



EIFL GENERAL ASSEMBLY  
10 - 12 NOVEMBER 2014  
ISTANBUL, TURKEY

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**Pre-departure Information**

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## Welcome!

Dear Participants,

We are delighted that you will be joining us at this year's EIFL General Assembly (GA). It will be held in Istanbul, Turkey at the Titanic Business Bayrampasa Hotel.

This 'Pre-departure Information' document will hopefully assist and guide you as you prepare for your trip to Istanbul. We hope it will answer most of your questions about visa, health insurance, accommodation and other important logistical items you may have.

In receiving this document you should already have the following documents in your possession:

- Plane and/or train tickets
- Visa (if appropriate)

We have also created a website: <http://www.eifl.net/eifl-2014-general-assembly> where you can view the latest information on the GA, including programme, logistics and participant list.

## Turkey Visa

### People who don't need Turkey visa

If you are a participant from one of the following countries, you **DO NOT need** an Turkey visa for your stay in Turkey.

Albania	Kyrgyzstan	Slovenia
Azerbaijan	Latvia	Tajikistan
Belarus	Lithuania	Thailand
Bosnia	Macedonia	Ukraine
Estonia	Moldova	Uzbekistan
Georgia	Russia	
Kosovo	Serbia	

### People who should have received eVisa or embassy-issued visa

Participants from all other countries should have received an eVisa or embassy-issued visa. With these visas, you can go directly to passport control after you have landed at the airport.

## Health Insurance

We advise all participants to purchase travel insurance from a local travel agency that provides coverage to your nationality or country of residence. This travel insurance should mostly cover catastrophic or emergency medical care such as evacuation.

## Accommodation

All partner country participants, EIFL staff, and invited speakers will be staying at the Titanic Business Bayrampasa Hotel.

### Titanic Business Bayrampasa Hotel

Topçular Mevkii Cicoz Yolu No:32-34

Bayrampaşa 34030

İstanbul

+ 90 212 467 81 00

Wireless internet is available at the hotel. The hotel also has a nice gym and indoor pool with sauna. We suggest you bring appropriate clothes if you would like to enjoy these services.

## Meals

Breakfasts will be served at the hotel and should be taken before the start of the sessions at your convenience. We will also be eating lunches at the hotel. Two dinners will be outside the hotel. Below is schedule of the dinners and restaurants we will eat at.

9 <sup>th</sup> of November – DINNER <b>19:30</b>	Welcome Dinner at Alesta Restaurant of hotel
10 <sup>th</sup> of November – DINNER <b>19:30</b> Buses from the hotel will depart at <b>18:30</b>	<b>Galata Restaurant &amp; Bar</b> <a href="http://galata.com.tr/en/#!en/gallery/">http://galata.com.tr/en/#!en/gallery/</a> <b>Address</b> İstiklal Caddesi, Orhan Apaydın Sokak No:5/A Beyoğlu, Istanbul Tel: 0212 293 11 39
11 <sup>th</sup> of November - DINNER <b>19:30</b> Buses from hotel will depart at <b>18:45</b>	<b>Pasazade Ottoman Cuisine</b> <a href="http://www.pasazade.com/">http://www.pasazade.com/</a> <b>Address</b> İbn-i Kemal Street 5, A Sirkeci, Istanbul Tel: 0212 513 3757

12 <sup>th</sup> of November - DINNER <b>Dinner will start at 20:00</b>	Dinner at the La Paglia Restaurant on the top floor of the hotel
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For meals that not listed above and during your travel when you will have a long layover in airports between your flights, please keep your receipts for any meals that you have and we will reimburse you.

## GA venue

General Assembly will take place at Titanic Business Bayrampasa Hotel, the same hotel that we will be staying at. Meeting rooms are on the 2<sup>nd</sup> floor. Please check GA programme for the names of the rooms.

## Transportation

### To/from airport

**From airport:** We are arranging for some people to be picked up from the airport by the hotel bus. Please look for the EIFL sign. In other cases, it is more appropriate if the person/persons take a taxi to the hotel. There is a list of participants at the end of this document with more information. Next to each person's name and arrival information there is a column labelled "vehicle". This part of the list indicates which mode of transportation you should take. For example, if it says "taxi", we expect that you will take a taxi from the airport to the hotel. Please note that taxis only take Turkish Liras and the cost from Ataturk airport to the hotel should be around 30 /35 Turkish Liras. We do not know the cost from the Sabiha Gökçen Airport. Please do not forget to take the receipt from the taxi drivers as we will reimburse you.

