



OSCE SUMMIT 2010

**ASTANA
1-2 December, 2010**

LOGISTICAL MODALITIES PRACTICAL ARRANGEMENTS FOR INTERNATIONAL ORGANIZATIONS

Information circular No. 5

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1. The Executive Secretariat of the OSCE Summit

1.	Executive Secretary of the Summit, Ambassador-at-Large – Head of the OSCE Task Force Mr. Serzhan Abdykarimov	Office phone + 7 7172 72 09 09, Fax + 7 7172 72 05 35, Mob +7 701 529 05 15 e-mail: s.abdykarimov@mfa.kz
2.	Deputy Executive Secretary – Coordinator on Administrative and Financial Issues, Head of the Logistics Unit of the OSCE Department of the MFA Mr. Azamat Ayap	Office phone + 7 7172 72 00 41, Fax + 7 7172 72 05 35, Mob +7 701 533 67 83 e-mail: a.ayap@mfa.kz
3.	Chief of the State Protocol Service (SPS) of the MFA Mr. Madi Atamkulov Counsellor of the MFA Mr. Dmitriy Mikhno	Office phone + 7 7172 72 00 55, Fax + 7 7172 72 01 39, Mob +7 701 710 28 88 e-mail: madi@mid.kz Office phone + 7 7172 00 56, Fax + 7 7172 72 01 39, Mob +7 701 501 41 50 e-mail: mikhno_d@mail.ru
4.	Coordinator for the Palace of Independence: Mr. Arslan Dandybayev Mr. Omar Yesimbay	Office phone + 7 7172 72 00 56 , Fax + 7 7172 72 01 39, Mob +7 777 774 01 66 Office phone + 7 7172 72 01 32, Fax + 7 7172 72 01 39, Mob +7 701 999 99 57 e-mail: essimbay_o@mid.kz
5.	Accreditation/Registration Coordinator Mr. Baurzhan Khasenov	Office phone + 7 7172 72 00 39, Fax + 7 7172 72 00 28, Mob +7 701 441 72 13 e-mail: b.khasenov@mfa.kz
6.	Transport Coordinator Mr. Anuar Zhainakov	Office phone + 7 7172 72 00 56, Fax + 7 7172 72 01 39, Mob +7 701 203 18 33 e-mail: transport@mfa.kz
7.	Coordinator on Accommodation Mrs. Albina Aitzhanova	Office phone + 7 7172 72 01 51, Fax + 7 7172 72 01 39, Mob +7 777 050 13 13 e-mail: a.aitzhanova@mfa.kz

	Ms. Altyn Akhmetzhanova	Office phone + 7 7172 72 00 53, Mob +7 701 111 25 29 e-mail: a.akhmetzhanova@mfa.kz
8.	Coordinator on Arrivals and Departures Mr. Bakhytzhon Bulegenov	Office phone + 7 7172 72 00 56, Fax + 7 7172 72 01 39, Mob +7 701 533 69 65 e-mail: bulegenov_be@mail.ru
9.	Coordinators on Special Permissions: Mr. Abat Toleuov (flights) Mr. Algash Ospanov (armament, radio frequencies)	Office phone + 7 7172 01 55, Fax + 7 7172 72 01 39, Mob +7 777 661 60 06 e-mail: abat@mid.kz Office phone + 7 7172 01 54, Fax + 7 7172 72 01 39, Mob +7 701 555 86 17 e-mail: algash@mid.kz
10.	Security Coordinator Mr. Yuri Ponomarev	Mob +7 701 533 2643 Fax +7 7172 32 02 12 e-mail: astana@soprk.kz
11.	Bilateral Meetings Ms. Aigerim Bozzhigitova	Office phone +43-1-890 80 08 25 Mob +43 676 701 45 46 Phone in Astana:+7 777 777 0099 e-mail: bozzhigitova@kazakhstan.at

2. Information for Advance Teams

Advance Teams are invited to Astana on **1- 2 November 2010**. Visits of the Advance Teams at any other time are not envisaged.

Advance Teams are recommended to be consisting of three persons: **representatives of Protocol, Security and Press services**. In case there are more persons in the team, only three representatives will be able to participate in the programme.

The following information should be sent to the Executive Secretariat (Mrs. Madina Abduldina, tel. + 7 7172 72 01 34, fax: +7 7172 72 01 39, email: m.abduldina@mid.kz): composition of the Advance Team, arrival and departure details and contacts (phone, fax and e-mail). Transportation for the Advance Teams will be arranged to visit Summit venues, hotels, airport, motorcade routes, etc., as well as for transfer from and to airport.

Block reservation for the Advance Teams was made by the Executive Secretariat in the following hotels:

- Diplomat hotel (tel.: +7 7172 55 00 01, + 7 7172 78 05 31, e-mail: reservation@diplomathotel.kz, www.hoteldiplomat.kz) and
- Duman hotel (tel.: +7 7172 79 15 51, +7 7172 79 15 00, fax +7 7172 79 15 15, e-mail: duman_hotel@kmg-service.kz).

Advance Teams are requested to contact the hotels directly to book rooms. Please be informed that the costs will not be covered by the Host Country.

