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| **Workshop on** **SPECTRUM MANAGEMENT: *Economic Aspects*** **Iran (Islamic Republic of)**21 – 23 November 2016 |

**Practical Information Document**

**On-Site Registration and Working Hours**

* Venue: Ghandi Conference Hall, Ministry of ICT, Entrance No.1, Shariati st. Tehran, Islamic Republic of Iran.
* Date : 21 – 23 November 2016; Time : 0800 AM Onwards



**Visa Formalities**

All participants entering Islamic Republic of Iran must possess valid passports (6-month validation) or accepted travel documents and need to check visa requirements before entering the country. Please check the visa with the nearest I.R. Iran Embassy. For more information please visit the website: <http://en.mfa.ir>

**Note**: For the visa and invitation arrangements please send a copy of your passport as well as completed registration form to Iran coordinator at below email l: pashaey@gmail.com

**ACCOMMODATION AND SUGGESTED HOTELS**

Participants can book the hotels directly from the link: [**https://1stquest.com**](https://1stquest.com) . The below Hotels are recommended by the host:

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| **Hotels** | **Distance to Conference Hall** |
| **Espinas Hotel ☆☆☆☆☆** |
| **Address:**  No.126 , Blvd.Keshavarz , Sq.Valiasr Tehran | **18 minute** |
| **Tel:** +98 21 88996658 **– Fax:** +98 21 88985093 |
| **Laleh Hotel ☆☆☆☆☆** |  |
| **Address:** No.16, Hijab St., Fatemi St., Tehran | **19 minute** |
| **Tel:** +98 21 88965021-9 **– Fax:** +98 21 88965599 |
| **Tehran Homa Hotel ☆☆☆☆☆** |  |
| **Address:** No. 51, Shahid Khodami St., Vali-e-Asr Ave., Tehran | **20 minute** |
| **Tel:** +98 21 88773021-39 **– Fax:** +98 21 88791780 |
| **Eskan Hotel ☆☆☆☆** |  |
| **Address:** No. 10, Esfarayen Alley, Alvand Street, Argentina Square, Tehran | **12 minute** |
| **Tel:** +98 21 42760, 88872350 **– Fax:** +98 21 88772455 |
| **Hally Hotel ☆☆☆** |  |
| **Address**: Bimeh alley, between Somayeh and Taleghani streets, Ostad Nejatolahi Street, Tehran | **20 minute** |
| **Tel:** +98 21 88808196 **– Fax:** +98 21 88807037 |
| **Saina Hotel** |  |
| **Address**: Vali Asr Ave. Fathi Shaghayeghi Street, Tehran | **15 minute** |
| **Tel:** +98 21 88100042-3 **– Fax:** +98 21 88100054 |

**nOTES:**

* For arranging transportation from hotel to the venue and vice versa Please send your hotel booking details as well as your itinerary to us till **10/11/2016.**
* If you could not book the hotel directly from the site, our agency can book the hotels for the participants according to the below table rates and they can pay their cost directly in Tehran by cash.
* Local transportation from the recommended hotels to the venue will be provided by the host. Please contact Mr. Hasan Pashaeizad for further details.
* . All participants who book their hotel directly from the site are requested to make their own travel arrangements from airport.

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| **Hotel Name** | **Star** | **Location** | **Price\*/night ($)****Standard Room** |
| **Spinas** | 5 | Keshavarz Blvd. | **297** |
| **Homa** | 5 | Vanak Square | **185** |
| **Lale** | 5 | Fatemi Ave. | **200** |
| **Iskan ALvand** | 4 | Argantin Square | **224** |
| **simorgh** | 4 | Vali-Ye-Asr St. | **179** |
| **Saina** | 3 | Fathi shaghaghi St. | **115** |
| **Amir** | 3 | Taleghani Ave. | **160** |

✳  The rates include Transportation from hotel to venue and vice versa cost, Breakfast, 9% VAT and 15% service fee

**As international credit cards are not accepted, all participants are requested to make payments in CASH.**

**DETAILS OF ARRIVAL AND TRANSPORT**

Participants are recommended to arrive at Imam Khomeini International Airport (IKA), which is located 45 kilometers from the center of Tehran. More detailed information can be found on the following web site <http://ikia.airport.ir>. For your arrival at Imam Khomeini International Airport, **airport taxis and public taxis** can be easily found from point of entry to hotels. Airport taxis will cost more than public one.

* Airport Shuttle (Imam Khomeini Airport to Any hotel in Tehran):

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| Vehicle | Price |
| Toyota Camry   | € 26 per shuttle |
| Toyota Rav 4 | € 35 per shuttle |

Local transportation from some hotels (to be notified) to the venue will be provided by the host. Please contact Mr. Hasan Pashaeizad for further details.

**All participants are requested to make their own travel arrangements from airport.**

**CURRENCY**

The currency exchange for Iranian Rial to 1$ USD is currently approximately: 1$=33000 Rials. Government and business offices are open from 8.00 to 16:30 hrs, Saturday to Wednesday. Bank opens Saturday to Thursday from 8.00-15 hrs while the department stores open daily from 10.00-20.00 hrs.

**As international credit cards are not accepted, all participants are requested to make payments in CASH.**

**ELECTRICAL APPLIANCES**

The electric current is 220 volt AC throughout the country. The picture shows the type of main power plug used in Tehran so participants can bring the right adaptor for their electrical appliances. This two-wire plug is ungrounded and has two round prongs. It is popularly known as the Europlug which is described in CEE 7/16.



**LANGUAGES**

English is spoken in most hotels, shops and restaurants as well as in major tourist destinations and Persian is the country formal language.

**SECURITY**

It is safe in Tehran but however to travel at night time alone is sometimes not recommended.

**MEDICAL AND HEALTH**

All participants are requested to ensure medical and travel insurance covering the whole period of the training course and overseas travel. Neither ITU nor the ICT Ministry will be able to meet any expenses relating to injury, accident or medical treatment of the participant. Drinking water from the tap is **NOT** **recommended** even though it is clean.

**TIME & WEATHER**

The time in Tehran is 4.5 hours ahead of Greenwich Mean Time (+4.5.00 GMT). Inend **November**, the temperature is within 15 to 20 degree Centigrade. However, the participants are requested to check the weather condition before their trip from weather forecasting websites.

**INTERNET**

Internet Access will be provided during training. For staying in the hotel, please contact the reception desk for access.

**Have a safe trip**