INFORMATION FOR PARTICIPANTS
## CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Background</td>
<td>3</td>
</tr>
<tr>
<td>2. Date And Venue Of The Conference</td>
<td>3</td>
</tr>
<tr>
<td>3. Secretariat Of The Conference</td>
<td>3</td>
</tr>
<tr>
<td>4. Opening Of The Conference And Seating Arrangements</td>
<td>4</td>
</tr>
<tr>
<td>5. Agenda And Programme Of Work</td>
<td>4</td>
</tr>
<tr>
<td>6. Requests For Meetings</td>
<td>5</td>
</tr>
<tr>
<td>7. Interpretation</td>
<td>5</td>
</tr>
<tr>
<td>8. Distribution Of Written Statements</td>
<td>5</td>
</tr>
<tr>
<td>9. Documentation</td>
<td>6</td>
</tr>
<tr>
<td>10. Participation In The Conference</td>
<td>6</td>
</tr>
<tr>
<td>11. Access And Accreditation Of Delegates</td>
<td>7</td>
</tr>
<tr>
<td>12. Advance Delegations</td>
<td>9</td>
</tr>
<tr>
<td>13. Credentials</td>
<td>10</td>
</tr>
<tr>
<td>14. Access And Accreditation Of Participants Of The Parliamentarian,</td>
<td>10</td>
</tr>
<tr>
<td>Civil Society And Private Sector Tracks</td>
<td></td>
</tr>
<tr>
<td>15. Access And Accreditation Of Media And Press</td>
<td>11</td>
</tr>
<tr>
<td>16. List Of Participants</td>
<td>12</td>
</tr>
<tr>
<td>17. Visa Requirements</td>
<td>12</td>
</tr>
<tr>
<td>18. Visa On Arrival</td>
<td>12</td>
</tr>
<tr>
<td>19. Arrival In Istanbul</td>
<td>13</td>
</tr>
<tr>
<td>20. Local Transportation</td>
<td>13</td>
</tr>
<tr>
<td>21. Car Parks</td>
<td>13</td>
</tr>
<tr>
<td>22. Health Requirements</td>
<td>13</td>
</tr>
<tr>
<td>23. Climate And Clothing</td>
<td>13</td>
</tr>
<tr>
<td>24. Voltage</td>
<td>13</td>
</tr>
<tr>
<td>25. Personal Effects And Other Articles</td>
<td>14</td>
</tr>
<tr>
<td>26. Currency</td>
<td>14</td>
</tr>
<tr>
<td>27. Hotel Accommodation</td>
<td>13</td>
</tr>
<tr>
<td>28. Conference Premises</td>
<td>14</td>
</tr>
<tr>
<td>29. Postal, Telephone And Internet Services</td>
<td>16</td>
</tr>
<tr>
<td>30. First Aid And Health Services</td>
<td>15</td>
</tr>
<tr>
<td>31. Lost Property</td>
<td>15</td>
</tr>
<tr>
<td>32. Travel Services</td>
<td>15</td>
</tr>
<tr>
<td>33. Conference Programme</td>
<td>16</td>
</tr>
<tr>
<td>34. The Turkish Ministry Of Foreign Affairs And Protocol Office Of</td>
<td>16</td>
</tr>
<tr>
<td>The United Nations</td>
<td></td>
</tr>
<tr>
<td>(i) Annex A</td>
<td>17</td>
</tr>
<tr>
<td>(ii) Annex B</td>
<td>23</td>
</tr>
<tr>
<td>(iii) Annex C</td>
<td>24</td>
</tr>
<tr>
<td>(iv) Annex D</td>
<td>26</td>
</tr>
<tr>
<td>(v) Annex E</td>
<td>27</td>
</tr>
<tr>
<td></td>
<td>28</td>
</tr>
</tbody>
</table>
1. **BACKGROUND**

In its resolution 63/227 of 19 December 2008, the United Nations General Assembly decided to convene the Fourth United Nations Conference on the Least Developed Countries with the following mandate:

(a) To undertake a comprehensive appraisal of the implementation of the Programme of Action by the least developed countries and their development partners, share best practices and lessons learned, and identify obstacles and constraints encountered as well as actions and initiatives needed to overcome them;

b) To identify effective international and domestic policies in the light of the outcome of the appraisal as well as new and emerging challenges and opportunities and the means to address them;

(c) To reaffirm the global commitment to addressing the special needs of the least developed countries made at the major United Nations conferences and summits, including the Millennium Summit and the 2005 World Summit, in particular the needs related to sustainable development in its economic, social and environmental dimensions, and to support the least developed countries in eradicating poverty and integrating beneficially into the global economy;

d) To mobilize additional international support measures and action in favour of the least developed countries, and, in this regard, to formulate and adopt renewed partnership between the least developed countries and their development partners.

2. **DATE AND VENUE OF THE CONFERENCE**

The Fourth United Nations Conference on the Least Developed Countries will be held from 9 to 13 May 2011, in Istanbul, Turkey. It has been agreed in consultation with the Government of the Republic of Turkey that the Conference will take place in a compound consisting of the Lutfi Kirdar Convention and Exhibition Centre, the Istanbul Congress Centre, the Harbiye Cultural Centre and the Hilton Congress and Convention Center,

Lutfi Kirdar Convention and Exhibition Centre  
Address: 34267 Harbiye - Istanbul - Turkey  
Website: [http://www.icec.org/](http://www.icec.org/)  
Tel.: +90 212 373 11 00  
Fax: +90 212 224 08 78

Istanbul Congress Center  
Address: 34267 Harbiye - Istanbul - Turkey

Harbiye Military Museum and Cultural Center  
Address: Cumhuriyet Caddesi (Cumhuriyet Avenue) 34267 Harbiye - Istanbul - Turkey  
Website: [http://www.tsk.tr/muze_internet/askeri_muze.htm](http://www.tsk.tr/muze_internet/askeri_muze.htm) (in Turkish only)  
Tel.: +90 212 2332720  
Fax: +90 212 2968618
3. SECRETARIAT OF THE CONFERENCE

In its resolution 65/171, the Assembly welcomed the appointment by the Secretary-General, of the High Representative for the Least Developed Countries, Landlocked Developing Countries and Small Island Developing States as the Secretary-General of the Fourth United Nations Conference on the Least Developed Countries.

The Under-Secretary General for General Assembly and Conference Management (DGACM) will serve as the Secretary of the Conference; and the Director of the General Assembly and ECOSOC Affairs Division of DGACM will serve as the Deputy Secretary of the Conference.

4. OPENING OF THE CONFERENCE AND SEATING ARRANGEMENTS

The inaugural ceremony of the Conference is tentatively scheduled to take place on Monday 9 May 2011 at 9.00 a.m. and will be held in the Anadolu Auditorium. Delegations are requested to be in their seats by 8:45 a.m. For the opening, each government will be assigned four seats, two at the table and two adviser seats. Specifically identified seating will be available for other participants in the Conference.

The Committee of the Whole will start in Rumeli A on 9 May 2011 in the afternoon. Overflow rooms with web cast and live cast will be made available for the opening of the Conference. In the Committee rooms, each Member State will have one seat at table.

Delegations will be seated in English alphabetical order.

5. AGENDA AND PROGRAMME OF WORK

The substantive agenda items to be considered by the Conference, will be approved at the second session of the Intergovernmental Preparatory Committee for the Fourth United Nations Conference on the Least Developed Countries (see A/CONF.219/IPC/7).

