

ADMINISTRATIVE CIRCULAR

LOGISTICAL ARRANGEMENTS FOR

- **RESPONSIBLE FINANCE FORUM VI: EVIDENCE AND INNOVATIONS FOR SCALING RESPONSIBLE DIGITAL FINANCE**
- **AGRIFINANCE ROUNDTABLE**
- **THE GPFI WORKSHOP: SME FINANCE COMPACT – LIDCs OUTREACH EVENT**
- **LAUNCH OF GLOBAL YE!**
- **GPFI FORUM: PRIVATE SECTOR ENGAGEMENT**
- **GPFI PLENARY**

Monday 7 – Saturday 12 September 2015

Antalya, Turkey

ADMINISTRATIVE CIRCULAR: LOGISTICAL ARRANGEMENTS FOR THE GPFI WORKSHOPS/MEETINGS IN ANTALYA, 2015

1. Introduction

Turkey warmly welcomes all delegates to the Global Partnership for Financial Inclusion (GPFI) Workshops/Meetings to be held on 7-12 September 2015 in Antalya.

The logistical and administrative arrangements for the GPFI Workshops/Meetings in Turkey's Presidency are being undertaken by the G20 Logistics Task Force which has been established under the Ministry of Foreign Affairs.

This Administrative Circular provides logistical and other general information on arrangements for the September 2015 GPFI Workshops/Meetings in Antalya.

2. Meeting Dates and Program

2.1 Responsible Finance Forum VI: Evidence and Innovations for Scaling Responsible Digital Finance

The Responsible Finance Forum VI will be 2.5 day event and commence in the morning on 7 September 2015 and conclude in the afternoon on 9 September 2015. **(By invitations only)**

2.2 Agrifinance Roundtable

The Agrifinance Roundtable will begin in the morning and conclude in the evening on Wednesday, 9 September 2015. **(All participants are invited)**

2.3 The GPFI Workshop: SME Finance Compact – LIDCs Outreach Event

The GPFI Workshop on SME Finance Compact-LIDCs Outreach Event will be a 1 day event on Thursday 10 September 2015. **(All participants are invited)**

2.4 Launch of Global Ye!

The Launch of Global Ye! will be the celebration/reception event and will take place following the SME Finance Compact Day in the evening on 10 September 2015. **(All participants are invited)**

2.5 GPFI Forum: Private Sector Engagement

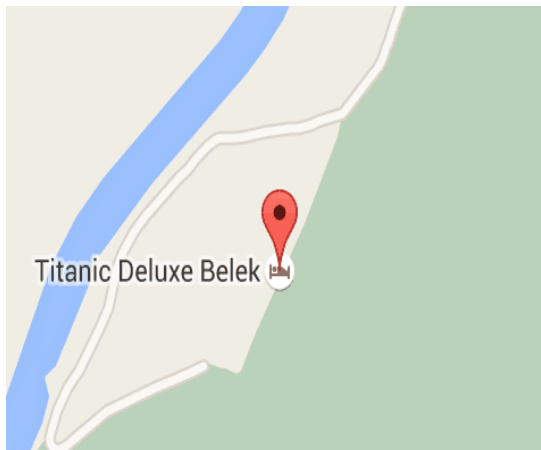
The GPFI Forum, the main outreach event for 2015 will commence in the morning and conclude in the evening on Friday 11 September 2015. This is the annual outreach event for the GPFI, with a range of invited guests. The main theme of this year's Forum will be the private sector engagement. **(All participants are invited)**

2.6 GPFI Plenary

The GPFI Plenary Meeting will be a 1 day event on Saturday 12 September 2015. **(G20 members, implementing partners and affiliated partners only)**

The detailed programs for all the GPFI Workshops/Meetings will be forwarded to all delegates separately.

3. Meeting Venue



Working sessions and lunches on 7- 12 September 2015 will be held at:

Titanic Deluxe Hotel Belek

Uckumtepesi Besgoz Caddesi 72/1 K
Kadriye/Belek Antalya

Phone : +90 (242) 710 44 44

E-Mail: Deluxebelek@titanic.com.tr

4. Accreditation

4.1 Participant accreditation for: Evidence and Innovations for Scaling Responsible Digital Finance

All participants attending the Responsible Finance Forum VI in Antalya must be accredited by the G20 Turkish Presidency.

All participants should register for the Responsible Finance Forum VI by sending email to responsiblefinanceforum@ft.com by Friday, 28 August 2015. **(This event is by invitation only)**

Participants will be able to collect their accreditation passes at the information desk of the G20 Turkish Presidency in the Titanic Deluxe Belek, Antalya from 12:00 on Sunday, 6 September 2015.

