



## UNITED NATIONS REGIONAL WORKSHOP ON CENSUSINFO

Almaty, Kazakhstan

15–18 May 2012

### INFORMATION NOTE FOR PARTICIPANTS

#### **GENERAL**

The United Nations Regional Workshop on CensusInfo will be held from 15 to 18 May 2012 in Almaty, Kazakhstan. The Workshop is co-organized by the United Nations Statistics Division (UNSD) and the Agency of Statistics of the Republic of Kazakhstan.

#### **VENUE**

The Workshop will take place at the Holiday Inn Hotel, located at 2d Timiyazev Street, Almaty, 050013 Kazakhstan, Tel (7-727) 2440255, Fax (7-727) 2440277, Email [alakz@ihg.com](mailto:alakz@ihg.com), Web <http://www.holidayinn.com/hotels/us/en/almaty/alakz/hoteldetail>. All sessions of the Workshop will be held in a section of the **Aport Ballroom**.

#### **REGISTRATION OF PARTICIPANTS**

Registration of participants will be conducted on Tuesday, 15 May 2012, between 9.00 and 9.30 a.m. in the hall outside the conference room.

#### **OPENING SESSION**

The Workshop will be opened at 9:30 a.m. on Tuesday, 15 May 2012.

#### **LANGUAGE**

The Workshop will be conducted in English with simultaneous interpretation provided in Russian.

#### **VISA REQUIREMENTS**

All foreign participants must hold passports that are valid for at least six months. Holders of passport issued by any of the countries belonging to the Commonwealth of Independent States (CIS)—except Turkmenistan—are not required to obtain entry visas for Kazakhstan. Participants from countries not covered by bilateral agreements on visas with the Republic of Kazakhstan are required to obtain appropriate entry visa. To obtain a visa of the Republic of Kazakhstan, the participants should apply to a diplomatic/consular mission of the Republic of Kazakhstan in their country of residence. The visa application should be submitted together with the official invitation letter, which is generally sufficient to be used as supporting documentation for visa

application. Since the processing of visa and its issuance will take considerable time, participants are urged to pay priority attention to this matter. Participants anticipating difficulty in obtaining visa to Kazakhstan are requested to contact the organizers of the Workshop. If necessary, the United Nations can assist by sending a letter addressed to the nearest Kazakh diplomatic mission.

Participants are urged to check the latest information regarding visa requirements applying to their citizenship with the nearest Kazakh diplomatic mission. A list of Kazakh diplomatic missions may be found on the website of the Ministry of Foreign Affairs at <http://portal.mfa.kz/portal/page/portal/mfa/en/content/ministry/missions>

For advisory by the Minister of Foreign Affairs for foreign nationals arriving in the Republic of Kazakhstan please refer to: <http://portal.mfa.kz/portal/page/portal/mfa/en/content/consular/advisory>

### ***HOTEL ACCOMMODATIONS***

Participants are individually responsible for arranging their own accommodations. However, special hotel accommodation rates have been obtained from two hotels: Kazzhol Hotel and Holiday Inn. Participants interested in staying at any of these two hotels should fill out the respective registration form (attached) and directly contact the hotel to book their accommodations. The contact addresses of the hotels are provided in the registration forms.

<b>Kazzhol Hotel</b>	Single occupancy	Economy room	11,900 KZT (82 USD)
	Single occupancy	Comfort Deluxe	17,250 KZT (119 USD)
	Double occupancy	Comfort Deluxe	21,000 KZT (145 USD)
<b>Holiday Inn</b>	Single occupancy	Standard room	25,200 KZT (170 USD)
	Double occupancy	Standard room	30,900 KZT (210 USD)

Almaty has accommodations in every budget category. For more options on hotel accommodations please consult the official website of the Ministry of Tourism and Sports <<http://visitkazakhstan.kz/>>.