The programme of meetings will be printed in the daily Journal, giving details on daily activities and information such as titles, times and locations of meetings, agenda items to be considered and relevant documentation.

In addition to the discussions in the plenary and the Committee of the Whole, the Conference
will feature High-Level Interactive Thematic Debates, special events as well as events under the Private Sector and Civil Society Tracks of the Conference, and a Parliamentarian Forum.

6. REQUESTS FOR MEETINGS

Subject to the availability of space and services, every effort will be made to accommodate meetings of regional and other major groupings of Member States as well as informal meetings and bilateral meetings. Requests should be sent by email to emeetsm@un.org (specifying the type of meeting in the subject line) or by contacting the Meetings Servicing Unit located in the lower level of the Rumeli Hall.

Bilateral meetings:

For bilateral meetings among Member States at the Head of State or Government or ministerial level, eight small temporary booths, each with a capacity to hold a maximum of six participants, will be available in Domabache C of the Lutfi Kirdar Centre from 9 to 13 May 2011.

Reservations:

Requests for meeting facilities in the form annexed to the note should be sent by email to emeetsm@un.org or by contacting the Meetings Servicing Unit located in the lower level of the Rumeli Hall. Confirmation of all booth assignments will be made the day before the meeting at the latest.

To prevent double booking, only the delegation initiating the bilateral meeting should submit the request. Reservations will be accepted for 20-minute durations. It is essential that all requests specify the date and time of each meeting, and include the name of the other delegation participating in the bilateral meeting. Every effort will be made to keep consecutive appointments of the same delegation in the same booth. Last-minute requests will be accommodated subject to availability of space.

7. INTERPRETATION

The six official languages of the Conference are Arabic, Chinese, English, French, Russian and Spanish. Statements made in the plenary and the Committee of the Whole will be interpreted in the official languages. English and French will be provided for the Interactive High-Level Dialogues and for press conferences. The Host Government will provide interpretation services in Turkish for the General Debate. The extension of meetings beyond their normal duration, or the provision of interpretation services to regional and other major groups of Member States and bilateral meetings will be arranged according to the availability of interpretation services.

Statements made in any of the six official languages of the Conference will be interpreted into the other official languages. Any representative may, in accordance with rule 53 of the draft provisional rules of procedure of the Conference, make a statement in a language other than the six official languages. In that case, the representative must provide either interpretation services or a
written text of the statement in one of the official languages. The interpreted version of the statement or the written text submitted in one of the official languages will be considered by the Secretariat to represent the official text of the statement and will be used by United Nations interpreters as the basis for interpretation into the other official languages.

8. DISTRIBUTION OF WRITTEN STATEMENTS

Delegations wishing to have their statements distributed to the meeting participants are requested to deliver 350 copies to the Meetings Services Assistants located at the documents distribution counter outside the Anadolu Auditorium prior to the start of the meeting at which the statement is being delivered. Delegations who wish to have written statements distributed to the media are requested to deliver 300 copies to the media documents counter located in the basement floor of the Rumeli Hall. Participants are reminded that the Secretariat will not be in a position to offer reproduction services for such texts.

Delegations who wish to have statements posted on the Internet www.un.org/webcast are requested to provide, in advance, an electronic copy of their statement, in any of the official languages, on CD-ROM to the United Nations webcast room located in the basement floor of the Rumeli Hall or by email to: webcast@un.org

9. DOCUMENTATION

The official documentation of the Conference will be issued in Arabic, Chinese, English, French, Russian and Spanish. The main documents counter for delegations will be located outside the Anadolu Auditorium. Each delegation will be assigned an individual box in which copies of all official documents issued during the Conference will be placed. Delegations are reminded that the document boxes are exclusively for the distribution of official documents of the Conference and may not be used for circulation of any other papers or documents. For the convenience of participants, a documents counter will also be located at the entrance of the Rumeli Hall.

Each delegation is requested to advise the Meetings Services Assistants at the documents counter at the earliest opportunity of its daily requirements regarding the number of copies of each document it wishes to receive during the Conference and the language desired. The quantity requested should be sufficient to cover all requirements since it will not be possible to provide complete sets of documents after the Conference.

10. PARTICIPATION IN THE CONFERENCE

In accordance with the draft rules of procedure for the Fourth United Nations Conference on the Least Developed Countries (A/CONF.219/2), the following may attend or be represented at the Conference:
(a) Representatives of States members of the United Nations;

(b) Representatives of the Government of the Republic of Turkey as host of the Conference;

(c) Representatives of organizations that have received a standing invitation from the United Nations General Assembly to participate in the sessions and the work of all international conferences convened under its auspices in the capacity of observers;

(d) Representatives of the specialized and related agencies;

(e) Representatives of intergovernmental organizations in consultative status with the United Nations and OHRLLS;

(f) Representatives of interested United Nations organs;

(g) Representatives of non-governmental organizations in consultative status with the Economic and Social Council and OHRLLS;

(h) Representatives of other intergovernmental organizations specially invited by the Secretary-General of the Conference;

(i) Representatives of non-governmental organizations approved and invited by the Preparatory Committee to attend the Conference;

(j) Other persons invited by the Secretary-General of the Conference.

There is no registration fee to participate in the Conference. All costs of participation will be the responsibility of participants. However, special arrangements will be made to provide financial assistance to facilitate the participation of Government, Parliament, Civil Society, Private Sector and Media representatives from each of the LDCs.

11. ACCESS AND ACCREDITATION OF DELEGATES

Access to the conference site and conference rooms for delegates

Access to the conference site and conference rooms will be granted upon presentation of a valid United Nations conference pass or a VIP pass issued by the United Nations. Delegates holding a conference pass are subject to screening at the main entrance of the Lutfi Kirdar Convention and Exhibition Centre. VIP pass holders (VIP group) including Heads of State or Government, Vice-Presidents, Crown Princes and cabinet ministers, as well as their spouses, will be exempted from screening. To obtain a conference pass or a VIP pass, the accreditation procedure specified herein must be fully respected.
Accreditation of delegates (request for a conference pass)

a) Issuance of conference passes and VIP passes will be carried out on the basis of:
   • an official communication to the United Nations Protocol and Liaison Service providing an authorized list of members of a delegation (with names and functional titles) who are in need of a conference pass;
   • individual accreditation forms (SG.6-LDC/2011) for all delegates, including members of the VIP group; and
   • passport-size colour photographs of all listed members of delegation, including cabinet ministers. All photographs must be recent or at least taken not more than 6 months prior to the conference. If sent by e-mail, all photographs must be in jpeg format. (Photographs are not required for Heads of State/Government and their spouses).

b) All three requirements indicated above must be met and submitted in one whole package to the office of the Protocol and Liaison Service in New York or via email to protocolconference@un.org and copy to the Turkish Ministry of Foreign Affairs at ldc4-accreditation@mfa.gov.tr. For easy tracking, please only put in the “subject line” the name of the country, entity or organization. The SG.6-LDC/2011 form (annex C) is available in the office of the United Nations Protocol and Liaison Service in New York, room NL-2058, and also at http://www.un.int/protocol.

c) Accreditation of security details of the VIP group and media personnel are not handled by the Protocol and Liaison Service.

d) Permanent/Observer missions and liaison offices are urged to advise and coordinate with their embassies and consulates general in The Republic of Turkey on the proper accreditation procedure in order to avoid dual accreditation and confusion.

