

**ICAO TRAVELLER IDENTIFICATION PROGRAMME SEMINAR
(Kish Island Free Zone, Islamic Republic of Iran, 9-11 May 2016)**

INFORMATION BULLETIN

1. LOCATION

The ICAOTRIP Seminar will be held at the **Kish International Convention Center, Persian Gulf Auditorium, Sahel Blvd., Kish Island, I.R. of Iran**, from 9 to 11 May 2016. The meeting will be hosted by Civil Aviation Organization of the Islamic Republic of Iran (CAO.IRI).

2. SCHEDULE OF THE MEETING

Official opening session of the Seminar will commence at 0900 hours on Monday, 9 May 2016; the Seminar will be conducted in English with simultaneous translation in Persian.

The Seminar Preliminary Programme may be found on the Seminar website at:
<http://www.icao.int/Meetings/icaotrip-Iran-2016/Pages/default.aspx>

3. REGISTRATION OF PARTICIPANTS

Participants **should register in advance online before 8 April 2016**:
<http://www.icao.int/Meetings/icaotrip-Iran-2016/Pages/Registration.aspx>

On-site collection of seminar badges at the **Kish International Convention Center on Sunday, 8 May 2016 from 1500 to 1800 hours**; followed by 0800 and 0900 hours on opening day. *Participants are requested to visibly wear the Seminar badge at all times.*

4. WELCOME SERVICE AND TRANSPORTATION (*Buses will be identified with an CAO.IRI sign*)

Courtesy welcome service will be provided for Seminar participants from the Kish International Airport to/from recommended hotels listed at the “**ACCOMMODATION**” tab on the Seminar. *Upon airport arrival, present yourself* at the ICAO TRIP SEMINAR *information desk* for assistance.

Participants are kindly requested to send an email with itinerary details prior to departure:
icaotripseminar-iran@cao.ir

Buses will be **available daily**. Departures are scheduled for 1700 hours.

5. INSURANCE

Insurance coverage is advised for unexpected contingency including transport hazards (taxi, buses, rented cars, etc.) and medical coverage.

6. USEFUL TRAVEL INFORMATION

PASSPORT/VISA

Refer visa guideline Section: [HTTP://WWW.ICAO.INT/MEETINGS/ICAOTRIP-IRAN-2016/PAGES/DEFAULT.ASPX](http://www.icao.int/Meetings/ICAOTRIP-IRAN-2016/PAGES/DEFAULT.ASPX)

Foreign nationals entering the Islamic Republic of Iran must possess a valid passport with minimum validity of six months.

You are not required to obtain a visa in advance to Kish Island Free Zone. You will receive a stamp upon entry on your travel document at Kish Intl Airport (allows for 14 day stay). Further information on entry requirements, please visit Kish Island Free Zone web page <http://www.kish.ir>.

7. KISH AIRLINES

Kish International Airport has 3 to 4 daily direct flights to/from Dubai operated by Kish Airlines. Participants are requested to **book airline tickets via email to the Kish Airline reservation email provided below**. **Indicate** preferred flight details and note the following in the **subject line: ICAO Trip Seminar at Kish Island Free Zone**

Tel: 0097142720006

Mob: 0097155916332

Fax: 0097142720036

Email: kishairdxbreservation@gmail.com

1. *Office hours: Saturday to Thursday, 08:30 to 17:00 hours. Friday office is closed.*

3. **Schedule of flights operated** between Kish Island Intl Airport and Dubai Intl Airport can be **found on the Seminar website** at:

<http://www.icao.int/Meetings/icaotrip-Iran-2016/Pages/visa-guidelines.aspx>

8. CUSTOMS FORMALITIES

Duty free items:

Personal gifts of which the applicable import duty/tax does not exceed \$80.

200 cigarettes for every person above 18 years of age.

Camera or Video camera.

Personal effects, such as perfume and clothing.

Personal computer (laptop and tablet).

Equipment for professional use.

prohibited items:

Alcoholic Beverages.

Any kinds of plants or animals.

Narcotics, toxic substances, and their relevant applicants.

Weapons, ammunition, explosive and radioactive substances.

Antique and art objects including books and magazines.

All kinds of precious metals/stones.

9. EXHIBITION ITEMS

There are **no customs duties applicable for items imported for the exhibition** at the ICAO Trip Seminar. However, for coordination purposes please advise Focal Point with details at: icaotripseminar-iran@cao.ir, minimum 10 days prior to the Seminar.

10. ISLAMIC DRESS CODE FOR WOMEN

Women entering the I.R. of Iran should observe the Islamic dress code.

11. CURRENCY, CREDIT CARDS AND BANKING SERVICES (***CREDIT CARDS ARE NOT ACCEPTED***)

The unit of currency in I.R. of Iran is Iranian RIALS. The current rate of exchange for US1\$ is approximately 35,000 RLS. There are no restrictions on the import of foreign currency.

Commercial banks and exchange bureaus are open from 0800 to 1500 (**Closed on Fridays**). All major foreign currencies are accepted for exchange.

12. OTHER USEFUL INFORMATION

SHOPPING

Be prepared to bargain in small shops and with sidewalk vendors. However, in large stores, prices are fixed.

TOURISM

Kish Island, often called the Pearl of the Persian Gulf has an area of 90 square km (36 sq. miles). It is known for being a beautiful resort in the Middle East and the Persian Gulf. Swimming and boating is available on the Persian Gulf.

13. TAP WATER

It is recommended that participants drink bottled water/beverages.

14. WEATHER CONDITIONS

Daily temperature varies between 28-36 degrees Celsius.

15. FOCAL POINTS FOR ASSISTANCE AND CASES OF EMERGENCY

Please consult the following Iran Seminar Focal persons from the CAO.IRI for any advice you may require:

Mr. Hassan Khoshkhou

Email: khoshkhou@cao.ir

Cell phone: +989193211298

Mr. Ali Serajinezhad

Email: aliserajinez@gmail.com

Cell phone: +989121496257

16. HOTEL FOCAL POINT

Please consult the Focal point from the CAO.IRI for any advice you may require:

Mr. Hassan Khoshkhou (Contact details at 15. above)