Each participant is individually responsible for the payment of his/her own accommodation. Before departing from Almaty, participants are expected to settle directly with their hotel all accounts, including room charges and other expenses, such as local and long-distance telephone calls, Internet use, business centre use, laundry, room service, hotel transportation services as well as mini-bar items and restaurant and bar services. Participants may also be responsible for any charges incurred with respect to rooms remaining vacant owing to late arrival or rescheduled departure for which inadequate prior notice is given. All payments must be settled by Cash or Credit Card by the participants at the time of their departure from their respective hotels.

### ***TRAVEL ARRANGEMENTS***

For participants whose travel is funded by UNSD, the UNDP office in the home country of the participant will be authorized to issue the most direct economy roundtrip air ticket, aiming to arrive at Almaty, as far as possible, on Monday, 14 May and departing from Almaty on Saturday, 19 May 2012. Sponsored participants are kindly requested to contact the UNDP office in their respective countries regarding their tickets only after they receive a notice of travel authorization from UNSD.

### ***TRANSPORTATION UPON ARRIVAL AND DEPARTURE***

Participants are responsible for arranging their own transportation to/from the airport as well as between their hotel and the Workshop venue. The Workshop organizers will not provide transportation to/from the airport.

Taxi is the best transport to use from the airport to the city center. There are two types of taxis: licensed taxis (with "taxi" label painted on the side of the vehicle) and informal taxis (privately owned vehicles without a "taxi" label). The safest means of transport is by licensed taxi which can be booked at the counters located in the waiting area inside the airport or through the uniformed dispatchers who may be found at the arrival gate of the airport.

The following licensed taxi companies are represented at the airport: **Almaty Taxi** (+7-727-2555-333); **Mega Taxi** (+7-727-233-3111); **Elite Taxi** (+7-727-278-0333); and, **Komandir Taxi** (+7-727-390-0500). If you go with one of these licensed taxis, expect to pay approximately between 2,700 KZT and 4,000 KZT (or from about 18 USD to 27 USD), one way, from the airport to a hotel in the city center.

If you decide to go with informal taxi (private vehicle without a "taxi" sign/label) make sure to agree on a fixed price before you get into the vehicle or allow the driver to handle your luggage. The amount you pay will depend on your negotiating skills and how well you speak Russian or Kazakh. It may be necessary to have the exact amount of the fare in hand just in case the taxi driver does not have enough change. Alternatively, participants can arrange an airport pickup service directly from the hotel they are taking accommodations.

The Almaty International Airport is about 15 km from the city centre, where most of the hotels are located. It takes around 30 minutes to/from the airport to the city center. Information on the Almaty International Airport is available at: <http://en.alaport.com/main.html>

### ***FOREIGN EXCHANGE***

The local currency in Kazakhstan is the Tenge (KZT). Foreign currencies and traveller's cheques can be exchanged at authorized local banks and foreign exchange bureaus without restriction. The current rate of exchange against the United States dollar is approximately KZT 148 (www.xe.com; as of 11 April 2012). Please note that this rate is subject to change.

Most banks in Almaty are open from 0900 to 1800 hours, Monday through Friday. Major international credit cards including Visa and MasterCard are accepted in the larger hotels in Almaty and in major department stores, restaurants and supermarkets. Small businesses and family-run stores may not accept credit cards, so it is useful to keep a moderate amount of cash on hand.

### ***TIME AND WEATHER***

Almaty time is six hours ahead of Greenwich Mean Time (GMT+6).

Almaty has continental climate, with very warm summers and very cold winters. In the month of May, the weather in Almaty can be expected to be cool and comfortable, with the temperature averaging from 10 to 20 °C (or 50 to 70 °F). May is one of the wettest months during which rain is frequent. For further information on the weather in Almaty refer to: <http://www.pogoda.kz> or <http://www.weather.com/>

### ***ELECTRICITY***

The electricity voltage in Kazakhstan is 220 volts; the frequency is 50 Hz. Plug adaptors may be necessary to operate electrical appliances.