Programme of the visit of the Advance teams

November 1 (Monday)

- | | | |
|-------------|---|--|
| 09.00 | - | Arrival of the Advance Teams to the MFA |
| 09.00-10.00 | - | Briefing at the Executive Secretariat |
| 10.00-13.00 | - | Visit of the airport and trip along the motorcade routes |
| 13.00-15.00 | - | Lunch on behalf of the Executive Secretariat |
| 15.00-16.00 | - | Visit to the Summit venue (Palace of Independence) |
| 16.00-17.00 | - | Visit to the Press Centre (University of Arts) |
| 17.00-18.00 | - | Visit to the NGO Centre (Palace of Peace and Accord) |
| 18.00 | - | End of inspection |

November 2 (Tuesday)

- | | | |
|-------------|---|--|
| 10.00 | - | Arrival to the MFA |
| 10.30-13.00 | - | Visit to the hotels of the delegations |
| 13.00-14.30 | - | Lunch |
| 14.30-16.00 | - | Thematic meetings at the Executive Secretariat (protocol, press, security) |
| 16.00-17.00 | - | Final briefing at the Executive Secretariat |

3. Programme of the OSCE Summit

DRAFT PROGRAMME OSCE Summit of Heads of States and Governments

1-2 December, 2010,
Astana

December 1 (Wednesday)

- 09.50-09.55 - Family Photo**
- 10.00-10.15 - Opening Ceremony of the 7th Summit**
- 10.15-12.45 - First session**
- 13.00-14.30 - Lunch**
- 14.45-18.00 - Second session**
- 20.00-21.30 - Welcoming reception hosted by President of Kazakhstan Nursultan Nazarbayev in honour of the Heads of Delegations**

December 2 (Thursday)

- 10.00-12.30 - Third session. Closing Ceremony of the Summit**
- 12.30-13.00 - Press-conference by President of Kazakhstan Nursultan Nazarbayev**

4. Conference Centre (Palace of Independence)



The Palace of Independence is a place for official state events, international fora, meetings and conferences.

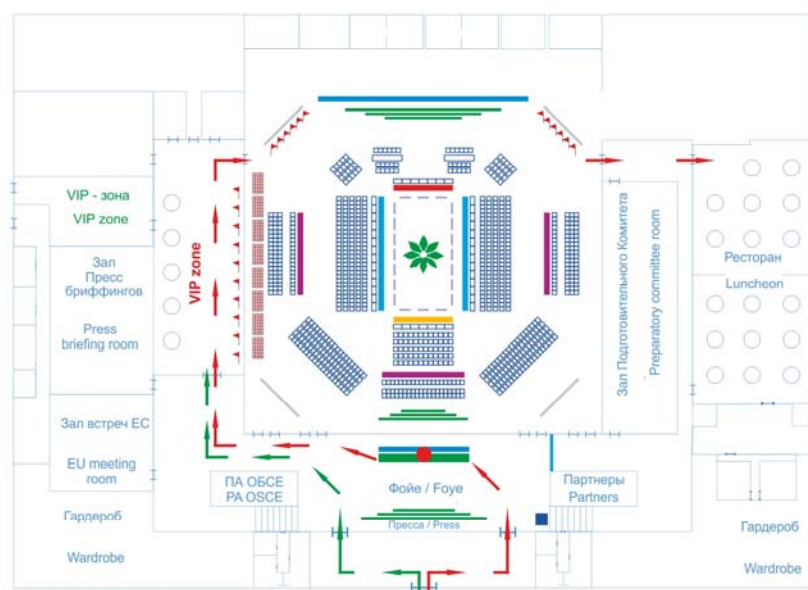
The Executive Secretariat has prepared rooms for the Summit meeting, Permanent Council/Preparatory Committee, Forum for Security Co-operation, OSCE Parliamentary Assembly, Contact Group with Partners for Co-operation as well as 6 additional rooms for informal meetings in the Palace.

Each delegation will be provided with an office room, fully furnished (including coat hangers) and equipped with all necessary technical facilities (2 computers, 1 printer, desks, telephone, etc.), in accordance with the OSCE established practice. Representatives of UN, UNHCR, NATO and CoE will be provided with fully furnished office each. 3 offices for all other invited International Organizations for common use will be established.

18 rooms for bilateral meetings will be provided in the Palace of Independence on the 2nd floor and business centre on the 3rd floor.

A catering area will be arranged on the 3rd floor of the Palace.

1 этаж / 1 floor

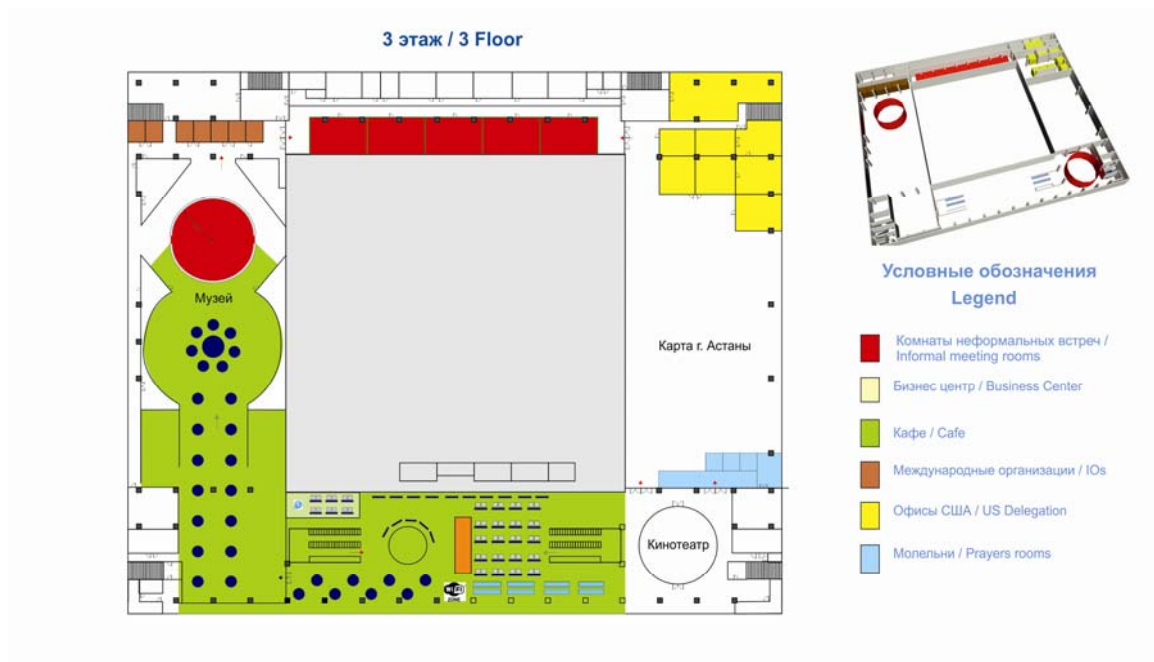
Условные обозначения
Legend

- Баннер / backdrop
- Семейное фото / Family photo
- Стулья / Chairs
- 8 переводческих кабинок / 8 interpreters booths
- VIP вход / Main entrance
- Основной вход / Main entrance
- Президиум / Chairman's table
- Страны ОБСЕ / OSCE countries
- Страны - партнеры / Partners
- Международные организации / IOs
- Секретариат / Secretariat
- Экраны / Silver screens
- Флаги / Flags
- Телевизоры / CCTV

