

8th GFMD Summit Meeting

14-16 October 2015

Istanbul Lutfi Kırdar International Convention and Exhibition Center (ICEC)
Istanbul, Turkey

INFORMATION NOTE FOR PARTICIPANTS

I. GENERAL INFORMATION

The Global Forum on Migration and Development (GFMD) is a state-led, inclusive and consultative process open to all States that are Members and Observers of the United Nations. UN Agencies and other international and regional bodies may be invited as **Observers**.¹ The GFMD was created upon the proposal of the United Nations Secretary-General at the [UN General Assembly High-level Dialogue \(HLD\)](#) on International Migration and Development in September 2006. The Forum's purpose is to address the multi-dimensional aspects, opportunities and challenges related to international migration and its inter-linkages with development, to bring together government expertise from all regions, to enhance dialogue, cooperation and partnership and to foster practical and action-oriented outcomes at the national, regional and global levels.

The first GFMD meeting was hosted by Belgium in July 2007 with the assistance of the UN Secretary General's Special Representative for International Migration and Development, Peter Sutherland. Since then, 6 more GFMD summit meetings have been held across the world, hosted by the governments of the Philippines (2008), Greece (2009), Mexico (2010), Switzerland (2011), Mauritius (2012) and Sweden (2013-2014), respectively. The key outcomes of these GFMD meetings were submitted to the UN in the form of a [Thematic Recollection](#), as an input to the 2nd UNHLD in October 2013.

At the 2nd UN HLD, the UN Secretary General Ban Ki-Moon lauded the GFMD for building a culture of trust among member states, thereby helping advance the dialogue and cooperation on international migration. The 2013 HLD Declaration urged the international community to work closer together in addressing the multi-faceted challenges and opportunities at the nexus of migration and development, and to advocate for the inclusion of migration in the new global development agenda.

As GFMD Chair-in-Office for 2014-2015, the Government of Turkey will host the 8th GFMD Summit Meeting on 14-16 October 2015 in Istanbul under the overarching theme, *"Strengthening Partnerships: Human Mobility for Sustainable Development."*

It will be preceded by the [Civil Society Days](#) to be held on 12-13 October. The GFMD 2014-2015 Civil Society process is coordinated by the ICMC. For registration and other information about the Civil Society Days, please go to www.gfmdcivilsociety.org.

II. DATES AND VENUE

The 8th GFMD Summit Meeting will take place on 14-16 October 2015 at the Istanbul Lutfi Kırdar International Convention and Exhibition Center (ICEC), Istanbul, Turkey. The Civil Society Days will be held on 12-13 October 2015.

[Istanbul Lutfi Kırdar International Convention and Exhibition Center ICEC](#)
Taşkılla Caddesi Harbiye 34367 İstanbul, Turkey

For more information, please visit <http://www.icec.org/>

¹ See [Annex A](#) for List of GFMD Observers.

III. FACILITIES AND AMENITIES AT THE LÜTFI KIRDAR ICEC

a) **Internet**

There will be free Wifi at the venue.

b) **Meeting rooms**

Rooms for bilateral or private meetings will be made allocated on a first come-first served basis. It is highly advised to submit requests for these rooms (including the number of participants) ahead of the Summit meeting.

c) **Meals**

Coffee breaks and lunches will be provided from 14 to 16 October.

d) **Interactive map:**

To familiarize yourself with the Lütfi Kırdar convention center, an interactive map of the building can be found here:

<http://www.icec.org/InteractiveMap>

IV. PROGRAM OF THE GOVERNMENT MEETING (14-16 October 2015)

a) **Provisional Programme**

Please see **Annex B** for the Provisional program of the 8th GFMD Summit. The updated programme will be posted on the GFMD web portal www.gfmd.org as soon as it becomes available.

b) **Rule of engagement**

The GFMD is a friendly, informal, interactive, and non-decision-making process with the main objective to promote open and interactive discussion and debate. The Summit Meeting is governed by the Chatham House Rule, i.e. comments will not be attributed or credited specifically to any one delegate.

To promote an interactive debate during the sessions, preference will be given to interventions by the States.

c) **Languages, translation and interpretation services**

Simultaneous language interpretation will be made available in English, French and Spanish during the Government Meeting on 14- 16 October 2015. All Roundtable background papers will be provided in English, French and Spanish. All proceedings will be recorded in English.

d) **Dress code**

Official dress code is recommended during the meetings.

V. COMPOSITION OF DELEGATIONS

Governments are invited to send delegates holding senior policy responsibilities in the fields of migration, development, employment and planning. There is no limit to the number of delegation members. For purposes of institutional coherence, the composition of each delegation should be coordinated by the state's [GFMD Focal Point\(s\)](#).