Pre-accreditation (Now through 27 April 2011 in New York)

e) In order to expedite the accreditation process, Permanent/Observer missions and liaison offices are urged to submit their accreditation requests [see paragraph a) above] to the Protocol and Liaison Service in New York for all delegates who will participate in the conference. Pre-accreditation will be accepted for processing at the Protocol and Liaison Service in New York until 27 April 2011.

f) After review and approval by the Protocol Accreditation Unit, conference passes will be issued by the United Nations Pass and ID Unit and made available for pick-up at the Accreditation Centre in Istanbul by representatives of the missions or embassies/consulate generals. Valid and current identification, e.g. UN grounds pass, embassy ID, etc. is necessary for pick-up.

g) From 28 April 2011 onwards, all accreditation requests must be submitted to the United Nations Protocol Accreditation Unit in Istanbul by fax at +90 212 296 36 66 or via email at protocolconference@un.org copying the Turkish Ministry of Foreign Affairs at ldc4-
h) In order to avoid unnecessary delays, delegates must submit all three requirements [see paragraph a) above]. **Failure to submit photographs and completed SG.6 forms will result in delegates having to line up to be photographed at the Accreditation Centre.**

i) Permanent/Observer Missions and liaison offices are strongly advised to make use of the pre-accreditation option in order to simplify the process and to avoid inconvenience to delegates.

### On-site accreditation (Starting 4 May 2011 in Istanbul)

j) The on-site accreditation of delegates of Member States/Observers, inter-governmental organizations and specialized agencies will begin in Istanbul on **Wednesday, 4 May 2011** by the Protocol Accreditation Unit at the Accreditation Centre located near the Lutfi Kirdar Convention and Exhibition Centre at the following address:

Harbiye Cultural Centre Askeri Müze ve Kültür Sitesi  
Valikonağı Cad.  
Harbiye - Şişli - Istanbul

k) Accreditation requests received via email, by fax or hand-delivered in Istanbul will be processed the same way as referred to in paragraph f) above.

l) Walk-in delegates will be required to present an official communication containing an authorized list of the delegation or a letter of credentials, together with duly completed accreditation form (SG.6-LDC/2011). Upon review and approval by the Protocol Accreditation Unit, these delegates/observers may proceed with the authorized accreditation slips to the United Nations Pass and ID Unit within the Accreditation Centre to have their photographs taken and conference passes processed and issued.

m) Members of security details of VIP group participating in the Conference will be accredited and issued appropriate conference passes by the United Nations Security and Safety Service.

n) Office hours for the Protocol Accreditation Unit in Istanbul will be:

<table>
<thead>
<tr>
<th>Date</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>4-6 May</td>
<td>9 a.m.-5 p.m.</td>
</tr>
<tr>
<td>7-8 May</td>
<td>8 a.m.-8 p.m.</td>
</tr>
<tr>
<td>9 May</td>
<td>7 a.m.-7 p.m.</td>
</tr>
<tr>
<td>10 May</td>
<td>8 a.m.-6 p.m.</td>
</tr>
<tr>
<td>11-12 May</td>
<td>9 a.m.-5 p.m.</td>
</tr>
<tr>
<td>13 May</td>
<td>9 a.m.-2 p.m.</td>
</tr>
</tbody>
</table>

### 12. ADVANCE DELEGATIONS
Permanent/Observer Missions are advised that visits by advance delegations of VIP group will be accommodated during the period of 5-7 May 2011. To make arrangements for such visits, missions are requested to contact the Turkish Ministry of Foreign Affairs.

13. CREDENTIALS

The credentials of representatives and the names of alternate representatives and advisers shall be submitted to the High Representative for the Least Developed Countries, Landlocked Developing Countries and Small Island Developing States, who is the Secretary-General of the Conference, if possible not less than two weeks before the date fixed for the opening of the Conference. Any later change in the composition of delegations shall also be submitted to the Secretary-General of the Conference (see Art 30). All credentials should also be copied to the Protocol and Liaison Service in New York (Fax: +1-212-963-1921) before 27 April 2011 and to the Protocol Accreditation Unit in Istanbul (Fax: +90 212 296 36 66) as of 28 April 2011. The credentials shall be issued by the Head of State or Government or by the Minister for Foreign Affairs, or in the case of the European Union, by the President of the European Council or the President of the European Commission.

14. ACCESS AND ACCREDITATION OF PARTICIPANTS OF THE PARLIAMENTARIAN, CIVIL SOCIETY AND PRIVATE SECTOR TRACKS

Parliamentary Track:
Member States are invited to include the Members of Parliaments as part of their national delegations. In that case, the same registration and accreditation modalities as detailed under 11 [Access and Accreditation to Delegates] will apply.

For more information please contact:
Ms. Gladys Mutangadura
1 UN Plaza, DC1 Blg- Room1214
New York, NY, 10017
Tel. 212-963-3316
Email: mutangadura@un.org

Civil Society Track:
Representatives from civil society organizations wishing to attend the Conference are invited to fill register with the United Nations Non-Governmental Liaison Service. (UN-NGLS) Completion of this form is necessary for those organizations that wish to be accredited to participate in the United Nations Fourth Conference on the Least Developed Countries (LDC-IV). The necessary form can be found on the website: http://www.un-ngls.org

Participants are responsible for visa and other necessary arrangements required for the entry in the country where the Conference takes place. Participants are responsible for their own travel and accommodation arrangements.
For more information please contact:
Ms. Yiying Wang
Civil Society consultant
OHRLLS
New York, NY 10017
Tel. 1-212-963-1232
Email: wang54@un.org

**Private Sector Track:**
The United Nations Global Compact Office is coordinating the organization of the private sector track events in collaboration with OHRLLS.

Business representatives interested in participating in the High-Level Meeting on Investment and Partnerships and/or in Global Business Partnership Forum may contact the UN Global Compact Office directly via the website: [http://www.unglobalcompact.org/NewsAndEvents/LDC_IV.html](http://www.unglobalcompact.org/NewsAndEvents/LDC_IV.html)

For more information please contact:
Ms. Laura Nielsen
Global Compact
DC2-612, 2 UN Plaza
New York, NY 10017
Tel: +1 (917) 367-9501
Email: ldc@unglobalcompact.org

### 15. ACCESS AND ACCREDITATION OF MEDIA AND PRESS

Media accreditation is strictly reserved for members of the press - print, photo, radio, TV, film, news agencies, and online media who represent a bona fide media organization (Full guidelines available at [http://www.un.org/en/media/accreditation/request.shtml](http://www.un.org/en/media/accreditation/request.shtml)). Accreditation will be granted upon presentation of the following documents:

a. Letter of assignment on official letterhead of a media organization signed by the Publisher or Editor-in-chief indicating the name and duration of assignment of the journalist.

   The letter should be addressed to Isabelle Broyer, Chief, Media Accreditation and Liaison Unit, United Nations Department of Public Information.

   The letter can be sent by fax to 1-212-963-4642 or as a scanned document in jpeg or PDF format to malu@un.org.

b. Completed online accreditation form.

**Deadline for Media Accreditation:** Wednesday 27 April 2011
Double Accreditation: No double accreditation is allowed (e.g. as press and delegate, or as press and NGO).