4.2 Participant accreditation for Agrifinance Roundtable

All participants attending the **Agrifinance Roundtable** in Antalya must be accredited by the G20 Turkish Presidency.

All participants should register for the Workshop by following the link: <http://goo.gl/forms/iAIGwKogUj> by Monday, 31 August 2015.

Participants will be able to collect their accreditation passes at the information desk of the G20 Turkish Presidency in the Titanic Deluxe Belek, Antalya from 08:00 a.m. on Tuesday, 8 September 2015.

Each G20 member country delegation will be limited to **a maximum of 3 delegates** for the Workshop.

4.3 Participant accreditation for The GPFI Workshop: SME Finance Compact – LIDCs Outreach Event

All participants attending the **SME Finance Compact – LIDCs Outreach Event** in Antalya must be accredited by the G20 Turkish Presidency.

All participants should register for the Workshop by following the link: <http://goo.gl/forms/cXWS3S7VFy> by Monday, 31 August 2015.

Participants will be able to collect their accreditation passes at the information desk of the G20 Turkish Presidency in the Titanic Deluxe Belek, Antalya from 08:00 a.m. on Wednesday, 9 September, 2015.

Each G20 member country delegation will be limited to **a maximum of 3 delegates** for the Workshop.

4.4 Participant accreditation for Launch of Global Ye!

All participants attending the **Launch of Global Ye!** in Antalya must be accredited by the G20 Turkish Presidency.

All participants should register for the Workshop by following the link: <http://goo.gl/forms/4GfPBoUWCD> by Monday, 31 August 2015.

Participants will be able to collect their accreditation passes at the information desk of the G20 Turkish Presidency in the Titanic Deluxe Belek, Antalya from 08:00 a.m. on Wednesday, 9 September, 2015.

Each G20 member country delegation will be limited to **a maximum of 3 delegates** for the Workshop.

4.5 Participant accreditation for GPFI Forum: Private Sector Engagement

All participants attending the **GPFI Forum: Private Sector Engagement** in Antalya must be accredited by the G20 Turkish Presidency.

All participants should register for the Workshop by following the link: <http://goo.gl/forms/adsF6TJV6G> by Monday, 31 August 2015.

Participants will be able to collect their accreditation passes at the information desk of the G20 Turkish Presidency in the Titanic Deluxe Belek, Antalya from 08:00 a.m. on Thursday, 10 September 2015.

Each G20 member country delegation will be limited to **a maximum of 3 delegates** for the Workshop.

4.6 Delegate accreditation for the GPFI Plenary (G20 members, implementing partners and affiliated partners only)

All delegates attending the GPFI Plenary in Antalya must be accredited by the G20 Logistics Task Force via the secure online accreditation portal.

Online registration and accreditation will open on Thursday 13 August and close on Monday 31 August 2015 at 17:00 (UTC/GMT +3 hours).

Delegates are invited to register for accreditation by their DAOs via the online accreditation portal as early as possible.

All delegations have been requested to nominate a Delegation Accreditation Officer (DAO) for the GPFI Meeting. If you have not yet nominated your DAO, please contact GPFI.Accreditation@g20.org.tr for advice.

DAOs (or their nominated representative) are invited to collect their delegation's passes at the Information Desk located in the Titanic Deluxe Belek, Antalya from 12:00 on Friday 11 September 2015.

Each G20 member country delegation will be limited to **a maximum of 3 delegates** for the GPFI Meeting.

Each International organization will be limited to **a maximum of 3 delegates** for the GPFI Meeting.

Passes must be displayed and worn at all times while within designated G20 access-controlled zones.

4.3 Visa requirements

Visa applications for the **GPFI Workshops/Meetings in Antalya** should be made in accordance with the Turkish visa regime and regulations. (<https://www.evisa.gov.tr>)

Delegates requiring a visa to enter Turkey for the **GPFI Plenary** will, following completion of their online accreditation, receive their automatically generated “**G20 Accreditation Certificates**” by e-mail. Upon presentation of these Certificates at the Customs (passport control desk), delegates will be issued their free of charge visas to enter Turkey.

Delegates who will be attending to both the GPFI Plenary and other Workshops/Meetings do not need to follow the visa procedures stated for the other GPFI Workshops/Meetings' attendees.

5. Accommodation



Titanic Deluxe Belek, Antalya is the designated hotel and venue for the September 2015 GPFI Workshops/Meetings.