In some cases, we have written that people share a taxi "if possible". This means that we hope that you will try to share a taxi with the person listed with your name, but we also understand that it can be difficult to find someone at the airport and people may choose to take separate taxis. If you will be sharing a taxi, it is necessary for only ONE person to pay the fare and collect the receipt for reimbursement.

**To airport:** In some cases the airport shuttle will take participants, in others cases taxis will be used. More information will be provided during the GA.

### To/from dinners and other events

- 10<sup>th</sup> November:** Dinner at **Galata Restaurant & Bar**. Buses from hotel will depart at 18:30 to the restaurant. Dinner will start at 19:30.
- 11<sup>th</sup> November:** Dinner at **Pasazade Ottoman Cuisine** Buses from hotel will depart at 18:45 to the restaurant. Dinner will start at 19:30.
- 12<sup>th</sup> November:** For the **guided tours**, buses will depart from the hotel at 14:00 and take participants to the two tour options. Buses will return to the hotel at 19:00 and dinner will start at 20:00.

## Reimbursement

For those whose travel is funded by EIFL, please collect and bring all receipts for expenses related to the GA with you to Istanbul. We will have a space where you will meet with Andrius Krisciunas (EIFL Finance Director) and provide him with all your receipts.

GA related expenses could include Turkey visa fee (when applicable), transit visa fee (when applicable), travel insurance, transportation to/from airports, meals during long layovers during travel, and flight or train ticket purchase.

## About Turkey and Istanbul

For general information about Turkey and Istanbul you can view them at wikipedia.org.

<http://en.wikipedia.org/wiki/Istanbul>

<http://en.wikipedia.org/wiki/Turkey>

## Weather

For a ten-day forecast of the weather in Istanbul, you can look at the following website:  
<http://www.weather.com/weather/tenday/Istanbul+TUXX0014:1:TU>

## Electricity

Electricity in Turkey is 220-230 Volts, alternating at 50 cycles per second. Electrical sockets (outlets) in Turkey usually accept the following types of plugs.



If your appliance's plug doesn't match the shape of these sockets, you will need a travel plug adapter in order to plug in. If your device does not work with 220 Volts, you will need a voltage converter.

## Currency

The national currency of Turkey is the **Turkey Lira (TRY)**. It is rather easy to exchange USD and Euro into local currency. For the latest international exchange rates, you may view it here:  
[http://ec.europa.eu/budget/contracts\\_grants/info\\_contracts/infoeuro/infoeuro\\_en.cfm](http://ec.europa.eu/budget/contracts_grants/info_contracts/infoeuro/infoeuro_en.cfm)

## Language

Turkish is the official language.

## Time

Currently, Turkey is +2 hours of the Greenwich Mean Time (GMT), you can view it from:

<http://www.timeanddate.com/worldclock/city.html?n=107>

## Contact Information

<b>EIFL Staff</b>	
<b>Rima Kupryte</b> Director	e-mail: rima.kupryte@eifl.net mobile: +39 329 594 1408
<b>Carla MacCallum</b> Programmes and Events Coordinator	e-mail: carla.maccallum@eifl.net mobile: +39 333 444 2429
<b>Titantic Business Bayrampasa Hotel</b>	Address: <b>Topçular Mevkii Cicoz Yolu No:32-34</b> <b>Bayrampasa 34030</b> <b>İstanbul</b> Tel: + 90 212 467 81 00

## Final Checklist Before Departure (Print and Use)

<input type="checkbox"/>	Passport
<input type="checkbox"/>	Plane tickets
<input type="checkbox"/>	eVisa or embassy-issued visa (if applicable)
<input type="checkbox"/>	NGO airfare letter (only if you received one from Carla)
<input type="checkbox"/>	Some USD or Euros in cash for taxis if appropriate and other unexpected expenses
<input type="checkbox"/>	Check weather
<input type="checkbox"/>	Travel health insurance (from local travel agency)
<input type="checkbox"/>	Swimming suit if you want to use the pool or sauna