For more information please contact:
Isabelle Broyer
Chief
Media Accreditation and Liaison Unit
United Nations - L-248C
New York, NY 10017
Tel. 1-212-963-6937

16. LIST OF PARTICIPANTS

The United Nations Protocol Office in Istanbul will publish a list of participants to the Conference. Permanent/Observer missions, intergovernmental organizations and specialized agencies are requested to submit a comprehensive list of their respective delegations to the Conference, with functional titles and designations of all the delegates, to the Protocol and Liaison Service in New York (Fax: +1-212-963-1921) before 27 April 2011 and to the Protocol Accreditation Unit in Istanbul (Fax: +90 212 296 36 66) as of 28 April 2011. If a comprehensive list is not received before 6 May 2011, the Protocol Office in Istanbul will use the information contained in the accreditation request received.

17. VISA REQUIREMENTS

A visa for entry into the Republic of Turkey may be required. Participants concerned are strongly advised to seek information on requirements applicable in their case from Turkish diplomatic or consular missions in their home countries. A list of the Turkish diplomatic and consular missions can be obtained at http://www.mfa.gov.tr/turkish-representations.en.mfa.

Where a visa is required, applicants are strongly advised to apply as early as possible. In this view, applicants should forward their identity information, photocopies of the relevant pages of their passports and invitation letter in duplicate. All visas for participants referred to under article 10 of this document will be free of charge.

The Turkish authorities will do their utmost to facilitate access procedures for all participants.

18. VISA ON ARRIVAL

Special visa-on-arrival arrangements will be made for the accredited participants from countries where no Turkish mission exists. The details on such arrangements will be provided by the Host Country authorities.
19. ARRIVAL IN ISTANBUL

To facilitate the reception of delegations on arrival and departure, a Reception and Information Desk will be set up at Atatürk International Airport. VVIP and VIP facilities will be available for dignitaries. The date of arrival and flight number of Heads of State or Government and heads of delegation should be communicated directly to the United Nations Protocol.

A number of specific passport control booths will be set up for the participants of the LDC IV Conference.

The travel time between the Atatürk International Airport and the Conference Premises is approximately 45 to 60 minutes in non-peak-hour traffic by car.

Shuttle, subway and taxi services with affordable rates are available to access to the city center from the Atatürk International Airport.

20. LOCAL TRANSPORTATION

The public transport network (subway, bus and tram) of the City of Istanbul can be used by all participants of the Conference free of charge. Taxi service is always available with affordable rates. Private cars and vans with or without drivers as well as buses can be hired on a commercial basis.

21. CAR PARKS

Limited parking grounds of the Conference premises are allocated for the motorcades of the VVIPs and VIPs.

22. HEALTH REQUIREMENTS

There is no particular need for participants to take specific health precautions.

23. CLIMATE AND CLOTHING

The weather in May in the Republic of Turkey is normally mild with occasional showers. Medium-weight clothing will therefore be sufficient.

24. VOLTAGE
The Republic of Turkey operates on 220 volts, 50 Hz, with round-prong European-style plugs that fit into recessed wall sockets/points. Travelers with computers, shavers, tape recorders and other appliances should carry a plug adapter kit.

25. PERSONAL EFFECTS AND OTHER ARTICLES

Participants may bring all personal effects without paying customs duties.

Details on customs procedures on the importation and exportation of certain goods (e.g. tobacco and alcoholic beverages) can be found on the website: http://turkey.visahq.com/customs/

26. CURRENCY

The monetary unit is the Turkish Lira, made up of 100 Kuruş. The symbol is TL. Notes are issued in denominations of 1, 5, 10, 20, 50, 100 and 200 Liras, and coins 5, 10, 25, 50 and 100 Kuruş. 1 United States dollar is equivalent to approximately 1.60 TL.

Travellers’ cheques, credit cards and foreign currency notes of all major currencies are accepted. Banking facilities will be available in the Conference premises.

27. HOTEL ACCOMMODATION

Istanbul has a full range of hotels of different categories. A list of hotels recommended by the Host Country is attached in Annex A.

Embassies accredited to the Government of Turkey may also have specific accommodation arrangements with designated hotels.

28. CONFERENCE PREMISES

The Conference will take place in a combined complex consisting of the Lutfi Kirdar Convention and Exhibition Centre, the Istanbul Congress Centre, the Harbiye Cultural Centre and the Hilton Congress and Convention Center, all adjacent to one another.

**Intergovernmental Track:**

Conference premises of the Lutfi Kirdar Convention and Exhibition Centre will be the main venue for the Intergovernmental Track of the Conference. All Plenary Meetings will be held in the Anadolu Auditorium. Meetings of the Committee of the Whole and the High-Level Interactive Thematic Debates will be held in the Rumeli Upper Level. Medium- and small-sized rooms will be available for meetings of regional and other major groupings of Member States,
informal meetings and special events. A fully equipped press conference room and a cybercafé will be also available.

**Civil Society Track:**

The CSO Forum will be held from 7 to 13 May 2011 in the Istanbul Convention Centre.

More details about the CSO Forum and CSO-related matters can be obtained from Mr. Ricardo Dunn, Tel: (917) 367-6006, Fax: (212) 963-0419, Email: dunn@un.org.

Information can also be obtained from the United Nations Non-Governmental Liaison Service (UN-NGLS), Mr. Zachary Bleicher, Tel: (212) 963-3117, Email: bleicher@un.org.

**Parliamentarian Track:**

The Parliamentary Forum will be held at the Lutfi Kirdar Convention and Exhibition Centre on 8 May 2011.

More details about the Parliamentary Forum and other parliamentary-related matters can be obtained from Ms. Gladys Mutangadura, Tel: (212)-963-3316, Fax: (917) 367-3415, Email: mutangadura@un.org

**Private Sector Track:**

The Global Business Partnership Forum for LDC Development and the Trade Fair, organized as part of the Private Sector Track of the Conference, will be held at the Istanbul Congress Centre from 10 to 13 May 2011.

The High-Level Meeting on Investment and Partnerships of the Private Sector Track will be held at the Lutfi Kirdar Convention and Exhibition Centre on 9 May 2011.

More details about the Private Sector Track of the Conference can be obtained from Ms. Sarah Mueller, Tel:(917) 367-2781, Fax: (212) 963-0419, Email: muellers@un.org.

Information pertaining to the registration for the Private Sector Track events of the Conference can also be obtained from Ms. Laura Nielsen, Tel: (917) 367-9501, Email: nielsen1@un.org

**Media Centre:**

A Media Centre is available for the exclusive use of accredited correspondents and is located in Hilton Congress and Convention Centre. The Media Centre will be equipped with appropriate electrical power outlets for personal laptops, typewriters, telephones, fax facilities, closed-circuit television and a press documentation counter. Press rooms will be also made available. Accredited media correspondents will also have allocated seating in meeting rooms during public sessions.
29. POSTAL, TELEPHONE AND INTERNET SERVICES

WIFI is available throughout the Lutfi Kirdar Conference Center, the Istanbul Congress Centre and the Harbiye Cultural Centre and will be open and free. There will be a delegates lounge with a limited number of PC's available with access to the internet. There will also be a cyber cafe with a limited number of PC's with internet access.

