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**PLEASE READ THE FOLLOWING INFORMATION VERY CAREFULLY**

- Don't forget to print your confirmation of registration and bring it and your proof of identification with you
- Please upload your digital photo before leaving home
- Registration is in Feshane, the airports or the official hotels
- You cannot register directly in the main Forum venue (Sütlüce)

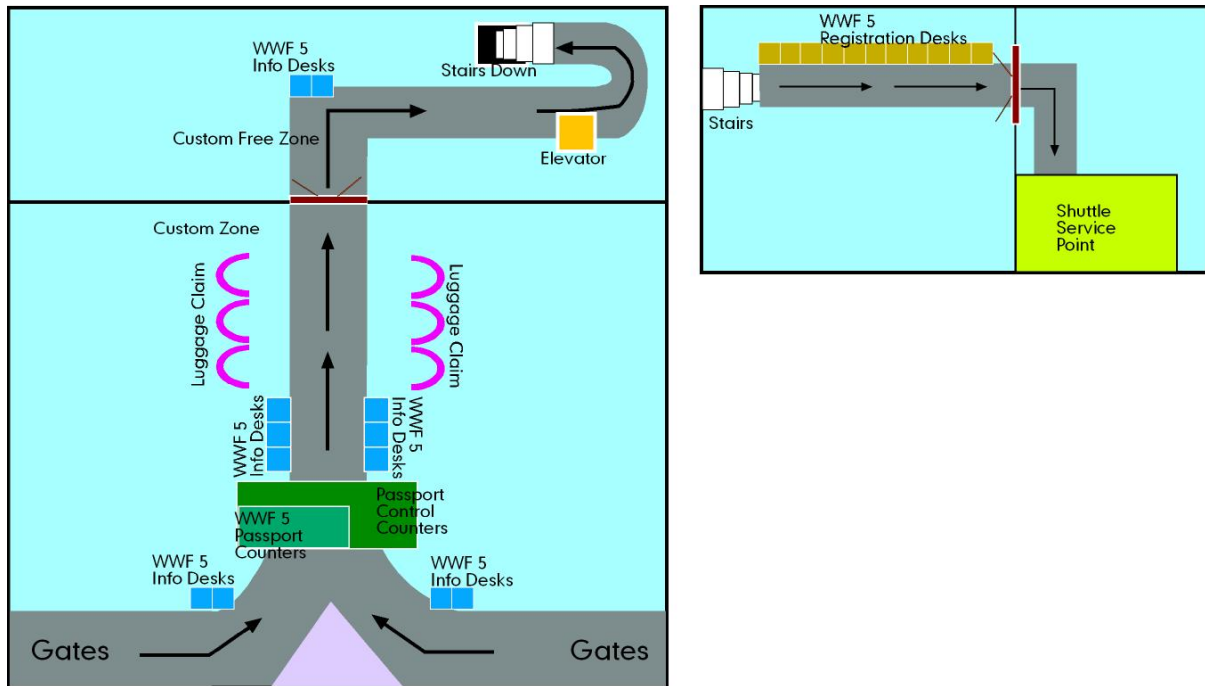
Dear participant at the 5<sup>th</sup> World Water Forum,

The 5<sup>th</sup> World Water Forum will take place between March 16<sup>th</sup> and 22<sup>nd</sup> in Istanbul. As you are getting ready to come to Turkey, we would like to take this opportunity to send you some useful last-minute information that will facilitate your stay in Istanbul, and make your participation in the Forum more effective and enjoyable.

**1. Registration**

To avoid a last-minute rush, you are strongly advised to pick up your Forum badge and bag before March 16<sup>th</sup>. You cannot pick up your badge and bag at the main Forum venue, known as Sütlüce. You should do this at one of the three registration sites:

- A. At the 5<sup>th</sup> World Water Forum registration desks in Istanbul International Atatürk Airport and Sabiha Gökçen Airport, from March 14<sup>th</sup> to 22<sup>nd</sup>, 24 hours a day. Welcome desks will be placed after the passport control counters, where our staff will be pleased to direct you to the registration desks. Once you have finished your registration, our registration staff will be pleased to direct you to the free shuttle service (mentioned in item 4 below).



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- B. At one of the Forum's 20 official hotels, from 07.00 to 18.00, from March 14<sup>th</sup> to 22<sup>nd</sup>. Only participants who have already paid their registration fees or those who would like to make their payment by credit card can register at these hotels. **You will not be able to pay your registration fees in cash at the hotel desks.** Cash payments will be accepted at the Feshane Registration Centre and airports. The official Forum hotels are:

Art Otel	Mosaic Hotel
Ceylan Intercontinental	Özbek Hotel
Conrad Istanbul	Park Hyatt Maçka
Diamond City	Ramada Istanbul Old City
Four Seasons Sultanahmet	Savoy Hotel
Golden Age 1 Hotel	Sembol Hotel
Grand Tahir Hotel	Swissotel The Bosphorus
Hilton Istanbul	The Marmara Istanbul
Hotel Grand Haliç	The Marmara Şişli
Keçik Otel	The Sofa Hotel

- C. At the Forum's Feshane Registration Centre, where 32 onsite registration points will be available for your convenience. Opening times are:
- 08.00 to 21.00 from March 14<sup>th</sup> to 15<sup>th</sup>;
  - 07.00 to 21.00 on March 16<sup>th</sup>, and
  - 07.30 to 19.00 from March 17<sup>th</sup> to 22<sup>nd</sup>.