Certain organizations are invited as [Observers](#). The composition of each delegation is coordinated by the organization's [GFMD Focal Point\(s\)](#).

Both Governments and Observers are encouraged to ensure, to the extent possible, that their delegation composition is **gender-balanced**.

VI. REGISTRATION AND DISTRIBUTION OF BADGES

a) Registration of delegates

Registration is open only to all States that are Members and Observers of the United Nations. UN Agencies and other international and regional bodies, as well as select civil society actors may be invited as [Observers](#).

The registration of the delegation should be arranged through the designated [GFMD Focal Point](#).

Governments and Observers are requested to register at their earliest possible convenience, but no later than **30 September 2015**.

All delegations are encouraged to use the **online registration** system at <http://www.gfmd.org> to accelerate their accreditation process. This online system facilitates the encoding of required information from delegates and will provide ease to the logistical preparations of the 8th Summit Meeting. To ensure a coordinated registration from each government or organization, an **assigned password** will be sent separately to the registered GFMD focal point(s).

If online registration is not feasible, please complete and send the attached **registration form (Annex C)** to registration@gfmd.org or by fax to: +4122 788 49 48.

A confirmation note (by Note Verbale) is needed to confirm the composition of delegates through the designated Diplomatic Mission and sent to:

GFMD Support Unit
15 Route des Morillons,
1218 Le Grand Saconnex,
Geneva, Switzerland

Tel: +4122 788 49 46 / +4122 788 49 47
Fax: +4122 788 49 48
Email: registration@gfmd.org

b) Delegate badges

Delegations may claim their badges at the Istanbul Lutfi Kırdar ICEC on **Tuesday, 13 October, from 10.00hours to 17.00hrs ONLY.**

For lack of material time, it is NOT possible to issue conference badges at the Istanbul Lutfi Kırdar ICEC in the morning of 14 October, before the start of the 8th GFMD Summit Meeting.

As a rule, official accreditation badges will be released **ONLY** to a registered delegation member and/or a duly authorized representative of the Government (e.g., officials and staff of the country's diplomatic mission in Istanbul or nearby missions).

c) Conference kits and documents

Conference kits and other documents will be issued upon their registration at the Istanbul Lutfi Kırdar ICEC, until 17.00 hours, 13 October 2015.

As part of the Turkish GFMD Chair's efforts to reduce expenditure, save paper and minimize the environmental impact associated with document printing and reproduction, conference documents will be made available at the conference venue in limited number.

Delegates are therefore kindly requested to bring their own copies of the Roundtable Session background papers and other relevant documents to the meeting. All conference documents will be posted in English, French and Spanish on the GFMD web portal (<http://www.gfmd.org>) ahead of the meeting.

VII. FINANCIAL ASSISTANCE

To ensure broader participation, donor countries have granted limited resources to fund the participation of one delegate from each country listed as Least Developed Countries (LDC) or Other Low Income Countries (OLIC) in the [OECD DAC List of ODA Recipients](#)².

In addition and subject to availability of funds, the Chair may consider requests for financial support. Special consideration will be accorded to requests from developing countries that have actively participated in the GFMD process (for example, by serving as a co-chair, team member, panelist, moderator or rapporteur).

The **financial assistance** will cover the cost of:

- A restricted economy-class plane ticket
- 3 nights hotel accommodation
- Daily subsistence allowance (DSA) to be announced later, in accordance with hospitality arrangements

As a rule, tickets will be booked and paid by the GFMD based on the most economical direct route to Istanbul, to be determined under International Organization for Migration (IOM) Rules on Travel.

To request financial assistance, the country's Focal Point must send a Note Verbale to the GFMD Support Unit indicating the name(s) of the delegate(s) for whom financial assistance is intended, and the expected benefit (motivation) of participating in the Summit meeting.

For any inquiries under this financial mechanism, please contact:

GFMD Support Unit
15 Route des Morillons,
1218 Le Grand Saconnex,
Geneva, Switzerland

Tel: +4122 788 49 46 / +4122 788 49 47
Fax: +4122 788 49 48
Email: registration@gfmd.org

APPLYING DOES NOT GUARANTEE THAT FINANCIAL ASSISTANCE WILL BE GRANTED.

Please note that the GFMD Support Unit may NOT be able to process any application submitted after **15 September 2015**.