A post office service will be available at the Lutfi Kirdar Convention and Exhibition Centre for postal and related services. Sufficient telephones operated by both card and cash will be available on site. All of the above services will be for each delegate's own account.

30. FIRST AID AND HEALTH SERVICES

An on-site service will provide all first aid facilities at the Conference complex. Ambulance services will be on site should transfer be required to the local hospital. All costs incurred at hospitals or for other medical care will be at each delegate’s own expense.

31. LOST PROPERTY

Enquiries regarding lost property should be addressed to the Security Desk within the Lutfi Kirdar Convention and Exhibition Centre.

32. TRAVEL SERVICES

Offices of the tourist and air travel agencies located within the Lutfi Kirdar Convention and Exhibition Centre will assist delegations in making arrangements for local and international travel, and also for tours in Turkey.

33. CONFERENCE PROGRAMME

The programme of meetings for the Conference will be announced in the Journal and issued in English and French on a daily basis. Announcements of other events at other locations will be issued during the Conference and made available at each of the meeting locations.

34. THE TURKISH MINISTRY OF FOREIGN AFFAIRS AND PROTOCOL OFFICE OF THE UNITED NATIONS

The dates of arrival and departure and flight numbers of Heads of State or Government and Heads of Delegation should be communicated directly to: (i) the Protocol Department, Ministry of
Foreign Affairs and the General Coordination for Administrative and Logistic Arrangements, Government of the Republic of and (ii) the Protocol and Liaison Service of the United Nations. This information should be forwarded as soon as possible to:

1a. Ministry of Foreign Affairs of the Republic of Turkey  
General Directorate for Protocol  
06100 Balgat - Ankara – Turkey  
Tel: (+90 312) 292 11 93/94  
Fax: (+90 312) 292 27 36/37

1b. General Coordination for Administrative and Logistic Arrangements  
Harbiye Cultural Centre  
34267 Harbiye - Istanbul - Turkey  
Tel: (+90 212) 296 36 70  
Fax: (+90 212) 296 36 50

2. [Now through 27 April 2011]  
United Nations Protocol and Liaison Service  
North Lawn Building, NL-2058  
New York, NY 10017  
Tel: (+1 212) 963-7171  
Fax: (+1 212) 963-1921

[As of 28 April 2011]  
United Nations Protocol Accreditation Unit (LDC IV)  
Harbiye Cultural Centre  
34267 Harbiye - Istanbul - Turkey  
Tel: +90 212 296 36 65  
Fax: +90 212 296 36 66

35. HOST COMMITTEE

The Government of the Republic of Turkey has established a Conference Committee for LDC IV which is responsible, in consultation with the Secretary-General of the Conference, for all the arrangements required for the functioning of the Conference.

36. CONFERENCE OFFICIALS

Host Country Conference Committee

Overall Coordination

Ambassador Mehmet Gücük
Deputy Undersecretary for Economic Affairs  
Ministry of Foreign Affairs, Ankara, Turkey  
Telephone: +90 312 292 11 90  
Fax: +90 312 287 16 46  
Email: muucuk@mfa.gov.tr

Ambassador Mithat Rende  
Director General for Multilateral Economic Affairs, Energy and Environment  
Telephone: +90 312 292 15 59  
Fax: +90 312 292 27 85  
Email: mrende@mfa.gov.tr

Mrs. Naciye Gökçen Kaya  
Head of Department, Multilateral Economic Affairs  
Telephone: +90 312 292 16 13  
Fax: +90 312 292 27 85  
Email: gkaya@mfa.gov.tr

Mr. Renan Şekeroğlu  
Head of Department, Multilateral Economic Affairs  
Telephone: +90 312 292 16 18  
Fax: +90 312 292 27 85  
Email: rsekeroglu@mfa.gov.tr

General Coordination for Administrative and Logistic Arrangements

Ambassador Erkan Özer  
General Coordinator for Administrative and Logistic Arrangements  
Fax: +90 212 296 96 40  
Email: ercan.ozar@mfa.gov.tr

Administrative and Logistic Arrangements (General Contacts)  
Telephone: +90 212 296 36 70  
Fax: +90 212 296 36 50  
Email: ldc4@mfa.gov.tr (General Email)  
ldc4-accreditation@mfa.gov.tr (Accreditation)  
ldc4-protocol@mfa.gov.tr (Protocol)

Mr. Erkan Özoral  
Deputy General Coordinator for Administrative and Logistic Arrangements  
Telephone: +90 212 296 36 21  
Cell: +90 533 966 60 87  
Fax: +90 212 296 36 41  
Email: erkan.ozoral@mfa.gov.tr
Mr. Murat M. Onart  
Deputy General Coordinator for Administrative and Logistic Arrangements  
Telephone: +90 212 296 36 20  
Cell: +90 533 966 60 88  
Fax: +90 212 296 36 41  
Email: monart@mfa.gov.tr

Ms. Arzu Erçelik  
Coordinator (General Affairs)  
Telephone: +90 212 296 36 70  
Fax: +90 212 296 36 50  
Email: arzu.ercelik@mfa.gov.tr

Mr. Emre Manav  
Coordinator (Security)  
Telephone: +90 212 296 36 70  
Fax: +90 212 296 36 50  
Email: emanav@mfa.gov.tr

Mr. Mehmet Tatar (Press and Information)  
Telephone: +90 212 296 36 70  
Fax: +90 212 296 36 50  
Email: mehmet.tatar@mfa.gov.tr

Ms. Pelin Musabay  
Coordinator (Lütfi Kirdar Convention and Exhibition Centre)  
Telephone: +90 212 296 36 70  
Fax: +90 212 296 36 50  
Email: pelin.musabay@mfa.gov.tr

Mr. Ali Özkara  
Coordinator (Business Track)  
Telephone: +90 212 296 36 70  
Fax: +90 212 296 36 50  
Email: ali.ozkara@mfa.gov.tr

Mr. Alper Gökhan Ünal  
Coordinator (Accommodation and Finance)  
Telephone: +90 212 296 36 70  
Fax: +90 212 296 36 50  
Email: gokhan.unal@mfa.gov.tr
United Nations

Mr. Cheick Sidi Diarra
Secretary-General of the Conference
United Nations Headquarters
New York, NY 10017 – USA
Telephone: +1 212 963 9078
Cell: + 1-917-214-9159
Fax: +1-212-963-0419
Email: diarrac@un.org

Mr. Shaaban M. Shaaban
Secretary of the Conference
United Nations Headquarters
New York, NY 10017 – USA
Telephone: +1-212-963-8362
Cell: + 1 646- 673-5557
Fax: +1 212-963-8196
Email: shaabans@un.org

Mr. Sandagdorj Erdenebileg
Acting Executive Secretary of the Conference
United Nations Headquarters
New York, NY 10017 – USA
Telephone: + 1-212-963-7703
Cell: + 1-917-345-3857
Fax: + 1-212-963-0419
Email: erdenebileg@un.org

Mr. Ion Botnaru
Deputy Secretary of the Conference
United Nations Headquarters
New York, NY 10017 – USA
Telephone: + 1-212-963-0725
Cell: + 1-646-339-2694
Fax: + 1 212-963-5305
Email: botnaru@un.org

