



**Policy Workshop
On
Achieving Energy Security in Asia:
Diversification, Cooperation and Renewable Energy**

22-23 October 2019
Almaty, Kazakhstan

INFORMATION NOTE

1. Duration and Venue of the Workshop

The Policy Workshop on Achieving Energy Security in Asia: Diversification, Cooperation and Renewable Energy will be held from **22 to 23 October 2019** at **InterContinental Hotel, Almaty, Kazakhstan**.

Venue:

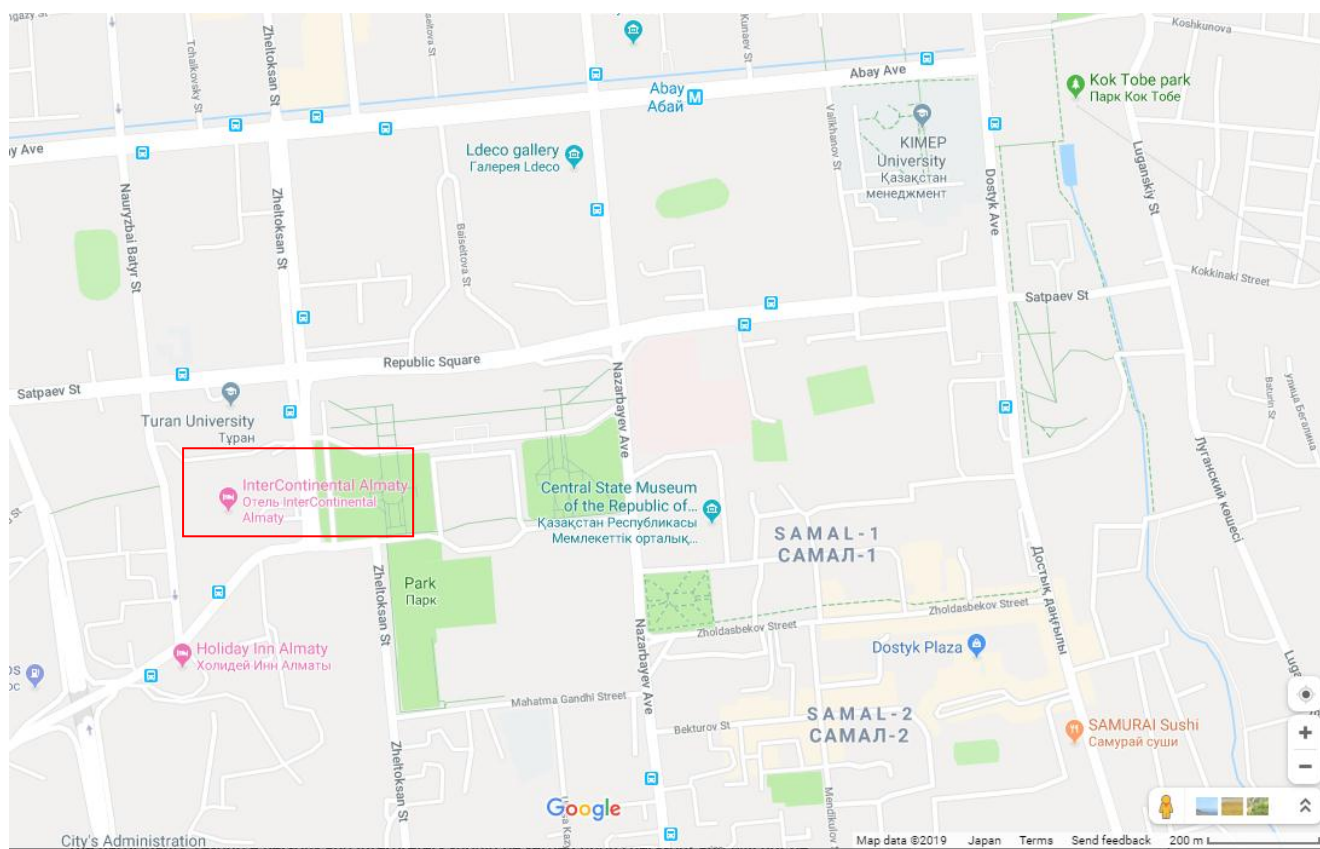
Ablai Khan Meeting Room
InterContinental Hotel, Almaty

- ✓ Workshops are arranged on 22 to 23 October, registration starts at 9:00 a.m. and the program will start at 9:30 a.m. Please make sure to sign the attendance sheet at the registration desk near to the entrance of the venue.

2. Hotel Accommodation

- Accommodation has been arranged for the participants at the **InterContinental Almaty**.
- Registration (Check-In): Upon arrival at Hotel, all participants should first check-in at the Registration. Accommodation **from 14:00 of 21 October (Monday) to 12:00 pm (noon) of 24 October (Thursday) 2019** are arranged for the participants, resource persons, interpreters and will be paid by organizer.
- Accommodation package includes daily complimentary buffet breakfast, Wi-Fi and fitness center facilities.
- **All incidental expenses incurred such as telephone calls, laundry, drinks, snacks, etc. will be paid by the participants, resource persons and interpreters should be settled upon check-out and will not be reimbursed.**
- Hotel information is below:
InterContinental Almaty
Address: 181, Zheltoksan Street, Almaty, 050013 Kazakhstan
Telephone: +7.727.250 5000, 258 2900
Website: www.intercontinental.com

Map to the Hotel



3. Meals

Breakfast: 06:00 a.m. – 10:30 a.m. (weekdays)
06:00 a.m. – 11:00 a.m. (weekends)

Will be served at the “Asian Café”

Lunch:

Lunch during the workshop (**22 to 23 October**) will be served at the “Asian Café”.