VIII. HOTEL ACCOMMODATION

a) Recommended Hotels

Participants, except those funded by the GFMD Chair, are responsible for making their own accommodation arrangements. Special rates (**with option date of 1 September 2015**) have been negotiated by the Turkish GFMD Chair with the following hotels located close to the Istanbul Lutfi Kırdar ICEC:

[Hilton Bosphorus](#) (5 star, 2 minute walk to Lutfi Kırdar ICEC). See **Annex E** for booking conditions.

[Divan Hotel Istanbul](#) (5 star, 10 minute walk to Lutfi Kırdar ICEC). See **Annex E - 1** for booking conditions.

[The Marmara Taksim](#) (5 star, 15 minute walk to Lutfi Kırdar ICEC). See **Annex E - 2** for booking conditions.

Please note that SPECIAL RATES will NO longer apply after the OPTION DATE of 1 September 2015. Please book as soon as possible!

² See [Annex D](#) for the OECD DAC List of ODA Recipients for 2015.

IX. HOSPITALITY DESKS

Hospitality desks or information points will be set up at designated areas of the Istanbul Ataturk Airport as well as at the recommended hotels.

These desks will provide delegates with practical information about the venue, transport, setting up bilateral meetings and other useful information.

X. ENTRY TO TURKEY AND VISA REGULATIONS

a) Basic requirements for entry to Turkey

- Foreign nationals require a **valid and accepted travel document**, with a minimum validity of 6 months, in order to enter Turkey.

For further or detailed information, please visit www.mfa.gov.tr/visa-information-for-foreigners.en.mfa.

As of April 17, 2013, electronic visa (e-visa) replaces "sticker visa" which was formerly issued at the border crossings. The applicant just need to log on to <https://www.evisa.gov.tr/en/>. The process is relatively quick. The applicant is requested to provide necessary information and once application is approved, makes online payment (about USD \$20 for single entry) and downloads the e-visa.

All delegates are responsible for securing all necessary visas to enter Istanbul, including transit visas.

To find out if you need a visa to enter Turkey, please go to: www.mfa.gov.tr/visa-information-for-foreigners.en.mfa.

b) Further Information and support on visa matters

For further information about visa regulations and procedures, please contact:

Mr. Işık Eratay
Turkish GFMD Task Force
Tel: +90 (312) 292 2496
Fax: +90 (312) 292 2746
E-mail: ieratay@mfa.gov.tr

c) Travel insurance

To find out if you need travel insurance, please check with the Turkish Embassy in your own country.

XI. USEFUL INFORMATION ABOUT ISTANBUL

a) About Istanbul

Located in the center of the Old World, İstanbul is one of the world's great cities famous for its historical monuments and magnificent scenic beauties. It is the only city in the world which spreads over two continents: it lies at a point where Asia and Europe are separated by a narrow strait - the Bosphorus. İstanbul has a history of over 2,500 years. Ever since its establishment on this strategic junction of lands and seas, the city has been a crucial trade center.

The historic city of İstanbul is situated on a peninsula flanked on three sides by the Sea of Marmara, the Bosphorus and the Golden Horn. It has been the capital of three great empires, the Roman, Byzantine and

Ottoman empires. For more than 1,600 years over 120 emperors and sultans ruled the world from here. No other city in the world can claim such a distinction.

During its development, the city was enlarged four times, each time the city walls were rebuilt further to the west.

As a capital of empires, the city served not only as administrative but also as a religious center. The Patriarchate of Eastern Christians has been headquartered here since its establishment, and the largest early churches and monasteries of the Christian world rose in this city on top of the pagan temples. Within a century after the city was conquered, it was enriched with mosques, palaces, schools, baths and other architectural monuments that gave it a Turkish character, while some of the existing churches in ruins were repaired, altered and converted into mosques. Between the 16th century when the Ottoman sultans acquired themselves the title of the "Caliph of Islam" and 1924, the first year of the Republic, İstanbul was also the headquarters of the Caliphate. More Jews settled in Istanbul than any other port, and here they built themselves a new and happy life after they were rescued from Spain by the Turks in the 15th century. İstanbul has always been a city of tolerance where mosques, churches and synagogues exist side by side. The city was adorned with a large number of dazzling and impressive works even during the period of decline of the Ottomans.

During this time, the influence of European art made itself felt in the new palaces, while the northern slopes of the Golden Horn, Galata and Beyoglu districts assumed a European character. Even when the Empire, which was a party to World War I, collapsed and the young Republic that replaced it moved the capital to Ankara, Istanbul did not lose its significance.

Coming forward with its unique history and splendid natural beauties, and after successfully hosting several international events in recent years, Istanbul has been selected as the "2010 European Culture Capital".