Ms. Mildred Fernandes
Conference Services Coordinator
United Nations Headquarters
New York, NY 10017 - USA
Telephone: +1-212-963-6540
Cell: +1-646-623-9742
Email: fernandes3@un.org
Mr. Ivan Koulov  
Chief of Administration and Finance  
United Nations Headquarters  
New York, NY 10017 – USA  
Telephone: + 1-212-963-4616  
Cell: + 1-917-288-2076  
Fax: + 1 212-963-2700  
Email: koulov@un.org

Mr. Desmond Parker  
Chief of Protocol  
United Nations Headquarters  
New York, NY 10017 – USA  
Telephone: + 1-212-963-7179  
Cell: + 1-917-865-8754  
Fax: + 1 212-963-1921  
Email: parker2@un.org

Mr. Timothy Wall  
Spokesperson  
United Nations Headquarters  
New York, NY 10017 – USA  
Telephone: + 1-212-963-5851  
Cell: + 1 212-447-5954  
Fax: + 1 212-963-9737  
Email: wallt@un.org

Mr. Michael Lynch  
Chief of Security  
United Nations House – P.O. Box 11-8575  
Beirut, Lebanon  
Telephone: + 961-1-978-003  
Cell: + 961-71-181-510  
Fax: + tbc  
Email: lynch1@un.org

Mr. Gary Trahan  
Travel and Transportation Officer  
United Nations Headquarters  
New York, NY 10017 – USA  
Telephone: + 1-212-963-6191  
Cell: + 1-917-913-0232  
Fax: + 1 212-963-2170  
Email: trahan@un.org
LDC IV conference information can be accessed via the internet at:
https://www.un.org/wcm/content/site/lcc/home
# Annex A