### ***EMERGENCY NUMBERS***

In case of emergency, please call:

101 for Fire services  
102 for Police  
103 for Ambulance  
112 for Rescue service in emergency situations

### ***ADDITIONAL INFORMATION***

Questions regarding the administrative aspects of the meeting, including travel arrangements, may be directed to Ms. Jennifer Tungol, UNSD, phone +1 (212) 963-9120, e-mail: [tungol@un.org](mailto:tungol@un.org).

The organizers of the Workshop will not assume responsibility for such expenditures as:

- a. Expenses in the home country incidental to travel abroad, including expenditures on visa, medical examination, vaccinations and other such miscellaneous items and internal travel to and from the airport of arrival and departure in the home country;
- b. Salary and related allowances for the participants during the period of the workshop;
- c. Costs incurred by participants in respect to travel insurance, accident insurance, medical bills or hospitalization fees in connection with attending the workshop;
- d. Compensation in the event of death or disability of participants in connection with attending the workshop;
- e. Any loss or damage to personal property of participants while attending the workshop or losses or damages claimed by third parties as a result of any negligence on the part of the participants;
- f. Any other expenses of a personal nature, not directly related to the purpose of the workshop.

### ***GENERAL INFORMATION ON ALMATY***

The former capital and presently the largest city in Kazakhstan, Almaty is ethnically and culturally diverse. The city is located in the heart of the Eurasian continent, in the extreme south-east of the country, and at the foothills of the Tien Shan mountains. Sitting at an elevation of 700 to 1100 meters above sea level, Almaty has a continental climate, with large temperature fluctuations. A city of 1.5 million people, Almaty is believed to be the origin of the apple fruit. Located at what was then a transit station on the historical Silk Road, Almaty is a green city with wide streets, beautiful buildings, numerous parks, gardens and fountains. Although the capital of Kazakhstan has been moved to Astana, Almaty remains a scientific, cultural, historical, financial and industrial center.

For further information on Almaty, including information for tourists, please consult the official website of the Ministry of Tourism and Sports of the Republic of Kazakhstan <<http://visitkazakhstan.kz/>> and the Wikitravel entry for Almaty <<http://en.wikipedia.org/wiki/Almaty>>



United Nations Regional Workshop on CensusInfo Almaty, Kazakhstan 15 – 18 May 2012			
<b>First name</b>		<b>Last name</b>	
<b>Address</b>			
<b>City</b>		<b>Country</b>	
<b>Tel:</b>	<b>Fax:</b>	<b>Email:</b>	
<b>Kazzhol Hotel</b> Gogol Street, 127/1 Almaty, Republic of Kazakhstan Tel: +7 (727) 250-5016, 250-8923 Fax: +7 (727) 250-8927 E-mail: <a href="mailto:reservation@hotelkazzhol.kz">reservation@hotelkazzhol.kz</a> Web: <a href="http://www.hotelkazzhol.kz/">http://www.hotelkazzhol.kz/</a>		Single occupancy/Economy room/ <b>11,900 KZT (82 USD)</b> Single occupancy/Comfort Deluxe/ <b>17,250 KZT (119 USD)</b> Double occupancy/Comfort Deluxe/ <b>21,000 KZT (145 USD)</b> <i>Note: All rates include breakfast, VAT, WiFi and admission to the fitness centre.</i>	
<b>Date of arrival:</b>		<b>Flight No:</b>	
<b>Date of departure:</b>		<b>Flight No:</b>	

*I authorize the use of my credit card to guarantee my hotel reservation:*

American Express <input type="checkbox"/>	Master Card <input type="checkbox"/>	Visa <input type="checkbox"/>	Other <input type="checkbox"/>
<b>Credit card No:</b>			
<b>Date of expiration:</b>			

Signed \_\_\_\_\_ Date \_\_\_\_\_ 2012

Comments and Requests \_\_\_\_\_

*Kazzhol Hotel requests participants to book their rooms by 27 April 2012.*

*Please return this form to the Reservation Department by fax: +7 (727) 250-8927 or e-mail: [reservation@hotelkazzhol.kz](mailto:reservation@hotelkazzhol.kz)*