For your convenience, a refund desk will also be operational in Feshane from March 18<sup>th</sup>.

The staff at all registration desks is bilingual (English and Turkish), and at least one member of staff will be glad to assist you in each of the other United Nations languages (French, Arabic, Chinese, Spanish and Russian).

If you have not already done so, we advise you to upload a digital photo to the Forum registration site. If not, your photo will be taken at the registration site and printed on your badge, so uploading a digital photo will ensure a speedier onsite registration process. You can upload your photo by entering <https://event.worldwaterforum5.org/> with your user name and password.

***If you have already completed your pre-registration and paid your registration fees:***

You should go to any of the three registration sites with your confirmation letter featuring the bar-code and proof of identification. If you have forgotten or lost your confirmation letter, our staff will be pleased to help you to re-print it at the Confirmation Forgotten Desk.

***If you have already completed your pre-registration but have not paid your registration fees:***

You will be able to make your payment at the three registration sites mentioned above. If payments are to be made in cash, this should be done directly at the İş Bank branch situated at the Feshane Registration Centre and at the airports. If you would like to make your payment by credit card, this can be done at the bank, at the Internet kiosks in the registration sites, or with your own laptop.

## 2. Visa Procedures

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You will find detailed information on the simplified visa procedures for Forum participants at the following link: [www.worldwaterforum5.org/index.php?id=2509](http://www.worldwaterforum5.org/index.php?id=2509).

### 3. Opening ceremony

The opening ceremony of the Forum will take place in Haliç Hall (Main Block) of the Sütluçe Convention and Cultural Centre (SCCC), the main Forum venue, on Monday March 16<sup>th</sup>, from 09.30 to 12.00. **Participants who have not picked up their Forum badge will not be allowed to enter the Forum venue.** Please note that the bridge between the two sides of the venue will be closed from 08.00 to 12.00 on March 16<sup>th</sup> to allow for the transportation of participating Heads of State. However, a regular boat shuttle service will be available to speed you between Feshane and Sütluçe on March 16<sup>th</sup>.

Haliç Hall has a capacity of 3200 people. The opening ceremony is being organized both upon invitation (ground floor) and on a first-come, first-served basis (first floor). If you have not received an invitation, we invite you to go to the first floor entrance. As soon as the capacity of that area is reached, the doors will be closed. If you would like to watch proceedings, you are kindly invited to the Sadabad room (Regional Block) in Sütluçe, which has a capacity of 1100 people, where a plasma screen has been set up for your convenience.

### 4. Transport from the airport

For your convenience, IKON Events will be operating free shuttle services every 30 minutes from the airports to the 20 official Forum hotels, as well as directly to the Forum venue. Shuttle services are also available from the official hotels to the Forum venue, again every 30 minutes. The detailed timetable for transportation will be announced shortly on the [5<sup>th</sup> World Water Forum website](http://www.worldwaterforum5.org) and will be available at the information desks in the Forum venue.

In order to organize a better service, we would kindly ask you to inform us of your arrival and departure flight and the hotel you will be staying at for the duration of the 5<sup>th</sup> World Water Forum, by writing to [flight@ikonevents.com](mailto:flight@ikonevents.com).

If you decide to take a taxi from the airport to your hotel, it will cost approximately between 15 and 30 Turkish lira.

### 5. Hospitality and tourism services

If you have not yet booked your hotel, you can do so through [www.worldwaterforum5.org/index.php?id=2501](http://www.worldwaterforum5.org/index.php?id=2501), where you will find a large number of negotiated rates in a wide range of hotels throughout Istanbul. You may also book tourist activities for the week, as well as pre-post tours, through the same site.