Titanic Deluxe Belek, Antalya

Uckumtepesi Besgoz Caddesi 72/1 K
Kadriye/Belek Antalya

Phone : +90 (242) 710 44 44

E-Mail: Deluxebelek@titanic.com.tr

Accommodation reservations for the Titanic Deluxe Belek, Antalya will be facilitated by the G20 Logistics Task Force. An exclusive accommodation rate has been negotiated for delegates from Sunday 6 to Wednesday 16 September 2015. Access to this exclusive negotiated rate outside of this period is subject to availability.

All rates are all-inclusive and include breakfast, lunch, dinner, daily snacks and alcoholic/non-alcoholic beverages. For more information, please visit <http://www.titanic.com.tr/default-en.html>

To make your reservation, please complete the attached booking form and email it directly to serap.ulkuden@titanic.com.tr; leyla.yilmaz@titanic.com.tr

Should delegations wish to make arrangements for accommodation at a different hotel, they will be responsible for all arrangements and costs.

6. Delegate Assistance

6.1 Information Desk

The G20 Logistics Task Force will establish an Information Desk for delegates who have questions or wish to seek clarification on any aspect of the GPFI Workshops/Meetings while in Antalya.

The Information Desk will be available on a 24-hour basis from 12:00 on Sunday 6 September to midnight on Saturday 12 September 2015.

6.2 Working language and interpreting

All meetings will be conducted in English. No interpreting services will be provided.

7. Transport

Transport arrangements will not be facilitated by the G20 Logistics Task Force.

8. Arrivals and Departures

8.1 Arrival at Antalya International Airport

Delegates arriving at Antalya International Airport will be welcomed by G20 Logistics Task Force officials and guided to the taxi stand.

A G20 information desk will be available at the airport.

8.2 Departure from Antalya

Delegates departing from Antalya International Airport will be assisted by G20 Logistics Task Force officials from the hotel lobby to taxis. A G20 information desk will be available at the airport. Delegates will carry out their own check-in, pass through aviation security screening and make their own way to their departure gate.

9. General Information

9.1 Antalya

Antalya is the largest city on Turkey's Mediterranean coast with over one million people in its metropolitan area. Antalya is a major tourism destination situated at the slopes of the Taurus Mountains rich in scenic beauties and historical monuments.

For more information: <http://www.goturkey.com/en/city/detail/antalya>

9.2 Climate

September can be hot and dry in Antalya. The average temperature is around 28 degrees Celsius.

9.3 International dialing codes

The country code for Turkey is 90. The area code for Antalya is 242.

To make an international phone call, dial 00 + country code + phone number.

9.4 Electricity supply

The mains voltage for electricity is 220V and 50Hz. Central European type wall socket (two-pin plugs) is standard in Turkey.



9.5 Currency, banking, credit cards and ATMs

The official currency in Turkey is the Turkish Lira (TL/₺) available in the following denominations: banknotes: 5, 10, 20, 50, 100 and 200 TL; coins: 10, 25, 50 kuruş and 1 TL. Cash can usually be exchanged without commission at exchange offices (döviz bürosu), banks

and hotels. Exchange rates are published daily in Turkish newspapers and can also be found in the web site of the Turkish Central Bank at <http://www.tcmb.gov.tr>.

The exchange rate of 1 USD is around 2.70 TL and 1 Euro is around 3.00 TL.

Banking hours are generally from 09:00 to 17:00, Monday to Friday (Some close for lunch break).

Cash machines (ATMs) are available throughout Turkey, accepting major credit and bank cards and instructions are often available in English.

9.6 Emergency number

Emergency (ambulance, police and fire): dial 112

9.7 Health services

The following health facilities are located near the Titanic Deluxe Belek, Antalya.

Hospital:

Belek Anadolu Hastanesi (Belek Anatolia Hospital)
Kadriye Beldesi, Akınlar Mah. Alan Cad. Serik/Antalya

Tel :+90 (242) 725 5000 (pbx)
Fax :+90 (242) 725 5512
belekinfo@anatoliahospital.com

Pharmacy:

Eken Eczanesi (Eken Pharmacy)
07506 Serik/Antalya

Dentist:

Belekdent Diş Kliniği (Belekdent Dental Clinic)
Atatürk Cad. Ahmet Özpınar İş Merkezi No: 8
Serik/Antalya

9.8 Wireless internet

Wireless internet is available at Antalya International Airport and at the Titanic Deluxe Belek, Antalya.