Dinner Reception by ADBI on 23 October:

You are cordially invited to a dinner reception hosted by ADBI from **18:30 to 20:00 on 23 Oct. at “Belvedere Restaurant” on 10th floor, InterContinental Almaty.**

- If participants have special dietary preferences or restrictions, please let restaurant staff or workshop secretariat to help you. There are tend cards beside special dishes for your reference.

4. Visa Application

- Participants and resource speakers are responsible for obtaining their own visa.
- Please check if you will require a visa to enter Kazakhstan.
 - ✓ Participants from **Afghanistan, China, Pakistan and Turkmenistan** are required to obtain visa. For those from China, Pakistan and Turkmenistan, if you have official/service passport, visa is not required.

- For those who need visa, we will ask ADB Resident Mission in Kazakhstan to apply **Kazakh Visa Authorization Letter (VAL/Note Verbal)** with Visa Reference/approval number to MOFA Kazakhstan. Once VAL is issued scanned copy will be sent to you.
- Then please apply your visa at the earliest at the nearest Kazakhstan Embassy or Consulate General submitting:
 - ✓ Hard copy of this VAL with your Visa Reference Number
 - ✓ Your passport
 - ✓ Completed Visa Application Form
 - ✓ Official Invitation Letter to the conference (Issued by ADBI and CI).

!! IMPORTANT !!

Please check with the nearest Embassy directly and well in advance if any other documents are required for visa. Some Embassy may require such documents as:

- ✓ Additional Letters from applicant's company/organization
- ✓ Medical Certificate

It is your responsibility to prepare such additional documents.

5. Roundtrip Airfare

- Workshop organizer will arrange and fund a round trip air ticket by the most direct and most economical route between participant's home city and Almaty, Kazakhstan.

Workshop organizer will issue **Restricted Tickets** which do not allow changes in dates, route or airlines. Participants are not allowed to purchase the ticket by their own (Reimbursement is not acceptable).

6. Daily Subsistence Allowance(for CI funded) / Per Diem Allowance (for ADBI funded)

Participants and resource speakers will be provided with a daily subsistence allowance (DSA)/Per Diem Allowance, miscellaneous travel expense (MTE)/In and Out Allowance. The allowance is considered adequate to meet expenses for meals and incidentals. It will be paid in cash in US dollars.

Task Manager, Ms. Nella Hendriyetty (ADBI) will provide ADBI funded participants with per diem allowance and In/Out allowance during registration on 23 October. Please find her and sign a receipt when you receive an envelope of the per diem.

Task Manager, Eisa Khan Ayoob Ayoobi (CI) will disseminate the per diem allowance to the CI funded speakers on 23 October. Please find him and sign a receipt when you receive an envelope of the per diem.

- The participants must sign the attendance sheet for the 2 workshop days as this serves as the basis for the payment.

7. Currency, Credit Card and Foreign Exchange

- Foreign currencies can be exchanged at the airport and at various foreign currency banks around the city. The unit of Kazakh currency is Tenge (KZT) (approx. exchange rate per 1 US\$ = KZT378. The bank's rate of exchange varies on a daily basis.)

8. Airport Reception and Transfers

- Workshop will not arrange airport transfer. Resource speakers are requested to make your own arrangement for the airport transfer both going from airport to the hotel and return. In/Out allowance (MTE) will be provided to cover the expense of airport transportation.

Arrival

After Customs clearance, please take a taxi from airport to hotel based on the hotel address provided above.

- ✓ By taxi: It costs approximately 3,000 – 5,000 KZT (8-14 USD)/20-30 min from Almaty International Airport to the hotel.
- ✓ By Bus: Please take line 92 Bus from the Almaty International Airport and get off at the bus stop “Ulica Shevchenko”. From the bus stop, it is about 1.3 km walk to the Hotel. It costs 80-150 KZT/30 min.
- ✓ Hotel car service: The Hotel also provides airport transfer service. You are requested to make a reservation by yourself, if you prefer to use the service. ***Please be noted that the amount of In/Out allowance ADBI will provide is 30 USD for both ways. You have to bear the exceeding cost by yourself, if you chose to use hotel car service both ways.**
- Please see the below site for your information.
<https://www.rome2rio.com/map/Almaty-Airport-ALA/InterContinental-Almaty>
- Payment for local transportation has to be made in KZT (Kazakh tenge currency). Please make sure that you have Kazakh currency with you before leaving the airport. You will find numbers of bank counters inside the airport.

Departure

For departure, it is advised to be at the airport at least **3 hours before** the scheduled flight.

9. Workshop Kits and Identification Cards (IDs)

- ID badges will be given upon registration. Please wear the ID at all times during the workshop.
- A shared link to workshop materials will be circulated by email to all participants around one week before the workshop date.

10. Dress Code

- Business Attire or Smart Casual. A group photo will be taken on 22 October during the morning coffee break which requires formal attire.

11. Wi-Fi

Wi-Fi Access: password for login will be provided during the hotel check-in.

12. Electricity

- Kazakhstan has 220volt electricity, meaning unless your computer or appliance is dual voltage or designed for 220 volts, you will need a converter or transformer.

13. Liability

- Participants should make their own arrangement with respect to personal insurance since organizers shall not be liable for personal accidents, loss or damage of private properties.

14. Emergency

Emergency Department	Number
Fire	101
Police	102
Ambulance	103
All types of Emergencies (from Mobile)	112

Or please contact workshop organizers for any emergency.

15. Weather Forecast in Almaty in October

Daily high temperature: 19°C to 10°C

Daily low temperature: 8°C to 0°C

16. Workshop Organization

For assistance on all matters concerning the workshop, please inquire to the following organizers:

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