangements. For organizational purposes, the host country has negotiated preferential conference rates with the hotels below, which are in proximity to the venue of the Assembly. Please indicate the following booking code upon reservation: IACA Assembly 2014.

The deadline for room reservations under the preferential conference rates is 15 November 2014 and, therefore, after this date, room bookings are subject to availability. Any change regarding room reservation must be notified by e-mail directly to the hotel.

Please note that IACA does not cover the costs of accommodation nor does it make hotel reservations on behalf of delegations.

<u>Four Seasons Hotel Baku</u> 1 Neftchilar avenue Baku AZ1095 Azerbaijan Phone: +99412 404 24 24 Fax: +99412 404 24 25 E-mail: <a href="mailto:leyla.ramazanova@fourseasons.com">leyla.ramazanova@fourseasons.com</a>	Rooms Price for one night (in AZN)*	
	Deluxe City view	160.00
	Deluxe Caspian view	185.00
	Premier	255.00
	Executive Suite	485.00
	One Bedroom Suite	1,100.00
	Two Bedroom Suite	1,300.00
	Presidential Suite	6,000.00

(\* The price does not include breakfast (AZN 23.00 without VAT 18%), VAT 18%, and AZN 1.10 municipal taxes.

<u>Hilton Hotel Baku</u> Azadlig ave. 1B Baku AZ1000 Azerbaijan Phone: +99412 464 50 00 Fax: +99412 464 50 01 E-mail: <a href="mailto:baku.sales@hilton.com">baku.sales@hilton.com</a>	Rooms Price single/double (in AZN)*	
	Guest	180.00/198.00
	Deluxe	205.00/223.00
	Executive	220.00/238.00
	Deluxe Executive	240.00/258.00
	Suite	330.00/348.00

(\* The price includes breakfast. VAT 18% and AZN 1.10 municipal taxes are not included.

<u>JW Marriot Absheron Hotel Baku</u> Azadlig square 674 Baku AZ1010 Azerbaijan Phone: +99412 499 88 88 Fax: +99412 499 88 98 E-mail: <a href="mailto:naila.mustafayeva@marriott.com">naila.mustafayeva@marriott.com</a>	Rooms Price single/double (in AZN)*	
	Deluxe City view	160.00/175.00
	Deluxe Caspian view	190.00/205.00
	Executive Deluxe	200.00/215.00
	Executive Premier	350.00/365.00
	Executive Suite	390.00/405.00

(\*) The price includes breakfast and internet. VAT 18% and AZN 1.10 municipal taxes are not included.

For online reservation JW Marriott Absheron Baku with special offer please visit this page:

[http://www.marriott.com/meeting-event-hotels/group-corporate-travel/groupCorp.mi?resLinkData=General%20Prosecutor%20Office%5Egydjw%60GENGENA%7CGENGENB%7CGENGENC%7CGENGEND%7CGENGENE%60160-390%60AZN%60false%6011/18/14%6011/22/14%6011/5/14&app=resvlink&stop\\_mobi=yes](http://www.marriott.com/meeting-event-hotels/group-corporate-travel/groupCorp.mi?resLinkData=General%20Prosecutor%20Office%5Egydjw%60GENGENA%7CGENGENB%7CGENGENC%7CGENGEND%7CGENGENE%60160-390%60AZN%60false%6011/18/14%6011/22/14%6011/5/14&app=resvlink&stop_mobi=yes)

<u>Park Inn by Radisson Azerbaijan Hotel</u> Azadlig ave. 1 Baku AZ1000 Azerbaijan Phone: +99412 490 60 00 Fax: +99412 496 89 00 E-mail: <a href="mailto:reservations.baku@rezidorparkinn.com">reservations.baku@rezidorparkinn.com</a>	Rooms Price single/double (in AZN)*	
	Standard room	120.00/140.00

(\*) The price includes breakfast and internet. VAT 18% and AZN 1.10 municipal taxes are not included.

### Transportation

The host country will provide airport transfer and shuttle services for all participants between the conference hotels and the respective venues based on the information provided in the Registration Form.

Ministerial level heads of delegations will be provided with an adequate class of transport in accordance with the established protocol requirements.

### Evening Programme

On 19 and 20 November 2014, there will be official evening events, including a Gala Dinner and an Official Dinner, starting at 19:30 respectively. Participation is upon invitation only. For security reasons, delegates are kindly requested to bring their official invitations as well as their conference badges to the venue. The dress code for both events is formal.

### Excursion

In the afternoon of 21 November 2014, an excursion to the historic landmarks of Azerbaijan (**Old City, the Maiden tower, and Shirvanshah's Palace**) and the **National Park** will be organized. Participants should include their participation in the excursion in the Registration Form. The dress code for the event is casual. The excursion is expected to end around 17:00.

### Available Facilities

#### A. Wireless network connection

A wireless network connection will be available to all participants at the venue of the Assembly.

#### B. Postal services

Postal services are available at the Central Post Office, on 41 Azerbaijani avenue. The Post Office can be contacted by dialling +994 12 498 80 00 and is within walking distance from the venue of the Assembly.

#### C. Medical services

Medical services will be available at the venue for the entire period of the session. The Central Clinic Hospital is located close to the venue and can be reached from the hotline number "105" on a 24/7 basis.

#### D. Foreign exchange and banks

Foreign nationals can bring an unlimited amount of foreign currency provided that a relevant declaration is issued and stamped by the Airport Customs authorities upon arrival. They can export up to the amount imported and declared (proof of import must be presented, otherwise a max. of 1,000 USD may be exported). Currency exchange facilities will be available at hotels and all banks nearby.

#### E. Catering services

Lunches and coffee breaks will be provided for the participants at the venue.