List of recommended Hotels

<table>
<thead>
<tr>
<th>#</th>
<th>HOTEL</th>
<th>LOCATION</th>
<th>CATEGORY</th>
<th>DISTANCE TO THE MEETING CENTER (by car)</th>
<th>CONTACT NAME</th>
<th>CONTACT E-MAIL</th>
<th>PRICE RANGE FOR STANDARD OR SUITE ROOMS per night (Euro, excluding 8% VAT)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>CONRAD HOTEL</td>
<td>BEŞKTAŞ</td>
<td>5</td>
<td>10 minutes</td>
<td>Sırrayt Yalçınkaya</td>
<td><a href="mailto:serraeyalcanekay@hilton.com">serraeyalcanekay@hilton.com</a></td>
<td>pls contact the hotel.</td>
</tr>
<tr>
<td>2</td>
<td>CROWNE PLAZA HABIBIE</td>
<td>TAKSIM</td>
<td>5</td>
<td>3 minutes</td>
<td>Berkay Sohretik</td>
<td>berkay.sohretik@citizenhotels กรุงเทพฯ</td>
<td>210.- € - 1150.- €</td>
</tr>
<tr>
<td>3</td>
<td>CNAR HOTEL</td>
<td>AIRPORT</td>
<td>5</td>
<td>45 minutes</td>
<td>Yasemin Yücel</td>
<td><a href="mailto:sales@citrianhotels.com">sales@citrianhotels.com</a></td>
<td>100.- € - 000.- €</td>
</tr>
<tr>
<td>4</td>
<td>DOUBLETREE HILTON ASIA MIDE</td>
<td>MODA</td>
<td>5</td>
<td>45 minutes</td>
<td>Ilse Bögner</td>
<td><a href="mailto:ilse.boigen@taksimhiltonhotels.com">ilse.boigen@taksimhiltonhotels.com</a></td>
<td>270.- € - 1370.- €</td>
</tr>
<tr>
<td>5</td>
<td>HILTON ISTANBUL</td>
<td>TAKSIM</td>
<td>5</td>
<td>located near the conference center</td>
<td>Sırra Yalçınkaya</td>
<td><a href="mailto:serraeyalcanekay@hilton.com">serraeyalcanekay@hilton.com</a></td>
<td>pls contact the hotel.</td>
</tr>
<tr>
<td>6</td>
<td>HOLIDAY INN AIRPORT</td>
<td>AIRPORT</td>
<td>5</td>
<td>45 minutes</td>
<td>Imre Kortug</td>
<td><a href="mailto:imre.kortug@holidayinnairport.com">imre.kortug@holidayinnairport.com</a></td>
<td>175.- €</td>
</tr>
<tr>
<td>7</td>
<td>MOVENPICK HOTEL</td>
<td>LEVENT</td>
<td>5</td>
<td>30 minutes</td>
<td>Pınar Uygur</td>
<td><a href="mailto:pinar.uygur@movenpick.com">pinar.uygur@movenpick.com</a></td>
<td>210.- € - 405.- €</td>
</tr>
<tr>
<td>8</td>
<td>POINT HOTEL BARBAROS</td>
<td>BEŞKTAŞ</td>
<td>5</td>
<td>15 minutes</td>
<td>İrem Yllı</td>
<td><a href="mailto:iremy@pointhotel.com">iremy@pointhotel.com</a></td>
<td>255.- € - 545.- €</td>
</tr>
<tr>
<td>9</td>
<td>RADISON BLU AIRPORT</td>
<td>AIRPORT</td>
<td>5</td>
<td>45 minutes</td>
<td>Mehmet Aydın</td>
<td><a href="mailto:mermet.aydun@radissonhotels.com">mermet.aydun@radissonhotels.com</a></td>
<td>165.- € - 315.- €</td>
</tr>
<tr>
<td>10</td>
<td>RADISON BLU BOSPHORUS</td>
<td>BEŞKTAŞ</td>
<td>5</td>
<td>10 minutes</td>
<td>Ceren Can</td>
<td><a href="mailto:ceren.can@radissonhotels.com">ceren.can@radissonhotels.com</a></td>
<td>375.- € - 1025.- €</td>
</tr>
<tr>
<td>11</td>
<td>SHERATON MASLAK</td>
<td>LEVENT</td>
<td>5</td>
<td>15 minutes</td>
<td>Serma Başerdel</td>
<td><a href="mailto:serifsermaser@sheratonistanbul.com">serifsermaser@sheratonistanbul.com</a></td>
<td>200.- € - 315.- €</td>
</tr>
<tr>
<td>12</td>
<td>W HOTEL</td>
<td>BEŞKTAŞ</td>
<td>5</td>
<td>10 minutes</td>
<td>Buse Salya</td>
<td><a href="mailto:buse.salya@whotels.com">buse.salya@whotels.com</a></td>
<td>290.- € - 500.- €</td>
</tr>
<tr>
<td>13</td>
<td>DIVAN CITY</td>
<td>ŞİŞLİ</td>
<td>4+</td>
<td>10 minutes</td>
<td>Fligen Yapoçoğlu</td>
<td><a href="mailto:fligen@divanc.com.tr">fligen@divanc.com.tr</a></td>
<td>130.- € - 250.- €</td>
</tr>
<tr>
<td>14</td>
<td>ERESEN TAXI HOTEL</td>
<td>TAKSIM</td>
<td>4+</td>
<td>5 minutes</td>
<td>Neşe Akcan</td>
<td><a href="mailto:ersen@ersenistanbul.com">ersen@ersenistanbul.com</a></td>
<td>232.- € - 325.- €</td>
</tr>
<tr>
<td>15</td>
<td>GEZİ BOSPHORUS</td>
<td>ŞİŞLİ</td>
<td>4+</td>
<td>5 minutes</td>
<td>Şüayyl Yıldız</td>
<td><a href="mailto:szyildiz@gmail.com">szyildiz@gmail.com</a></td>
<td>260.- € - 2500.- €</td>
</tr>
<tr>
<td>16</td>
<td>HOLIDAY INN ŞİŞLİ</td>
<td>ŞİŞLİ</td>
<td>4+</td>
<td>10 minutes</td>
<td>Yasemin Soral</td>
<td><a href="mailto:yasemin.soral@holidayinn.com">yasemin.soral@holidayinn.com</a></td>
<td>132.- €</td>
</tr>
<tr>
<td>17</td>
<td>LARDET PARK</td>
<td>TAKSIM</td>
<td>4+</td>
<td>5 minutes</td>
<td>Efe Özerceok</td>
<td><a href="mailto:efazerceok@largetpark.com">efazerceok@largetpark.com</a></td>
<td>120.- € - 583.- €</td>
</tr>
<tr>
<td>18</td>
<td>MARMARA PERA</td>
<td>TAKSIM</td>
<td>4+</td>
<td>10 minutes</td>
<td>Ceren Yalçın</td>
<td><a href="mailto:ceren.yalcin@thomasmarmarahotels.com">ceren.yalcin@thomasmarmarahotels.com</a></td>
<td>232.- € - 602.- €</td>
</tr>
<tr>
<td>19</td>
<td>MID TOWN HOTEL</td>
<td>TAKSIM</td>
<td>4+</td>
<td>5 minutes</td>
<td>İrfan Miroğlu</td>
<td><a href="mailto:irfan.miroglu@midtownhotel.com">irfan.miroglu@midtownhotel.com</a></td>
<td>250.- € - 406.- €</td>
</tr>
<tr>
<td>20</td>
<td>NOVOTEL</td>
<td>AIRPORT</td>
<td>4+</td>
<td>45 minutes</td>
<td>Pelin Cifer</td>
<td><a href="mailto:pelincifer@novotel.com">pelincifer@novotel.com</a></td>
<td>166.- € - 375.- €</td>
</tr>
<tr>
<td>21</td>
<td>PALAZZO DONIZETTI</td>
<td>TAKSIM</td>
<td>4+</td>
<td>10 minutes</td>
<td>Başak Kozluk</td>
<td><a href="mailto:basakkozluk@palazzodonizetti.com">basakkozluk@palazzodonizetti.com</a></td>
<td>190.- € - 300.- €</td>
</tr>
<tr>
<td>22</td>
<td>PARK HYATT</td>
<td>MACKA</td>
<td>4+</td>
<td>5 minutes</td>
<td>Ayşen Erol</td>
<td><a href="mailto:ayse.en@hyatt.com">ayse.en@hyatt.com</a></td>
<td>450.- € - 650.- €</td>
</tr>
<tr>
<td>23</td>
<td>PARISA HILTON</td>
<td>MACKA</td>
<td>4+</td>
<td>10 minutes</td>
<td>Sırra Yalçınkaya</td>
<td><a href="mailto:serraeyalcanekay@hilton.com">serraeyalcanekay@hilton.com</a></td>
<td>pls contact the hotel.</td>
</tr>
<tr>
<td>24</td>
<td>PERA PALACE HOTEL</td>
<td>TAKSIM</td>
<td>4+</td>
<td>10 minutes</td>
<td>Barışçık Yılmaz</td>
<td><a href="mailto:barisbulk.yilmaz@peraplace.com">barisbulk.yilmaz@peraplace.com</a></td>
<td>380.- € - 2530.- €</td>
</tr>
<tr>
<td>25</td>
<td>TAKSIM GUREN</td>
<td>TAKSIM</td>
<td>4+</td>
<td>5 minutes</td>
<td>Fırat Şeyhun</td>
<td><a href="mailto:frat.sahin@taksimgure.com">frat.sahin@taksimgure.com</a></td>
<td>134.- €</td>
</tr>
<tr>
<td>26</td>
<td>ALCOÇLAR KEBAN</td>
<td>TAKSIM</td>
<td>4+</td>
<td>5 minutes</td>
<td>Sadık Çökeş</td>
<td><a href="mailto:sadik.cocek@alkoclar.com.tr">sadik.cocek@alkoclar.com.tr</a></td>
<td>158.- € - 208.- €</td>
</tr>
<tr>
<td>27</td>
<td>CARPİ HOTEL</td>
<td>TAKSIM</td>
<td>4+</td>
<td>5 minutes</td>
<td>Özlem Sağlam</td>
<td><a href="mailto:ozlem.saglam@carpihotel.com">ozlem.saglam@carpihotel.com</a></td>
<td>64.- € - 181.- €</td>
</tr>
<tr>
<td>28</td>
<td>CENTRAL PALACE</td>
<td>TAKSIM</td>
<td>4+</td>
<td>10 minutes</td>
<td>Hakan Dalkıran</td>
<td><a href="mailto:sales@thecentralpalace.com">sales@thecentralpalace.com</a></td>
<td>185.- € - 602.- €</td>
</tr>
<tr>
<td>29</td>
<td>CRYSTAL HOTEL</td>
<td>TAKSIM</td>
<td>4+</td>
<td>5 minutes</td>
<td>Elmas Dinar</td>
<td><a href="mailto:elmas.dinar@crystalhotels.com">elmas.dinar@crystalhotels.com</a></td>
<td>112.- € - 186.- €</td>
</tr>
<tr>
<td>30</td>
<td>ETERNO HOTEL</td>
<td>TAKSIM</td>
<td>4+</td>
<td>5 minutes</td>
<td>Yurum Çelikçu</td>
<td><a href="mailto:yurumcelikcu@eternohotel.com">yurumcelikcu@eternohotel.com</a></td>
<td>133.- € - 163.- €</td>
</tr>
<tr>
<td>31</td>
<td>GERHİM PALAS</td>
<td>TAKSIM</td>
<td>4+</td>
<td>5 minutes</td>
<td>Cavit Cakır</td>
<td><a href="mailto:resv@gerhimpalas.com">resv@gerhimpalas.com</a></td>
<td>102.- €</td>
</tr>
<tr>
<td>32</td>
<td>GOLDEN AGE 1</td>
<td>TAKSIM</td>
<td>4+</td>
<td>5 minutes</td>
<td>Nâzıl Koç</td>
<td><a href="mailto:nazilo@infogoldenhotel.com">nazilo@infogoldenhotel.com</a></td>
<td>104.- €</td>
</tr>
<tr>
<td>33</td>
<td>GOLDEN AGE 2</td>
<td>TAKSIM</td>
<td>4+</td>
<td>5 minutes</td>
<td>Erce Kemalz</td>
<td><a href="mailto:erce.kemal@infogoldenhotel.com">erce.kemal@infogoldenhotel.com</a></td>
<td>93.- € - 204.- €</td>
</tr>
<tr>
<td>34</td>
<td>GOLDEN PARK</td>
<td>TAKSIM</td>
<td>4+</td>
<td>5 minutes</td>
<td>Diler Erdoğan</td>
<td><a href="mailto:sales@hotegoldenpark.net">sales@hotegoldenpark.net</a></td>
<td>145.- €</td>
</tr>
<tr>
<td>35</td>
<td>GRAND OZANK</td>
<td>TAKSIM</td>
<td>4+</td>
<td>5 minutes</td>
<td>Metin Tarlaçlı</td>
<td><a href="mailto:metintarlasli@grandozank.com">metintarlasli@grandozank.com</a></td>
<td>162.- €</td>
</tr>
<tr>
<td>36</td>
<td>GRAND STAR</td>
<td>TAKSIM</td>
<td>4+</td>
<td>5 minutes</td>
<td>Bilal Toker</td>
<td><a href="mailto:sales@taksimgreengroup.com">sales@taksimgreengroup.com</a></td>
<td>64.- € - 98.- €</td>
</tr>
<tr>
<td>37</td>
<td>GREEN PARK TAKSIM</td>
<td>TAKSIM</td>
<td>4+</td>
<td>5 minutes</td>
<td>Yasemin Cengaver</td>
<td><a href="mailto:yasemin.cengaver@greenpark.com">yasemin.cengaver@greenpark.com</a></td>
<td>136.- €</td>
</tr>
<tr>
<td>38</td>
<td>LION TAKSIM</td>
<td>TAKSIM</td>
<td>4+</td>
<td>5 minutes</td>
<td>Nevim Koc</td>
<td><a href="mailto:nevim.koc@lionehotels.com">nevim.koc@lionehotels.com</a></td>
<td>164.- €</td>
</tr>
<tr>
<td>39</td>
<td>MARMARA ŞİŞLİ</td>
<td>ŞİŞLİ</td>
<td>4+</td>
<td>10 minutes</td>
<td>Harun Şahin</td>
<td><a href="mailto:harun.sahin@marmahotels.com">harun.sahin@marmahotels.com</a></td>
<td>135.- €</td>
</tr>
<tr>
<td>40</td>
<td>MİA PERA</td>
<td>TAKSIM</td>
<td>4+</td>
<td>10 minutes</td>
<td>İstek Ömür</td>
<td><a href="mailto:ister.omer@miaparkhotel.com">ister.omer@miaparkhotel.com</a></td>
<td>195.- € - 268.- €</td>
</tr>
<tr>
<td>41</td>
<td>PARK CITY HOTEL</td>
<td>TAKSIM</td>
<td>4+</td>
<td>5 minutes</td>
<td>Korkmaz Yıldıyakpınar</td>
<td><a href="mailto:korkmaz.yildiakpinar@parkcityhotel.com">korkmaz.yildiakpinar@parkcityhotel.com</a></td>
<td>158.- €</td>
</tr>
<tr>
<td>42</td>
<td>SOFA HOTEL</td>
<td>MŞİRTAŞI</td>
<td>4+</td>
<td>5 minutes</td>
<td>Celâl Niyazi</td>
<td><a href="mailto:celal.niyazi@sofahotel.com">celal.niyazi@sofahotel.com</a></td>
<td>292.- € - 312.- €</td>
</tr>
<tr>
<td>43</td>
<td>SV BOUTIQUE</td>
<td>TAKSIM</td>
<td>4+</td>
<td>5 minutes</td>
<td>Burak Akyıldız</td>
<td><a href="mailto:burakryildiz@svboutique-hotels.com">burakryildiz@svboutique-hotels.com</a></td>
<td>132.- € - 255.- €</td>
</tr>
</tbody>
</table>

