



ITU Centres of Excellence Network for Asia-Pacific Region

ICT Research Institute

**2nd ITU Centres of Excellence (CoE) Steering Committee Meeting for the
Asia-Pacific Region, Tehran, Iran
17-18 December 2019.**

INFORMATION NOTE

1. INTRODUCTION

The 2nd Meeting of the ITU Centres of Excellence (CoE) Steering Committee for the Asia-Pacific Region will take place from **17 to 18 December 2019 at Parsian Azadi Hotel, Tehran, Iran**. The meeting is organized by the International Telecommunication Union and hosted by ICT Research Institute, Ministry of ICT, Iran.

2. VENUE OF THE TRAINING

Parsian Azadi International Hotel, Yadegar-e-Emam Intersection, Chamran Highway, Tehran, Iran.

3. COORDINATORS

<u>INSTITUTE COORDINATOR</u>	<u>ITU COORDINATOR</u>
<p>Mr. Alireza Yari Head of ICT Policy Making and Strategy Research faculty, ICT research Institute, Tehran, Iran. Tel: +98-21-84977708 Email: a_yari@itrc.ac.ir</p>	<p>Mr. Ashish Narayan Program Coordinator, ITU Regional Office for Asia-Pacific 5th Floor, Thailand Post Training Centre, 111 Moo3 Chaengwattana Road, Laksi Bangkok 10210, Thailand Tel: +66 2 575 0055 Fax: +66 2 575 3507 E-mail: ashish.narayan@itu.int</p>

4. REGISTRATION

Registration is to be submitted through e-mail to Mr. Ashish Narayan at ashish.narayan@itu.int

5. VISA FORMALITIES

The participants may alternatively check this link to apply for the visa: <https://e visa.mfa.ir/en/>. For required information, they may visit the Ministry of foreign affairs Islamic Republic of Iran official website: <http://en.mfa.ir>.

We can also support for electronic visa, please contact Ms. Asgari for further support:

International collaboration office, ICT Research Institute,
Email: asgari@itrc.ac.ir
Tel: +98 21 88630077
Fax: +98 21 88009885

6. ACCOMMODATION

The Participants can directly book the hotel. If there is any problem, we can support booking any other hotel in Tehran.

7. LIST OF PROPOSED HOTELS

7.1 Parsian Azadi International Hotel

Address: Chamran Ave. Crossing Yadegar Emam Ave., Tehran, Iran.
Tel: +98- 21- 29112
Email: Reservation@azadihotel.com
Website: <http://azadihotel.com>

7.2 Espinas Persian Gulf

Address: Espinas Persian Gulf Hotel, No.126, Blvd Keshavarz, Sq Valiasr, Theran, Iran
Phone: +98 21 83844
Fax: +98 21 88 98 50 93
Email: Reservation@espinashotels.com
Website: <http://espinashotels.com/hotels/persiangulf/>

7.3 Espinas Palace Hotel

Address: Espinas Palace Hotel, No.33 Alley, Abedi Street, Behroud Sq., Saadat Abad, 1981846911
Tehran, Iran
Phone: +98 21 75 675 000
Fax: +98 21 75 675 365
Email: reservation.p@espinashotels.com

8. DETAILS OF ARRIVAL AND TRANSPORT

Emam Khomeini International Airport, 40 km from Tehran-Qom Rd., Tehran city, Tehran province. It is better to take a taxi to the hotel. The taxi stop is just after the airport exit and takes about 1 hour to the hotel with a cost of about 20 US\$.

9. CURRENCY

For practical information please visit the following site: <https://www.visitiran.ir/practical-information>

10. ELECTRICAL APPLIANCES

- A. The voltage in Iran is 220 volts.
- B. Hotels may have a 220 volts
- C. Type of electricity plugs used is 220 volts plugs.

For practical information please visit the following site: <https://www.visitiran.ir/practical-information>

11. LANGUAGES

The official Language in Iran is Farsi (Persian), but Iranian people working in the tourist sector are usually adept in the English language. The English Language is taught at school and everybody speaks some English.

For practical information please visit the following site: <https://www.visitiran.ir/practical-information>.

12. SECURITY

General security conditions of the city are in a normal situation.

13. MEDICAL AND HEALTH

We suggest for the medical insurance through the travel agencies and the emergency medical facilities will be arranged.

The safety of drinking water in the country is in a good condition, but we recommend to have mineral water to be sure. Mineral water is very cheap in Iran (about 3 cents).

14. WEATHER

Winter weather also varies from mild to cold, with heavy snow in the higher elevation of the mountains. The temperature may go below zero. Also visit <https://www.visitiran.ir/climate-precipitation>.

15. INTERNET

Wi-Fi is available in the meeting room and hotel area.

For practical information please visit the following site: <https://www.visitiran.ir/practical-information>