#### F. Electricity

Electrical power in Azerbaijan is supplied at 230 volts/50 hertz alternating current. Hotels usually provide for round and flat plugs.

#### First Aid and Emergency Numbers in Azerbaijan

General Emergency: 911

Police: 102

Medical Emergency: 103

Fire Brigade: 101

#### Contact Details of the Secretariat

International Anti-Corruption Academy (IACA)

Muenchendorfer Str. 2

2361 Laxenburg

Austria

Phone: +43 2236 710 718 126

Fax: +43 2236 710 718 311

E-mail: [assembly2014@iaca.int](mailto:assembly2014@iaca.int)

[www.iaca.int](http://www.iaca.int)

Please consult the Assembly of Parties 2014 section of IACA's website regularly for updates [www.iaca.int/governance/assembly-of-parties](http://www.iaca.int/governance/assembly-of-parties) (including for downloads of relevant documents).

International Anti-Corruption Academy

3<sup>rd</sup> Assembly of Parties

19 - 21 November 2014

Registration Form

Country			
Agency or organization			
Visa needed	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
	<input type="checkbox"/> Request for issuance upon arrival (only in case of no Azerbaijani Embassy or Consulate in the country)		
Family name (exactly as it appears on passport)			
Given name (s) (exactly as it appears on passport)			
Passport	Type:	No.	
Date of Birth (DD/MM/YY)			
Gender			
Nationality			
Title/Function			
Telephone		Facsimile	
E-mail			

Accommodation during your stay in Baku, Azerbaijan	<input type="checkbox"/> Four Seasons Hotel Baku <input type="checkbox"/> Hilton Hotel Baku <input type="checkbox"/> JW Marriot Absheron Hotel Baku <input type="checkbox"/> Park Inn by Radisson Azerbaijan Hotel <input type="checkbox"/> Other (please indicate):
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Excursion <small>(spaces are limited and are available on a first-come first-served basis)</small>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> with companion: ____ person(s)
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FLIGHT DETAILS			
Arrival date		Flight No.	
Arrival time		Airline	
Departure date		Flight No.	
Departure time		Airline	

Please use a separate form for each participant.

Please e-mail this registration form and a photo to IACA's Secretariat ([assembly2014@iaca.int](mailto:assembly2014@iaca.int)) at your earliest convenience, preferably not later than Wednesday, 12 November 2014.

## Annex II

a. Participants from the following countries do not need a visa to travel to Azerbaijan:

1. Belarus
2. Georgia
3. Kazakhstan
4. Kyrgyzstan
5. Uzbekistan
6. Republic of Moldova
7. Russian Federation
8. Tajikistan
9. Ukraine

b. Participants with one of the following types of passports do not need a visa to travel to Azerbaijan:

1. Austria (Service/Diplomatic Passport)
2. Argentina (Service/Diplomatic Passport)
3. Albania (Service/Diplomatic Passport)
4. Belarus (Service/Diplomatic Passport)
5. Belgium (Diplomatic Passport)
6. Bosnia and Herzegovina (Service/Official/Diplomatic Passport)
7. Brazil (Service/Diplomatic Passport)
8. Bulgaria (Service/Diplomatic Passport)
9. China (Service/Diplomatic Passport)
10. Colombia (Service/Diplomatic Passport)
11. Croatia (Service/Diplomatic Passport)
12. Cuba (Service/Diplomatic Passport)
13. Cyprus (Diplomatic Passport)
14. Czech Republic (Diplomatic Passport)
15. Estonia (Diplomatic Passport)
16. Finland (Diplomatic Passport)
17. France (Diplomatic Passport)
18. Georgia (Service/Diplomatic Passport)
19. Germany (Diplomatic Passport)
20. Greece (Diplomatic Passport)
21. Hungary (Service/Diplomatic Passport)
22. Indonesia (Service/Diplomatic Passport)
23. Iran (Service/Diplomatic Passport)
24. Italy (Service/Official/Diplomatic Passport)
25. Jordan (Service/Diplomatic Passport)
26. Kazakhstan (Service/Diplomatic Passport)
27. Kuwait (Service/Diplomatic Passport)
28. Kyrgyzstan (Service/Diplomatic Passport)
29. Latvia (Diplomatic Passport)
30. Libya (Service/Diplomatic Passport)
31. Lithuania (Diplomatic Passport)
32. Luxembourg (Diplomatic Passport)
33. Malta (Diplomatic Passport)
34. Mexico (Diplomatic Passport)
35. Morocco (Service/Diplomatic Passport)
36. Montenegro (Service/Diplomatic Passport)
37. Netherlands (Diplomatic Passport)
38. Pakistan (Service/Diplomatic Passport)
39. Peru (Service/Official/Diplomatic Passport)
40. Poland (Diplomatic Passport)

41. Portugal (Service/Diplomatic Passport)
42. Republic of Korea (Service/Diplomatic Passport)
43. Republic of Moldova (Service/Diplomatic Passport)
44. Romania (Service/Diplomatic Passport)
45. Russian Federation (Service/Diplomatic Passport)
46. Serbia (Service/Diplomatic Passport)
47. Slovakia (Service/Diplomatic Passport)
48. Slovenia (Diplomatic Passport)
49. Spain (Diplomatic Passport)
50. Sweden (Diplomatic Passport)
51. Syria (Service/Diplomatic Passport)
52. Tajikistan (Service/Diplomatic Passport)
53. Turkey (Service/Diplomatic Passport)
54. Turkmenistan (Service/Diplomatic Passport)
55. Ukraine (Service/Diplomatic Passport)
56. United Arab Emirates (Diplomatic passport)
57. Uruguay (Service/Official/Diplomatic Passport)
58. Uzbekistan (Service/Diplomatic Passport)
59. Vietnam (Service/Diplomatic Passport)

\*This list has been provided by the host government.