2 этаж / 2 Floor

План размещения штабных и переговорных комнат
Meeting rooms' and country offices' layoutУсловные обозначения
Legend

- Секретариат ОБСЕ / OSCE Secretariat
- Департамент конф. обслуживания / OSCE Conference Services
- Страны-члены ОБСЕ / OSCE countries
- Институты ОБСЕ / OSCE Institutions
- Страны-партнеры ОБСЕ / Partner countries
- Комнаты двусторонних встреч / Bilateral meeting rooms



5. Information on Arrivals and Departures at Astana Airport

The Executive Secretariat urges all International Organizations to provide as soon as possible with the detailed information on arrivals/departures of delegations both by special flights and regular flights. Information on special flights should include the detailed flight-plan. **The deadline is 5 November 2010.**

Contact person: Mr. Bakhytzhhan Bulegenov – Tel.: + 7 7172 72 00 56, Fax: + 7 7172 72 01 39, mob. +7 701 533 69 65, e-mail: flights@mfa.kz

Information Stands and Luggage Tags

Information stands will be arranged from 25 November to 3 December in the main terminal and in the special flights terminal of the Astana International airport on 24 hours basis.

It is recommended to clearly mark the luggage by using the luggage tags in order to facilitate the handling at the airport. **All suitcases should have the duly filled in luggage tags.**

The luggage tags will be distributed by the Executive Secretariat through the OSCE Secretariat upon confirmation by each delegation of the exact number of tags needed. Delegations are requested to send the necessary information on number of luggage tags to: elke.lidarik@osce.org.

Sample luggage tag:



Arrivals of Special Flights of the Heads of UN, NATO, CoE

International Organizations (UN, NATO and CoE) represented at their highest level arriving by special aircrafts will be greeted by the Chief/Deputy Chief of the State Protocol Service of the MFA directly at the plane.

The motorcade with all members of the delegation will depart from the aircraft parking place to the hotel.

Each delegation should designate one person responsible for collection of all passports for transmission to the Kazakh consular officer for further processing. Upon completion of the necessary procedures, the passports will be returned to the delegation.

The Host Country will be responsible for protection of special aircraft as well as any technical services.

Arrivals of regular flights

Arrivals of regular commercial flights will be handled in accordance with the established general procedure.

International Organizations (UN, NATO, CoE) represented at their highest level arriving by regular flights will be welcomed at the airport terminal by the Chief/Deputy Chief of the State Protocol Service of the MFA and the liaison officer. The HOD will proceed to the VIP-Hall, other members of the delegation have to proceed to the passport control/checkpoints in the main terminal. For convenience special passport control booths for the exclusive use of Summit participants will be in operation.

The Liaison Officers appointed for International Organisations will be waiting for the representatives at the airport terminal.

Departure of regular and special flights

Departure of special flights will be arranged directly from the parking places of the aircrafts and in accordance with the departure schedule.

The Head of Delegation and the persons travelling in the official motorcade will be brought directly to the airplane shortly before the scheduled departure.

Delegation and accompanying persons departing by a special aircraft, but travelling separately from the main motorcade should arrive at the airport 1 hour before the scheduled departure time. They should wait in the airplane for the arrival of their Head of Delegation.

Luggage and passports of all special flight passengers will have to be delivered to the airport 3 hours before the scheduled flight departure by the designated member of the delegation.

When departing by regular commercial flights the HOD and members of the delegation should arrive at the airport at least 1 hour before the flight.

6. Transportation

The host country provides the representatives of UN, NATO and CoE, if represented at the highest level, with transport from 30 November to 3 December 2010:

- 1 limousine for the HOD;
- 1 minibus for the official Delegation;
- 1 car for the luggage of the Head of the International Organisation

Only cars/buses provided by the Host Country and cars owned or rented by the missions of International Organizations accredited in Kazakhstan (in 1+1 format) with special permissions (badges) will have access to the Summit site. All other vehicles, cars, etc. will not be allowed to enter the security area around the Summit venue.

The Host Country will provide regular shuttle service for the following routes: Airport-Hotels-Airport, Hotel-Summit sites-Hotel. These shuttle services will be available from 29 November to 3 December.

During the Summit regular shuttle bus ring service will be provided on the route: Palace of Independence-Media Centre-NGO Centre.

Shuttle bus schedules will be issued at a later stage.

Contact person: Mr. Anuar Zhainakov, tel. + 7 7172 72 04 91, fax + 7 7172 72 01 39, mob. +7 701 203 18 33, e-mail: transport@mfa.kz

7. Accreditation/registration

In order to simplify the registration process the Executive Secretariat has established on-line registration system. The delegations are kindly requested to refer to the following link: www.osce2010summit.kz/registration

The respective form should be filled in and submitted together with a photo, which should comply with the following requirements:

- resolution 300 dpi, size 3,5 x 4,5 cm, format JPEG;
- black-and-white photograph will not be accepted;
- picture should be without shadows;
- full-face photograph should be strictly taken, face features should not be distorted, photo should be taken without any head-dress.

The on-line accreditation form should be also filled in for the HOD.