Preparing for the Culture Capital title with the efforts of the Metropolitan Municipality, the Istanbul Governorship, and the 2010 European Culture Capital Coordination Board, the city has been transformed into a city of tourism with convention, fairs, cultural events, art, and sports activities. Racing with the world's renowned capital cities in these fields, Istanbul has leaped to the 17th position, up from 49, among the top tourist conventions in the last couple of years.

To make Istanbul a UN city is one of the main goals of the Turkey's UN policy. Turkey has achieved a lot in this regard. Istanbul is currently hosting the Regional Office of the United Nations Population Fund (UNFPA), the International Center for Private Sector in Development of the United Nations Development Programme (UNDP), the UNDP Regional Office for Europe and CIS, and the UN Women Regional Office for Europe and Central Asia. Many other UN agencies have shown interest in moving their bases for regional operations to Turkey.

Renewing its infrastructure in conceivably all fields, Istanbul has been well applauded for its successful hosting of international events, such as the Champions League Football Final Match, Formula 1, Moto GP, Red Bull Air Race, UEFA Final Cup 2009, World Water Forum 2009, IMF World Bank Congress 2009, World Basketball Championship 2010, the World Salon Athletics Championship 2012, the annual International Energy Summits and the Peace Summit 2015. Istanbul will also host The World Humanitarian Summit in 2016.

b) Currency

Turkish currency is the Turkish Lira, TL.

Banknotes: 5, 10, 20, 50, 100 & 200 TL

Coins: 5, 10, 25 & 50 Kuruş and 1 TL

Exchange rate was 3.0573 TL for 1 Euro and 2.7617 for 1 US Dollar as of 28 July 2015. Foreign currency can be exchanged at the airport, banks, hotels and exchange offices. International Credit Cards are widely accepted.

c) Banks

Banking hours are from Monday to Friday, 09:00-17:00. Banks are closed on Saturday and Sunday and public holidays. All banks have similar exchange rates. Several ATMs can be found near the Convention Center and most of them accept all debit cards.

d) Weather

In October, the weather in İstanbul is generally warm in the day and cool in the night. The average temperature in the month of October is between 15-25 Celsius.

The most recent weather forecast for İstanbul may be accessed at: <http://www.meteoroloji.gov.tr>

e) Security

Among major cities, Istanbul boasts one of the lowest levels of crime. Despite its high population and traffic, one can walk through every part of the city without any problem.

f) Phone calls

Public phones operate with cards, which are sold at post offices and some newspaper kiosks. Some public phones have access to AT&T and some other telecommunication networks. Fax messages can be sent from major post offices and hotels. Cellular telephones can be hired.

International Dial Code: +90

g) Postal Services

Hotels often provide basic postal services. Post offices are open daily except Saturday, Sunday and public holidays.

h) Electricity

Turkey has 220 volts/50 Hz. electricity and socket type is European standard. (2-pin plug)

i) Shopping

Most shops in Istanbul are generally open from 09:00 to 21:00, Monday to Saturday. Some of the supermarkets, shopping malls, newspaper kiosks, restaurants and food shops are also open on Sunday. You can enjoy tax free shopping in all the major shopping centers.

j) Gratification

Prices in hotels, restaurants, taxi fares, etc., are calculated to include taxes and service. A tip, therefore, is not indispensable, but justified for good service. In restaurants, leave 10% of the bill. Taxi drivers usually do not expect tips.

k) Sales tax refund

For detailed information on sales tax refund, please visit <http://www.ataturkairport.com/en-EN/preflight/Pages/TaxFree.aspx>

l) Medical Services

A number of medical facilities in Istanbul, including their contact details, can be found on this website: <http://www.istanbulhastaneleri.net/>.

m) Tourist information

For any question about Istanbul and/or travel in Turkey, please visit the official website (<https://goturkey.com/en>) of the Turkey Tourism Portal.



List of GFMD Observers

(as of 28 July 2015)