### 6. Sütluçe, Feshane and IGDAŞ

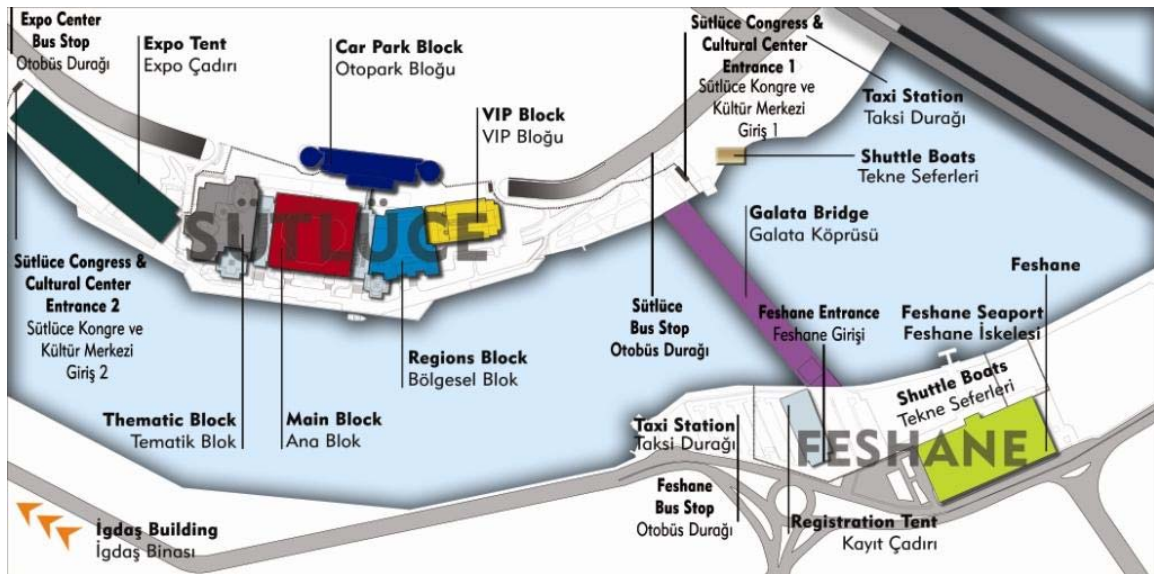
Apart from the opening day, the Forum venue will be open throughout the week from 08.00 to 21.00. The Fair and Expo will be open to visitors from 10.00 to 19.00 daily. As a Forum participant, you may freely move around Sütluçe, Feshane and IGDAŞ, although there will be security checks when entering any of the buildings. They are divided by the Golden Horn, which is literally "bridged" by the historic Galata Bridge. It should take about approximately 10 minutes to walk from

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Sütlüce to Feshane. A regular boat shuttle service is also available to speed you across on March 16<sup>th</sup>.

Please note that only cars with prior VIP clearance can park at the venue itself, in the Car Park Block. Cars without this clearance should park at Miniaturk, from where shuttle buses are provided to bring you to the Forum venue.



## 7. Lunch

Lunch bags will be served from 13:00 to 14:30 each day of the Forum, and are included in your registration package. When registering, you will be given coupons to redeem for each day of your participation. You may pick up your lunch bag from lunch bag distribution points which are to be found on both sides of the venue. Furthermore, Sütlüce has other restaurant services and cafés where you are welcome to buy your lunch. There will also be boats moored up in the Golden Horn, offering mainly fish-based dishes.

## 8. Wireless access

Both Sütlüce and Feshane will have free wireless access for the duration of the week. No password is required to use this wireless system. The Expo tent has a separate wireless system, which will be charged separately. We recommend that you bring your own laptop with you.

## 9. Green Forum Initiative

The 5<sup>th</sup> World Water Forum aims to be as environmentally friendly as possible. To achieve this, most of the Forum documents will be given on a USB stick rather than printed, a reusable water bottle will be given to you when you register, which you should use throughout the week, and separate waste bins will be provided for plastic, paper, etc. Participants are requested to kindly cooperate in making this a “green” Forum. For more information, please read the attached Green Guide for Forum Participants and visit the Green Forum stands in Foyer 4, Feshane and the Expo tent.

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## 10. Currency in Turkey

The official currency of Turkey is the Turkish lira. At current exchange rates:

- 1 Turkish lira is equivalent to 0.45 Euros or 0.57 US Dollars.
- 1 Euro is equivalent to 2.21 Turkish lira.
- 1 US Dollar is equivalent to 1.75 Turkish lira.

You can check the latest exchange rate for these and any other currencies by [clicking here](#).

## 11. Traffic in Istanbul

Traffic in Istanbul is notoriously heavy at rush hour, which is approximately 07.30 to 09.30 and 17.00 to 20.00. It is advisable to avoid travelling as much as possible at these times, and to leave sufficiently in advance to get to your appointments on time.

## 12. Weather for the week

You can find an up-to-date weather forecast for Istanbul on [www.meteor.gov.tr/2006/english/eng-cities.aspx?secimNo=40](http://www.meteor.gov.tr/2006/english/eng-cities.aspx?secimNo=40). The weather in March is expected to be 7.7°C on average (46°F), so make sure you bring some warm clothing with you.

## 13. Latest information on the programme

You will find the latest information on the Forum programme on the Forum website, [www.worldwaterforum5.org](http://www.worldwaterforum5.org). You may discuss and provide your input to the various components of the Forum through the Virtual Meeting Space (VMS) on <http://portal.worldwaterforum5.org/>.

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