In addition a verbal note with all delegation members in order of seniority should be sent to: delegations@mfa.kz.

In case of changes an updated list of delegation members has to be provided.

The deadline for submitting lists and filled in accreditation forms with photos is 10 November 2010.

For access to all Summit sites delegation members are required to present their badges. The badge serves as identification and contains the following information:

- name of event
- official logo of event
- badge category
- name, surname of the badge holder
- photo of the badge holder

Badges are divided into the following main categories

Badge for a Delegation member

It is issued to a member of delegations of the participating States, Partners for Co-operation as well as International Organizations.

Badge for the OSCE Secretariat, Institutions staff marked “OSCE”.

Badge for NGO representative.

Badge for representative of the Executive Secretariat of the Summit, Liaison Officers and MFA officials marked “TASK FORCE”.

Badge for media representative marked “PRESS” and specifying the category of the media: “PRINT”, “ONLINE”, “PHOTO”, “VIDEO”.

Badge for official photographer/cameraman of the HOD marked “PRESS” with additional sign.

It gives the right for protocol coverage of the ceremonial parts of the Summit in the Plenary Hall.

Badge for security service representative marked “SECURITY”.

Badge for armed security service representative marked “SECURITY” with additional sign.

Badge for technical and service personnel.

Floating badges

Special badges (floating badges) give access to the designated areas. **Floating badges are valid only upon presenting badges of the respective category.**

Floating badge marked “DELEGATE”

Issued to each member of delegations according to the established format of participation in the Plenary Hall:

- International organizations – 4 pcs.

It gives access to all areas, except VIP-zones.

Only the holders of the DELEGATE floating badges will have the access to the Plenary Hall, but only 1 + 4 seats will be available for each International Organization.

Floating badge marked “OSCE” (Secretariat, Institutions, Conference services)

It gives access to all areas, except VIP-zones.

Floating badge marked “TASK FORCE”

It gives access to all areas, except VIP-zones.

Floating badge marked “STAFF”

Issued to technical staff and gives access to all areas, except VIP-zones.

Floating badge marked “PRESS POOL”

It gives access to the Palace of Independence and the University of Arts for the press-pool accompanied by the authorized personnel.

Pins for the HODs and badges for members of delegations will be distributed through the liaison officers, as well as at the Accreditation Centre of the Kazakh MFA. Address: Astana, Kunayev Str. 31 (entrance from the left hand side).

Contact person: Mr. Baurzhan Khasenov – office tel. + 7 7172 72 00 39, Fax+ 7 7172 72 00 28, Mob. +7 701 441 72 13, e-mail: delegations@mfa.kz

8. Accommodation

In view of a large number of Summit’s participants and availability of hotel rooms, accommodation of International Organizations will be managed in a centralized manner by the Executive Secretariat.

In order to ensure equal treatment for all delegations, the Executive Secretariat made block reservation and guarantees rooms in the following hotels

Grand Park Esil

Diplomat

Comfort Hotel

Ramada Plaza

(Annex 1) within the following formats:

International Organizations – **1+3**.

International Organizations are requested to fill in the registration form (Annex 1.2) and send it to the Executive Secretariat: org.reservation@mfa.kz

The Host Country will cover the costs for accommodation only of the Head of Delegation of UN, NATO and CoE when represented at highest level from 30 November to 2 December.

Payment of extra services should be covered by delegations.

The Executive Secretariat also provides centralized hotel room bookings for all other delegation members who are not in the **above mentioned format**. For this purpose delegations are requested to fill in a **separate registration form** (Annex No.2) indicating the three hotels of their choice in order of preference and send it to: hotelbooking@mfa.kz. List of hotels (Annex No. 2.1).

Contact person: Ms. Assel Yerdenova, office tel. + 7 7172 72 03 17, Mob. +7 701 779 77 11.

The final format and number of hotel rooms as well as hotel information will be communicated to all delegations upon verification of hotel room bookings and composition of delegations.

9. Liaison Officers

Liaison Officers will be provided for International Organizations indicated in the Annex No.3. Representatives of these International Organizations are requested to contact their respective liaison officer on all administrative issues.

Each delegation should also designate its focal point responsible for all organizational issues.

10. Catering

From 29 November to until completion of the OSCE Summit, the Host Country will offer catering at the Summit venue, including coffee-breaks, lunches and dinners.

Catering for member of delegations will be provided on the third floor of the Palace of Independence.

11. Interpretation Arrangements

Simultaneous interpretation during plenary sessions will be provided in all official OSCE languages.

12. Bilateral Meetings Arrangements

During the Summit 18 rooms will be available for bilateral meetings on the second floor of the Palace of Independence.

Bilateral rooms should be booked on the basis of the special booking form (Annex No.4). The booking forms should be sent to bozzhigitova@kazakhstan.at. The rooms will be provided according to first come first served basis.

A room for bilateral meetings can be booked at a special desk located on the second floor, next to the bilateral rooms area.

Due to the expected large number of bilateral meetings, their duration should not exceed 30 minutes.

Contact person: Ms. Aigerim Bozzhigitova – Office tel. +43-1-890 80 08 25, Mob. +43 676 701 45 46, +7 777 777 0099, e-mail: bozzhigitova@kazakhstan.at

13. Security

Delegates are requested to cooperate in case of security checks. At the entrance all packages and personal belongings shall be subject to security checks. The Security checks will not implemented in relation to the HODs.

For security reasons the baggage is not allowed in the Summit venue.

Please note that the badge has to be worn visibly at all times.

Security Officers

For security officers the same accreditation procedure as for the delegation-members will apply.

Accreditation forms have to be filled in on-line (www.osce2010summit.kz/registration) and submitted with photo in JPEG format as outlined in chapter 6.

The security officers should be enlisted in a separate verbal note, which should be sent to: security@mfa.kz

The security officers can bring into Kazakhstan no more than 5 (five) units of firearms.