1. ACP Group of States
2. ACP-EU Migration Action
3. African Union
4. Asian Development Bank
5. Association of Southeast Asian Nations
6. Committee on the Protection of the Rights of All Migrant Workers and Members of their Families
7. Common Market for Eastern and Southern Africa
8. Commonwealth Secretariat
9. European Union
10. Inter-American Development Bank
11. Intergovernmental Consultations on Migration, Asylum and Refugees
12. International Catholic Migration Commission
13. International Center for Migration Policy Development
14. International Federation of Red Cross and Red Crescent Societies
15. International Fund for Agricultural Development
16. International Labour Organization
17. International Organization for Migration
18. International Organization of the Francophonie
19. Joint Migration and Development Initiative
20. League of Arab States
21. Office of the High Commissioner for Human Rights
22. Office of the Special Representative of the UN Secretary General
23. Organization for Economic Co-operation and Development
24. Organization for Security and Cooperation in Europe
25. Organization of Islamic Conference
26. Regional Conference on Migration (Puebla Process)
27. Secretaría General Iberoamericana
28. South American Conference on Migration
29. Sovereign Military Order of Malta
30. The John D. and Catherine T. MacArthur Foundation
31. United Nations Children's Fund
32. United Nations Conference on Trade and Development
33. United Nations Department of Economic and Social Affairs
34. United Nations Development Fund for Women
35. United Nations Development Programme
36. United Nations Economic and Social Commission for Asia and the Pacific
37. United Nations Educational, Scientific and Cultural Organization
38. United Nations High Commissioner for Refugees
39. United Nations Institute for Training and Research
40. United Nations Office on Drugs and Crime
41. United Nations Population Fund
42. United Nations Regional Commissions
43. United Nations Special Rapporteur on the Human Rights of Migrants
44. Universal Postal Union
45. World Bank
46. World Health Organization



“Strengthening Partnerships: Human Mobility for Sustainable Development”

8th GFMD Summit Meeting

14-16 October 2015

Istanbul Lutfi Kırdar International Convention and Exhibition Center (ICEC)

First Draft Programme

Wednesday, 14 October

<i>SCHEDULE</i>	<i>ACTIVITY</i>	<i>ROOM</i>			
11.00	Registration				
12.00 – 13.30	Lunch for Heads of delegations at Ministerial Level				
OPENING CEREMONY					
14.00 – 14.10	Welcome address Minister of the Foreign Affairs, Chair of the GFMD				
14.10 – 14.20	Opening speech				
14.20 – 14.35	Keynote speech- UN Secretary General Ban Ki-moon (TBC)				
14.35 – 14.40	Remarks from the incoming Chair				
14.40 – 14.50	Report from the Civil Society Days				
14.50 – 14.55	Concluding Remarks				
15.00 – 15.30	Coffee Break				
COMMON SPACE					
15.30 – 16.00	Opening of Common Space (plenary session)				
16.30 – 18.30	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; text-align: center;">Session 1</td> <td style="width: 33%; text-align: center;">Session 2</td> <td style="width: 33%; text-align: center;">Session 3</td> </tr> </table>	Session 1	Session 2	Session 3	
Session 1	Session 2	Session 3			
18.30	Conclusion of Common Space (plenary session)				
OFFICIAL DINNER					
20.00 – 21.30	Official Dinner hosted by the Minister of the Foreign Affairs				

Thursday, 15 October

SCHEDULE	ACTIVITY			ROOM
9.00 – 9.30	Remarks			
SIMULTANEOUS ROUNDTABLE SESSIONS				
9.30 – 12.30	Roundtable 1.1 <i>“Partnerships to promote inclusion and protect the human rights of all migrants in order to achieve the full benefits of migration”</i>	Roundtable 2.1 <i>“Mainstreaming migration into planning at the sectoral level”</i>	Roundtable 3.1 <i>“Enhancing human development and human security for forced migrants, who are compelled to cross international borders, through international cooperation on labor market access, educational opportunity, family reunification, and other avenues of mobility”</i>	
12.30 – 14.00	Lunch			
14.00 – 17.00	Roundtable 1.2 <i>“Reducing the human and financial costs of international migration, particularly labor migration: Cooperative approaches to fair recruitment practices and lower remittance fees”</i>	Roundtable 2.2 <i>“Making migration work post-2015: implementing the SDGs”</i>	Roundtable 3.2 <i>“Private sector-government partnerships to support migrant/diaspora entrepreneurship and job creation, with a focus on small and medium enterprises”</i>	
17.30 – 18.00	Summary of day 1			
19.30	Reception hosted by the Deputy Foreign Minister			

Friday, 16 October

<i>SCHEDULE</i>	<i>ACTIVITY</i>	<i>ROOM</i>
OPENING PLENARY SESSION		
09.00 – 09.15	Opening	
SPECIAL SESSIONS		
	Special session on the Future of the Forum (Heads of delegation)	Platform for Partnerships
12.00 – 13.30	Lunch	
CLOSING PLENARY SESSION		
13.30 – 14.30	<p>Report on Roundtable and Special sessions</p> <p>Report on Roundtable 1 Outcomes <i>“Human mobility and the well-being of migrants”</i></p> <p>Report on Roundtable 2 Outcomes <i>“Migration as a factor in development”</i></p> <p>Report on Roundtable 3 Outcomes <i>“Enhancing international cooperation on emerging issues in migration and mobility”</i></p> <p>Report on Special Sessions</p> <p>Concluding comments</p>	
CLOSING SESSION		
15.00 – 15.10	Conclusion by the Turkish GFMD Chair	
15.10 – 15.20	Statement by incoming Chair	
15.20 – 15.30	Closing remarks	