Holiday Inn Almaty Kazakhstan

2d Timiryazev Street, 050013

Tel: + 7 727 2440255; Fax: + 7 727 2440277

Email: [alakz@ihg.com](mailto:alakz@ihg.com)

Web: <http://www.holidayinn.com/hotels/us/en/almaty/alakz/hoteldetail>

**UNFPA / UNSD**  
**This Reservation Form is Valid From**  
**May 14 – May 19, 2012**

To secure your hotel booking, please read carefully and submit your Reservation Form signed with **enlarged and light copy of front side of credit/debit card enclosed by May 1st, 2012**

<u>COMPANY DETAILS</u>			
COMPANY NAME <input style="width: 95%;" type="text"/>	BOOKERS NAME <input style="width: 95%;" type="text"/>	DATE	<input style="width: 95%;" type="text" value="dd/mm/yy"/>
POSITION/DEPT <input style="width: 95%;" type="text"/>			
TELEPHONE № <input style="width: 95%;" type="text"/>		EXT.№ <input style="width: 95%;" type="text"/>	
E-MAIL <input style="width: 95%;" type="text"/>			
<u>GUEST DETAILS</u>			
ARRIVAL DATE/TIME/FLIGHT DETAILS		<input style="width: 95%;" type="text"/>	
DEPARTURE DATE/TIME/FLIGHT DETAILS		<input style="width: 95%;" type="text"/>	
No NIGHTS	<input style="width: 95%;" type="text"/>	tick box applicable	
PREFERED ROOM RATE	<input style="width: 95%;" type="text"/>	SMOKING REQUESTED	<input type="checkbox"/>
RATE		ROOM ONLY	<input type="checkbox"/>
<div style="border: 1px solid black; padding: 2px;">                 22 500 KZT +12% VAT per night (single occupancy)                  27 600 KZT +12% VAT per night include. Breakfast (double occupancy)             </div>			
AIRPORT PICK UP REQUIRED	<input type="checkbox"/>	AIRPORT DROP OFF	<input type="checkbox"/>
5500 KZT per each way <span style="float: right;">Please book with Reception</span>			

- \* Above rates are exclusive of 12% VAT ; \* All in-house guests are eligible for a free admission to our Residents` GYM
- \* Hotel`s official Check-In time is 14:00 and Check-Out time is noon
- \* Check-In earlier than 14:00 can only be guaranteed if the room is reserved for the previous night
- \* **Early Check-in after 06:00 – half charge of room rate; \* Early Check-in before 06:00 – full charge of room rate**
- \* Late Check-Out from 12:00 to 18:00 – half charge of room rate; \* Late Check-Out after 18:00 – full charge of room rate

<u>PAYMENT INSTRUCTIONS</u> <small>tick boxes applicable</small>	
Guest/s to pay own account	<input type="checkbox"/>
Name of Cardholder	<input style="width: 95%;" type="text"/>
Credit Card Type	<input style="width: 95%;" type="text"/>
Card Number	<input style="width: 95%;" type="text"/>
Expiry Date	<input style="width: 95%;" type="text"/>
Issue Number	<input style="width: 95%;" type="text"/> if applicable
<p style="color: red; margin: 0;"><b><i>I agree and accept the terms and conditions of the hotel, Including:</i></b></p> <p style="margin: 0;"><b><i>1) Please be kindly informed that these rates are subject to availability and change and are non-commissionable. Hotel reserves the rights to accept or not the reservation.</i></b></p> <p style="margin: 0;"><b><i>2) Any changes in arrival and departure dates, no-shows, cancellations after May 1st, 2012 will be subject to 100% charge of full Room Rate for the first night</i></b></p>	

Signed \_\_\_\_\_ Date \_\_\_\_\_ 2012

**COMMENTS AND REQUESTS** \_\_\_\_\_

Please return this form to Reservation Department by fax: +7 727 2440277 or e-mail: [ALAKZ.Reservation@ihg.com](mailto:ALAKZ.Reservation@ihg.com) or [Renat.Khamravev@ihg.com](mailto:Renat.Khamravev@ihg.com)