A separate permit for weapons and radio equipment is necessary. To get a permit for weapons and frequencies, a verbal note should be sent to the Executive Secretariat: algash@mid.kz with the following details:

- Type and serial number of the firearm(s)
- Quantity of ammunition
- Additional security and special equipment
- Name of the person who will carry the firearm, date and place of birth and passport number
- Date and time of arrival and departure
- Flight numbers on arrival and departure
- Communications (frequency, type of device) SIC.

Armed security officers must carry the written permission with them at any time during their stay in Kazakhstan.

Note! All delegations are requested to submit the data on all types of wireless radio communications and frequencies used for protocol, media and other purposes.

Contact person: Mr. Algash Ospanov, Office tel. + 7 7172 01 54, Fax + 7 7172 72 01 39, Mob. +7 701 555 86 17, e-mail: algash@mid.kz

Only one security officer per delegation will be allowed access to the Palace of Independence.

14. Medical Support

Medical posts and ambulance teams will operate 24 hours at all Summit sites and hotels.

15. Visas

Please note that the application for a Kazakh visa may take up to 2 weeks. Visa applications should be submitted to the respective Embassy/Consulate in a timely manner.

The entry visa will be free-of-charge for all participants.

No entry visa is required for nationals of the following countries and types of passports:

- **For holders of ordinary passports** of the following countries:

Russian Federation, Belarus, Kyrgyzstan, Tajikistan, Armenia, Georgia, Moldova, Uzbekistan, Azerbaijan, Ukraine, Mongolia, Turkey;

- **For holders of service and diplomatic passports** of the following countries:

Russian Federation, Belarus, Kyrgyzstan, Tajikistan, Armenia, Georgia, Moldova, Uzbekistan, Azerbaijan, Ukraine, Turkmenistan, Hungary, Slovakia, Romania, Croatia, Serbia, Bulgaria, Mongolia, Turkey, Republic of Korea, Israel;

- **For holders of diplomatic passports** of the following countries:

Russian Federation, Belarus, Kyrgyzstan, Tajikistan, Armenia, Georgia, Moldova, Uzbekistan, Azerbaijan, Ukraine, Turkmenistan, Hungary, Slovakia, Romania, Poland, Croatia, Estonia, France, Spain, Serbia, Italy, Slovenia, Bulgaria, Denmark, Mongolia, Turkey, Egypt, Republic of Korea, Israel.

More information on: www.mfa.kz

Following documents are required:

- valid passport. The passport should still be valid for another 6 months from the last date of visa validity period;

- visa application form (Annex 5, also available on-line);

- two photographs (3,5 x 4,5 cm).

In case of visa problems, please contact:

Mr. Kadyr Kayupov, Ministry of Foreign Affairs of Kazakhstan.

Email: dks-astana@mfa.kz, tel: +7 7172 720470, +7 7172 7204171 Fax: +7 7172 720478, + 7 7172 720460, mobile: + 7 701 331 5152.

Ms. Aina Bekisheva, Ministry of Foreign Affairs of Kazakhstan.

Email: dks-astana@mfa.kz, tel: +7 7172 720470, +7172 7204171, Fax:+7 7172 72048, +7 7172 720460, mobile: +7 701 382 0013.

16. Useful information

Climate

The climate in Kazakhstan is continental with cold winters and hot summers. Precipitation varies between arid and semi-arid conditions. Temperature in Astana in December usually varies from –10 to –20 °C.

Time

West/East (UTC+3/+4; +5/+6)

Emergencies and First Aid

First aid will be provided at the Summit venue, Media and NGO centres.

Smoking

In accordance with the law of Kazakhstan smoking in public places is prohibited.

Prayer Rooms

During the Summit the prayer rooms will be organized at the third floor of the Palace of Independence.

Banking Services

ATMs are available in the majority of hotels.

Currency

Local currency is ‘Tenge’. More information on www.nationalbank.kz. Most of hotels, shops, etc. accept all types of credit cards (Visa, Master-Card).

International Calls

For international calls, please dial: 8 + 10 + country code + dialled number.

Emergency Numbers

101- Fire emergency

102- Police

103- Ambulance service

Electric Gauges

Voltage of the alternating current comprises 220 V with 50 Hz frequency, sockets according to the European standards have two round pin contacts.

For taxi services please contact a hotel reception or a transportation desk at the venue

HOTEL LIST

Ramada Plaza Astana (5 Stars)	Deluxe/ Deluxe Double– 235.20/291.20 USD Superior/ Superior Double – 291.20/347.20 USD Executive/ Executive Double – 383.04/ 439.04 USD Junior/ Junior Double – 459.20 USD Business/ Business Double – 543.20 USD All rates include VAT & Buffet Breakfast
Grand Park Esil (4 Stars)	Standard – 16755 KZT Deluxe – 20141 KZT Junior Suite – 36400 KZT Senior Suite – 58240 KZT All rates include VAT & Buffet Breakfast
Diplomat Hotel (4 Stars)	Standard Single/Double – 22000/ 28000 KZT Superior Single/Double – 35000/ 41000 KZT Junior Suite Single/Double – 37000/ 43000 KZT Senior Suite Single/Double – 60000/ 66000 KZT Presidential Suite Single/Double - 80000/ 86000 KZT All rates include VAT & Buffet Breakfast
Comfort Hotel (4 Stars)	Standard – 26600 KZT Standard Double – 40000 KZT Suite – 44000 KZT Deluxe – 50000 KZT Suite (1 room + hall) – 62500 KZT Suite (2 rooms + hall) – 85000 KZT All rates include VAT & Buffet Breakfast

1 USD = appr. 150 KZT

1 Euro = appr. 200 KZT



HOTEL RESERVATION FORM FOR DELEGATIONS

**Participating States – 1+10
Partners for Cooperation – 1+5
International Organizations – 1+3**

Delegation/Organization: _____
 Full name: _____
 Address: _____
 City: _____ Country: _____ Postal / Zip Code: _____
 Telephone: _____ Fax: _____ E-mail: _____
 Contact Person: _____ Date: _____
HOTEL: (as indicated in Annex 1.1) _____