“Strengthening Partnerships: Human Mobility for Sustainable Development”

GFMD Summit Meeting

14 to 16 October 2015

Istanbul Lütfi Kırdar International Convention and Exhibition Center (ICEC)

REGISTRATION¹

Preferred Mode: Please register online at <http://www.gfmd.org>

Alternatively, you may fill in this form and send it back to registration@gfmd.org

To promote a coherent participation in the GFMD process, registration should be coordinated with the government/organization's [GFMD Focal Point](#).

DELEGATE INFORMATION

Name of country, organization or agency: _____

Mr Ms _____

TITLE

FIRST NAME

LAST NAME

MIDDLE NAME (OPTIONAL)

Participation category:

A. GOVERNMENT

B. GFMD OBSERVER

C. OTHER (non-government)

Participation type:

Head of delegation

Member of delegation

Expert

Civil Society

Media

Other (pls specify):

Official designation: _____

Division / office: _____

Department / Ministry: _____

IDENTIFICATION DOCUMENT

Nationality(ies): _____

Origin of Identity Document: _____

Date of Birth:

(DD/MM/YYYY) _____

Passport or ID Number:² _____

Date of Expiration:

(DD/MM/YYYY) _____

FLIGHT AND HOTEL INFORMATION

Arrival Date and Time: _____

HOTEL RESERVATION

Flight Number: _____

Name of Hotel: _____

Departure Date and Time: _____

Address: _____

Flight Number: _____

Check in time: _____

Check out time: _____

CONTACT INFORMATION

Address: _____

City: _____

Country: _____

ZIP: _____

Phone: _____

Mobile: _____

Fax: _____

Email 1: _____

Email 2: _____

PARTICIPATION INFORMATION

1st Simultaneous RT Sessions

(9h30 to 12h30, 15 Oct 2015)

Session 1.1

Session 2.1

Session 3.1

2nd Simultaneous RT Sessions

(14h00 to 17h00, 15 Oct 2015)

Session 1.2

Session 2.2

Session 3.2

Special Sessions

(9h15 to 12h00, 16 Oct 2015)

Future of the Forum

(heads of delegation)

Platform for Partnerships

Dinner/Reception

Official Dinner

hosted by the Minister of the Foreign Affairs
(20h00, 14 Oct 2015)

Reception

hosted by the Deputy Foreign Minister
(19h30, 15 Oct 2015)

¹ For any question or clarification about registration and other related matters, please contact the **GFMD Support Unit** at Tel: +4122 788 49 46 / +4122 788 49 47 / +4122 788 49 51 | Fax: +4122 788 49 48 | Mob: +4179 659 54 08 | E-mail: registration@gfmd.org.

² Passports and other official travel documents must have at least 6 months validity from the date of entry to Istanbul. For more information about entry to Turkey and visa regulations, please go to: www.mfa.gov.tr/visa-information-for-foreigners.en.mfa.

DAC List of ODA Recipients
Effective for reporting on 2014, 2015 and 2016 flows

Least Developed Countries	Other Low Income Countries (per capita GNI <= \$1 045 in 2013)	Lower Middle Income Countries and Territories (per capita GNI \$1 046-\$4 125 in 2013)	Upper Middle Income Countries and Territories (per capita GNI \$4 126-\$12 745 in 2013)
Afghanistan Angola Bangladesh Benin Bhutan Burkina Faso Burundi Cambodia Central African Republic Chad Comoros Democratic Republic of the Congo Djibouti Equatorial Guinea ¹ Eritrea Ethiopia Gambia Guinea Guinea-Bissau Haiti Kiribati Lao People's Democratic Republic Lesotho Liberia Madagascar Malawi Mali Mauritania Mozambique Myanmar Nepal Niger Rwanda Sao Tome and Principe Senegal Sierra Leone Solomon Islands Somalia South Sudan Sudan Tanzania Timor-Leste Togo Tuvalu Uganda Vanuatu ¹ Yemen Zambia	Democratic People's Republic of Korea Kenya Tajikistan Zimbabwe	Armenia Bolivia Cabo Verde Cameroon Congo Côte d'Ivoire Egypt El Salvador Georgia Ghana Guatemala Guyana Honduras India Indonesia Kosovo Kyrgyzstan Micronesia Moldova Mongolia Morocco Nicaragua Nigeria Pakistan Papua New Guinea Paraguay Philippines Samoa Sri Lanka Swaziland Syrian Arab Republic Tokelau Ukraine Uzbekistan Viet Nam West Bank and Gaza Strip	Albania Algeria Antigua and Barbuda ² Argentina Azerbaijan Belarus Belize Bosnia and Herzegovina Botswana Brazil Chile ² China (People's Republic of) Colombia Cook Islands Costa Rica Cuba Dominica Dominican Republic Ecuador Fiji Former Yugoslav Republic of Macedonia Gabon Grenada Iran Iraq Jamaica Jordan Kazakhstan Lebanon Libya Malaysia Maldives Marshall Islands Mauritius Mexico Montenegro Montserrat Namibia Nauru Niue Palau Panama Peru Saint Helena Saint Lucia Saint Vincent and the Grenadines Serbia Seychelles South Africa Suriname Thailand Tonga Tunisia Turkey Turkmenistan Uruguay ² Venezuela Wallis and Futuna