*Please use the key word ‘UN-LDC-4 and NATO’ to benefit from the special rates.
*The prices include breakfast.
*8% VAT will be added to the total price.
*The distances to the Congress Center are estimated for normal traffic circumstances.
*For further questions regarding accommodation, please contact: meralhat@adhosting.net and tanasali@adhosting.net
Annex B

Map of Istanbul

Map of Conference Valley
Map of the Conference Complex

Conference Complex
34267 Harbiye - Istanbul - Turkey

Harbiye Cultural Centre
- Accreditation and Registration
- Private Sector Track

Lutfi Kirdar Convention and Exhibition Centre
- Intergovernmental Track
- Parliamentarian Track

Istanbul Congress Centre
- Intergovernmental Track
- Private Sector Track
- Civil Society Track

Hilton Congress and Convention Center
- Media Centre
Annex C

PLEASE TYPE OR PRINT ONLY

UNITED NATIONS

PROTOCOL AND LIAISON SERVICE

APPLICATION FOR CONFERENCE PASS FOR MEMBERS OF DELEGATIONS TO THE FOURTH UNITED NATIONS CONFERENCE ON THE LEAST DEVELOPED COUNTRIES

9-13 MAY 2011, ISTANBUL, TURKEY

requests the U.N. Protocol and Liaison Service

Permanent/Observer Mission - Observer Office - Specialized Agency

to issue a conference pass to: (Name)

in the capacity of:

Head of Del. ( ) Delegate ( ) Spouse ( ) Interpreter ( )

Date of arrival in Istanbul: (d/m/y)

Date of departure from Istanbul: (d/m/y)

Functional title in the sending State:

SIGNATURE: ________________________________

NAME (please type/print) ________________________________

PERMANENT MISSION/ EMBASSY: ________________________________

DATE: ________________________________

OFFICIAL SEAL

FOR PROTOCOL USE ONLY

Signature ________________________________

(Approving Officer)

Code: VIP/wo__ VIP/w __ D-HD __ D __ O-HD __ O __
RESERVATION FORM FOR BOOKING A BOOTH FOR BILATERAL MEETINGS
FOURTH UNITED NATIONS CONFERENCE ON THE LEAST DEVELOPED
COUNTRIES AT THE LUTFI KIRDAR CENTRE, ISTANBUL, TURKEY
9 – 13 MAY 2011

<table>
<thead>
<tr>
<th>MISSION:</th>
</tr>
</thead>
<tbody>
<tr>
<td>CONTACT PERSON:</td>
</tr>
<tr>
<td>HOTEL AND ROOM NUMBER:</td>
</tr>
<tr>
<td>HOTEL ROOM PHONE NUMBER:</td>
</tr>
<tr>
<td>E-MAIL ADDRESS:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DATE OF MEETING</th>
<th>TIME</th>
<th>Meeting with DELEGATION of:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>From</td>
<td>To</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Conference at a Glance

#### Opening of General Debate
- **Monday, 9 May**
  - 12:00 pm to 1:30 pm
- **Wednesday, 11 May**
  - 10:00 am to 11:30 am
- **Friday, 13 May**
  - 10:00 am to 11:30 am

#### High-Level Meeting on Investment and Partnerships
- **Monday, 9 May**
  - 12:00 pm to 1:30 pm
- **Tuesday, 10 May**
  - 12:00 pm to 1:30 pm
- **Wednesday, 11 May**
  - 12:00 pm to 1:30 pm
- **Thursday, 12 May**
  - 12:00 pm to 1:30 pm
- **Friday, 13 May**
  - 12:00 pm to 1:30 pm

#### Resource Mobilization for Least Developed Countries’ Development and Global Partnership
- **Monday, 9 May**
  - 2:00 pm to 3:30 pm
- **Wednesday, 11 May**
  - 2:00 pm to 3:30 pm

#### Closing Ceremony
- **Friday, 13 May**
  - 3:00 pm to 5:00 pm

#### Annex E

**Inaugural Ceremony**
- 9:00 am to 10:00 am

**Final Session**
- 11:00 am to 12:00 noon

**Cultural Programme**
- 12:00 noon to 1:30 pm

**Closing Ceremony**
- 3:00 pm to 5:00 pm