C/in date	C/out date	Room types * Please consult the enclosed list for room types	Number of rooms		Number of nights
			Single	Double	

TO SECURE YOUR HOTEL BOOKING:

Name of credit card holder: _____
 No: _____ Expiration Date: ____/____
 Date: _____ Signature: _____

- Please complete and return this form no later than **1 November, 2010** to:
 State Protocol Department, Ministry of Foreign Affairs
 31, Konayev Str., 010000 Astana
 Fax: + 7 7172 72 01 39 (for participating-states and partners for cooperation)
 + 7 7172 72 05 35 (for international organizations)
 E-mail: Org.reservation@mfa.kz (for International Organizations)

- All requests will be treated on a first-come first-served basis.
- Room cannot be guaranteed for Reservation Forms received after 01 November, 2010.



HOTEL RESERVATION FORM FOR DELEGATIONS

(OUT OF OFFICIAL FORMATS)

Delegation/Organization: _____
 Full name: _____
 Address: _____
 City: _____ Country: _____ Postal / Zip Code: _____
 Telephone: _____ Fax: _____ E-mail: _____
 Contact Person: _____ Date: _____

HOTEL (see Annex 2.1): _____

C/in date	C/out date	Room types * Please consult the enclosed list for room types	Number of rooms		Number of nights
			Single	Double	

2nd choice: _____

3rd choice: _____

TO SECURE YOUR HOTEL BOOKING:

Name of credit card holder: _____

No: _____ Expiration Date: ____/____

Date: _____ Signature: _____

Please complete and return this form no later than **01 November, 2010** to:

State Protocol Department, Ministry of Foreign Affairs

31, Konayev Str., 010000 Astana

E-mail: hotelbooking@mfa.kz

- All requests will be treated on a first-come first-served basis.
- Room cannot be guaranteed for Reservation Forms received after 01 November, 2010.

HOTEL LIST
(out of formats)

1.	Imperia G (4 Stars)	Standard Single – 42800 KZT Standard Double – 53800 KZT Business – 49800 KZT Business Double – 67800 KZT Deluxe – 53800 KZT Junior Suite – 67800 KZT Senior Suite – 81800 KZT
2.	Aka (3 Stars)	Standard Single – 5000 KZT Standard Double – 9000 KZT Business Single – 7000 KZT Deluxe – 10000 KZT
3.	Ak Sunkar	Standard Single – 6000 KZT Business Single – 13000 KZT Deluxe – 15000 KZT
4.	Altyn Adam (3 Stars)	Standard Single – 8500 KZT Business Single – 12000 – 14000 KZT Standard Double – 14000 KZT Deluxe – 16000 KZT Suite – 20000 KZT
5.	Altyn Orda (3 Stars)	Standard Single – 8000 KZT Business Single – 12000 – 14000 KZT Deluxe – 20000 KZT
6.	Botagoz (3 Stars)	Standard Single – 10000 KZT Business Single – 13000 KZT Deluxe – 15000 KZT Suite – 17000 KZT
7.	Caspil (3 Stars)	Standard Single – 10000 KZT Business Single – 12000 KZT Suite – 25000 KZT
8.	Capital (3 Stars)	Standard Single – 8000 KZT Standard Double – 12000 KZT Business Single – 10000 KZT Deluxe – 13000 KZT
9.	Everest (3 Stars)	Standard Single – 7800 KZT Business Single – 10000 KZT Junior Suite – 20000 KZT Senior Suite – 30000 KZT
10.	Olimp (3 Stars)	Moderate – 7000 KZT Standard Single – 10000 KZT Deluxe – 12000 KZT Suite – 14000 KZT
11.	Orion (3 Stars)	Standard Single – 10000 KZT Business Single – 14000 KZT Deluxe – 18500 KZT

12.	Sunkar (3 Stars)	Standard Single – 8000 KZT Business Single – 8800 KZT Deluxe – 10320 KZT Deluxe Double – 14250 KZT Suite – 30000 KZT
13.	Torgay (3 Stars)	Standard Single – 8000 KZT Standard Double – 10000 KZT Deluxe – 14000 KZT
14.	Zhas Amir (3 Stars)	Standard Single – 8000 KZT Standard Double – 17000 KZT Business Single – 10000 KZT Business Double – 17000 KZT Deluxe – 30000 KZT
15.	Zhibek Zholy (3 Stars)	Standard Single – 7500 – 9500 KZT Standard Double – 10000 – 13000 KZT Business Single – 11000 – 15000 KZT
16.	Aksu	Standard Single – 6500 KZT Standard Double – 7000 KZT Deluxe – 11000 KZT
17.	Almaly	Standard Single – 8000 KZT Business Single – 12000 KZT Premium – 14000 KZT Deluxe – 20000 KZT Suite - 30000 KZT
18.	Arman Kala	Standard Single – 20000 KZT Standard Double – 30000 KZT Deluxe – 30000 KZT Deluxe Double – 40000 KZT
19.	Astana Plaza	Standard Single – 7000 - 10000 KZT Business Single – 15000 KZT
20.	Baian Sulu	Standard Single – 10500 KZT Standard Double – 13500 KZT Business Single – 15000 KZT Deluxe – 18000 KZT
21.	Bozok	Standard Single – 12000 KZT Standard Double – 12000 KZT Deluxe 18000 KZT
22.	Delight Hotel	Standard Single – 7000 KZT Standard Double – 11000 KZT Business Single – 10000 KZT Premium – 12000 KZT Deluxe – 22000 KZT
23.	Edem	Standard Single – 9500 KZT Standard Double – 12000 KZT Deluxe – 14000 KZT
24.	Efendi	Standard Single – 10000 KZT Standard Double – 16000 KZT Business Single – 12000 KZT Deluxe – 15000 KZT