(1) The United Nations General Assembly resolution 68/L.20 adopted on 4 December 2013 decided that Equatorial Guinea will graduate from the least developed country category three and a half years after the adoption of the resolution and that Vanuatu will graduate four years after the adoption of the resolution.

(2) Antigua and Barbuda, Chile and Uruguay exceeded the high income country threshold in 2012 and 2013. In accordance with the DAC rules for revision of this List, all three will graduate from the List in 2017 if they remain high income countries until 2016.



HOTEL BOOKING FORM

13 – 16 October 2015 – Global Forum on Migration and Development

Please fill in this form (2 pages) and send by email

Email : yasemin.vardarli@hilton.com & gulin.genc@hilton.com Fax: +90 212 2273401

With copy (1st page only)

NAME (Mr./Ms., First Name, Last Name) :

.....

ADDRESS:

.....

CITY: ZIP/POSTAL CODE: COUNTRY:

PHONE NO(including country code):

FAX:

E-MAIL:

Confirmation of reservation requested by :

FAX at(including country code):

E-MAIL at :

PLEASE RESERVE:

Single Deluxe City View Room	€ 210.00	<input type="checkbox"/>
Double Deluxe City View Room	€ 230.00	<input type="checkbox"/>
Single Deluxe Sea View Room	€ 240.00	<input type="checkbox"/>
Double Deluxe Sea View Room	€ 260.00	<input type="checkbox"/>
Single Executive City View Room	€ 260.00	<input type="checkbox"/>
Double Executive City View Room	€ 280.00	<input type="checkbox"/>
Single Executive Sea View Room	€ 280.00	<input type="checkbox"/>
Double Executive Sea View Room	€ 300.00	<input type="checkbox"/>
Bosphorus View Suite	€ 700.00	<input type="checkbox"/>
Ambassador Suite with Bosphorus View	€ 3000.00	<input type="checkbox"/>
Presidential Suite	€ 6000.00	<input type="checkbox"/>

* All prices are per night and include Breakfast and internet, exclusive of 8% VAT

** There will be complimentary 0,5 lt water , tea & coffee set up in the guests room and internet access.

- The hotel requires your credit card details in order to guarantee your booking
- Participants will pay for the entire duration of their stay directly to the hotel
- Check-in time from 15:00, check-out time 12:00.

Hilton Istanbul
 Cumhuriyet Caddesi, 34367 Harbiye, Istanbul - Turkey
 Tel: +90 212 315 6000 Fax: +90 212 232 0909
 Reservations: hilton.com
 Hilton Reservations Worldwide: +800 4488 22073
 E-mail: groups.istanbul@hilton.com

hilton.com

Hilton International Co. Merkezi A.B.D.
 Türkiye İstanbul Şubesi
 Cumhuriyet Caddesi, 34367 Harbiye, Istanbul - Turkey



Please fill in this form and send it, before 1st of September 2015 , by fax or by email to the Hilton Istanbul Hotel, coordinating to

Email : yasemin.vardarli@hilton.com & gulin.genc@hilton.com

Fax: +90 212 2273401

NAME:

ARRIVAL DATE:

DEPARTURE DATE:

STAYING A TOTAL OF NIGHTS:

TYPE OF CARD:

CREDIT CARD NUMBER FOR GUARANTEE :

EXPIRATION DATE:

CARD HOLDER'S NAME:

SIGNATURE

DATE

CANCELLATION POLICY:

- Deadline for reservations is 1st of September.
- Cancellations must be sent in writing to Mrs. Yasemin Vardarli, Yasemin.vardarli@hilton.com & to Ms. Gülin Genç, gulin.genc@hilton.com
- Between the latest booking date and 01 September, no penalty for cancellation or reduction stay.
- Reservations will be confirmed upon availability
- **Cancellations after September 25th, 1 night will be charged to the Credit Card as no show. Any cancellation after September 26th will be subject to a full duration cancellation fee.** It will be charged to the above credit card according to below term:
- **Identity (ID) copy will be required with the reservation form.**
- In case of no show or early departure, full stay will be charged.