		Suite - 18000 KZT
25.	Izumrud	Standard Single – 15000 KZT Standard Double – 25000 KZT Deluxe – 25000 KZT Suite – 35000 KZT
26.	Interia	Business Single – 10000 KZT Deluxe – 12000 KZT Suite – 15000 KZT
27.	Katon Karagai	Standard Single – 15000 KZT Deluxe – 25000 KZT Suite – 50000 KZT
28.	Kokshetau	Standard Single – 6000 KZT Standard Double – 8000 KZT Standard Triple – 9000 KZT Deluxe – 12000 KZT
29.	Lucky	Standard Single – 15000 KZT Standard Double – 22500 KZT Deluxe – 27000 KZT Suite – 30000 KZT
30.	Milan	Standard Single – 15000 KZT Business Single – 18000 KZT Deluxe – 20000 KZT
31.	Nestay	Standard Single – 12000 KZT Standard Double – 19000 KZT Deluxe – 25000 KZT
32.	Prestige	Standard Single – 30000 KZT Standard Double – 38000 KZT Deluxe – 45000 KZT
33.	Shanyrak	Standard Single – 7000 KZT Business Single – 8000 KZT Deluxe – 11000 KZT
34.	Skif	Standard Single – 13000 KZT Business – 15000 KZT (EXB + 5000 KZT) Deluxe – 17000 KZT (EXB + 5000 KZT) Suite - 20000 KZT (EXB + 5000 KZT)
35.	Sofia	Standard Single – 6000 KZT Standard Double – 6000 KZT Standard Triple – 9000 KZT Standard Quadruple – 12000 KZT Business Single – 7000 KZT Deluxe – 10000 KZT
36.	Triumph Astana	Standard Single – 16000 KZT Deluxe – 25000 KZT Suite – 35000 KZT
37.	Windy Weather	Standard Single – 6500 KZT Standard Double – 10500 KZT Standard Triple – 12000 KZT Business Single – 12000 KZT

38.	Zeid	Business Single – 10000 KZT Business Double – 12000 KZT Deluxe – 17000 KZT
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1 USD = appr. 150 KZT

1 Euro = appr. 200 KZT

List of Liaison officers

№	Organization	Liaison Officer
	General Coordination	Mr. Maxim Solin Mobile phone: +7 701 710 89 78 Office phone: +7 7172 72 05 36 e-mail: m.solin@mfa.kz
1	UN	Mr. Almat Igenbayev Mobile phone.: +1 848 466 22 15 Office phone: +1 212 230 11 67 e-mail: algakazak@gmail.com , nagiz_kz@mail.ru
2	UNHCR	Ms. Rimma Zhunusova Mobile phone: + 7 701 559 80 42 Office phone: +7 7172 72 03 39 e-mail: r.zhunusova@mfa.kz
3	Council of Europe	Mr. Murat Rustemov Mobile phone: + 7 707 315 48 35 Office phone: +7 7172 72 04 95 e-mail: m.rustemov@mfa.kz
4	NATO	Mr. Olzhas Khussainov Mobile phone: +7 701 866 73 78 Office phone: +7 7172 72 05 44 e-mail: o.khussainov@mfa.kz

Delegation _____
(Country / organization) *

To the Executive Secretariat
Fax:

APPLICATION FORM
To hold bilateral meetings

1. Meeting of _____ (name)
with _____ (name)
2. Date of the Meeting / /
 DD MM YY
3. Opening of Meeting /
 HH MM
4. Estimated duration of Meeting /
 HH MM
5. Host of Meeting _____ (Country)
6. Number of participants in Meeting, including interpreters:
 - From _____ people
 (Country) (number)
 - From _____ people
 (Country) (number)
7. Point of Contact on Modalities:

_____ *(Name, last name phone number)*
8. Will the meeting be covered by Media? ____ YES ____ NO
9. Total number of journalists _____ people
 (Number)
10. Point of Contact on Media-related matters:

_____ *(Name, last name, phone number)*
11. Name and title of applicant: _____
 (Name, last name, phone number)

DATE / TIME / /
 DD MM YY

 /
 HH MM

SIGNATURE

***All italicized lines to be filled in**

ҚАЗАҚСТАН РЕСПУБЛИКАСЫ
ВИЗАЛЫҚ САУАЛНАМА



The Republic of Kazakhstan
VISA APPLICATION FORM

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Ескертпе!

Сауалнама баспалық әріптермен толық және ұқыпты түрде толтырылуы тиіс.

Дұрыс толтырылмаған сауалнама кіру визасын беруден бас тартуға себеп болуы мүмкін.

Attention!

Application form should be filled in fully and accurately, in block letters.

Wrong filling of application form can become a cause of refuse in issue of entry visa.

фотосуреті

photo

1. **Тегі/Surname(s):** _____

2. **Аты/First names:** _____

3. **Өзге де тегі мен аты/Other names and surnames:** _____

4. **Жынысы/Sex:** ☐ **Ер/Male** ☐ **Әйел/Female**

5. **Туған күні/Date of birth:**
күні/day айы/month жылы/year

6. **Туған жері (қала және ел)/Place of birth (city and country):** _____

7. **Азаматтығы/Nationality:** _____

Туған кезіндегі азаматтығы/Nationality by birth: _____

8. **Отбасы жағдайы/Marital status:**

☐ **бойдақ/single** ☐ **үйленген (күйеуде)/married**
☐ **ажырасқан/divorced** ☐ **тұл ер (жесір)/widow(er)**

9. **Егер үйленген (күйеуде) болсаңыз жұбайыңыздың (зайыбыңыздың) аты-жөнін және азаматтығын көрсетіңіз/If you are married, please, inform your spouse's full name and nationality:** _____