Hilton Istanbul
Cumhuriyet Caddesi, 34367 Harbiye, Istanbul - Turkey
Tel: +90 212 315 6000 Fax: +90 212 232 0909
Reservations: hilton.com
Hilton Reservations Worldwide: +800 4488 22073
E-mail: groups.istanbul@hilton.com



istanbul

RESERVATION FORM

Please complete and e-mail this form to;
 Divan Istanbul
 Asker Ocađı Cad. No:1 ŐiŐli 34367 Istanbul-Turkey

Phone: +90 212 315 55 00
 Fax: +90 212 315 55 15
 e-mail: canan.yasar@divan.com.tr

13 & 17 October 2015

Personal Information

First Name :
 Middle Name :
 Last Name :
 Title Mr. Mrs. Ms.
 Phone Number :
 Fax Number :
 e-mail :

Flight / Accommodation Information

Flight no :
 Arrival Time :
 Arrival Date :
 Departure Time :
 Departure Date :
 Transfer :
 (if yes,please mention the transfer type)

Room Information

Single Room : €210,00.- / per day
 Double Room: €230,00.- / per day

Above rates are inclusive of buffet breakfast and exclusive of 8 % VAT.

Credit Card Information

Name, Surname :

Credit Card No :

Expiry Date :..... /

Type : **Visa** **Master Card** **American Express** **Other**

Signature :

We are holding your reservation as a guaranteed reservation under the guarantee of your credit card number.

If this booking is not materialized and not cancelled before **01 September 2015**, full duration of the stay no-show fee will be charged to your credit card number.

Please kindly be informed that you are requested to send us back the filled out form along with your credit card information until **01 September 2015**.

HOTEL BOOKING FORM
MINISTRY OF FOREIGN AFFAIRS -GFMD SUMMIT
(13-17.10.2015)
e-mail: mozcan@themarmarahotels.com
Fax: +90 212 293 93 75

NAME : _____

ADDRESS: _____

CITY: _____ PROV/STATE _____

ZIP/POSTAL CODE: _____ COUNTRY: _____

PHONE NO(with area code) _____ FAX: _____

E-MAIL: _____

(note: This information will be used to mail or fax an acknowledgement of your reservation)

SENT CONFIRMATION BY: FAX E-MAIL:

PASSPORT NUMBER: _____ DATE OF BIRTH: _____

PLEASE RESERVE:

- | | |
|---|---|
| <input type="checkbox"/> Single Deluxe City View | EURO 200.00/per night(including breakfast, subject to VAT %8) |
| <input type="checkbox"/> Double Deluxe City View | EURO 220.00/per night(including breakfast, subject to VAT %8) |
| <input type="checkbox"/> Single Deluxe Goldehorn or Bosphorus View | EURO 250.00/per night(including breakfast, subject to VAT %8) |
| <input type="checkbox"/> Double Deluxe Goldenhorn or Bosphorus View | EURO 270.00/per night(including breakfast, subject to VAT %8) |
| <input type="checkbox"/> Goldenhorn/Bosphorus Suit | EURO 500.00/per night(including breakfast, subject to VAT %8) |
| <input type="checkbox"/> Extra Bed Fee | EURO 75.00/per night(including breakfast, subject to VAT %8) |

CANCELLATION POLICY: The reservation has to be made until 1st of September, 2015. Please note that cancellation or date modifications will be accepted until the date of 1st of September, 2015, after this date there will be no-show charge of full nights stay to be applied.

Our check-in time is 15.00 o'clock and check-out time is 12.00 o'clock

ARRIVAL DATE: _____

DEPARTURE DATE: _____

STAYING A TOTAL OF _____ NIGHTS.

TYPE AND CREDIT CARD NUMBER: _____

EXPIRATION DATE: _____

CARD HOLDER'S NAME: _____

SIGNATURE

DATE

COMPLETE THIS FORM AND SEND IT DIRECTLY TO THE HOTEL BEFORE 1st of September, 2015.