10. **Тұрақты тұратын мекен-жайы/Your permanent home address:** _____

тел/tel. _____

11. **Мамандығы және лауазымы/Occupation (educational background and position):** _____

12. **Жұмыс орны/Place of work:** _____

мекен-жайы/address: _____

тел/tel. _____

13. **Паспорт түрі/Type of passport:**

☐ **дипломаттық/diplomatic** ☐ **қызметтік/service**

☐ **ұлттық/ordinary** ☐ **басқа құжат түрі/other type of document**

Нөмірі/Number: _____ **берілген күні/date of issue:** _____ **берілген жері/issued by:** _____

қолданыс мерзімі/valid till: _____

14. **Туған елінен тыс тұратын адамдар үшін: тұратын мемлекетіне қайтуға рұқсаты бар ма?/For person who lives outside of the country of origin: have you got a permission to return to the country of living?:**
Жоқ/No ☐ **Бар/Yes** ☐

Рұқсаты болған жағдайда, құжат нөмірін және қолданыс мерзімін көрсетіңіз/If yes, please indicate the number of this document and its validity : _____

15. **Бұрын Қазақстанда болғансыз ба?/Have you visited the Republic of Kazakhstan before?:** ☐ **Жоқ/No** ☐ **Иә/Yes**

Болған жағдайда, бұрынғы сапарларыңыздың күндерін және мақсатын көрсетіңіз/If yes, indicate the date and purpose of the visit(s): _____

16. **Сіздің Қазақстан Республикасына келуіңізге бұрын рұқсат берілмеген жағдай болды ма?/Have you ever been refused entry to the Republic of Kazakhstan?:** ☐ **Жоқ/No** ☐ **Иә/Yes** **Бас тартылған жағдайда, себептерін жазыңыз (қашан және кім рұқсатты берген жоқ)/If yes, please give details below (when and by whom):** _____

17. Сапардың мақсаты/Purpose of travel: _____

18. Қабылдайтын тарап (мекен-жайы, тел.)/Inviting organization (address, tel.): _____

_____ немесе жауапты тұлға туралы мәлімет (толық аты-жөні, мекен-жайы, тел.)/or person, arranging your visit to Kazakhstan (full name, address, tel.): _____

19. Қазақстан Республикасында болатын пункттері/Places of destination in the Republic of Kazakhstan: _____

20. Қазақстан Республикасындағы келетін бастапқы пункті/The first place of entry into the Republic of Kazakhstan: _____

21. Қазақстандағы уақытша тұратын мекен-жайы/Temporary address in Kazakhstan: _____

22. Сіздің сапарыңызды және Қазақстанда болу мерзімінде тұру шығыстарыңызды кім қаржыландырады?/Who is paying for your cost of travelling and for your costs of living during your stay in Kazakhstan?: _____

23. Қазақстанда болу мерзіміне сақтандыруыңыз бар ма?/Have you got an insurance for the period of your stay in Kazakhstan?: ☐ Жоқ/No ☐ Бар/Yes. Сақтандыру болған жағдайда, оның қолданыс мерзімін және сақтандыру компаниясының атауы ☐ көрсетіңіз/If yes, please indicate its validity and the name of insurance company: _____

24. Қазақстан арқылы транзитпен өткен жағдайда, негізгі баратын мемлекеттің визасы немесе тұруға ықтиярхаты бар ма?/In case of transit through Kazakhstan, have you got an entry visa or residence permit for your destination?:

☐ Жоқ/No ☐ Бар/Yes. Болған жағдайда, баратын мемлекетті/destination: _____ if yes, indicate the country of
through _____ кіру жоспарланған шекара пунктін/border point
planned: _____ which _____ entry is
_____ транзиттің бағытын
көрсетіңіз/route of transit: _____

25. Сұрау салынатын визаның мерзімі/Period of requested visa: from _____ бастап _____ to _____ дейін

26. Сұрау салынатын визаның мәртебі/Number of entries requested: 1 ☐ 2 ☐ 3 ☐ көп мәртебі/multiple ☐

27. Балалары (сізбен бірге жүрген балалар паспортыңызға енгізілген жағдайда ғана толтырылады)/Children (please indicate whether they are traveling with you and are entered in your passport):

№	Тегі, аты/ Surname, First names	Туған жері мен күні/ Date and place of birth	Азаматтығы/Nationality

Мен жоғарыда көрсетілген мәліметтердің толық және дұрыс екенін растаймын. Жалған мәліметтер беріліп қойған визаны жоюға немесе оны беруден бас тартуға себеп болуы мүмкін екендігі маған мәлім. Маған берілген визаның іске асу мерзімі аяқталуына дейін Қазақстан Республикасының аумағынан шығып кетуге міндеттімін.

Мен 2001 жылғы 12 маусымдағы Қазақстан Республикасының «Салық және бюджетке төленетін басқа да міндетті төлемдер туралы» № 209-II Кодексінің (Салық Кодексі) 514-бабына сәйкес төленген консулдық алымдар сомасының қайтарылмайтыны; берілген виза Қазақстанға кіруге толық кепілдік бермейтіні және Қазақстан Республикасының құзыретті органдары менің Қазақстан аумағына кіруіме келісім беруден бас тартқан жағдайда өтемақыға құқық бермейтіні туралы хабардармын.

I undertake that the above mentioned personal data are full and correct. I am aware, that wrong data can cause refuse and canceling of already issued visa. I am obliged to leave the territory of the Republic of Kazakhstan before visa expiration.

I am told, that in accordance with the article 514 of the Tax Code of the Republic of Kazakhstan № 209-II of the 12 of June 2001 the sum of money paid as consular fee is not subject for return; the issued visa does not fully guarantee entry into Kazakhstan and will not serve as basis for compensation in case the authorized bodies of the Republic of Kazakhstan refuse entry for the owner of visa into territory of Kazakhstan.

Күні және жері/Place and date: _____

Қолы/Signature: _____

Қызметтік жазбалар үшін

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