



ICYSM-4/2018/04

**THE 4TH SESSION OF THE
ISLAMIC CONFERENCE OF YOUTH AND SPORTS MINISTERS**

“Solidarity in Action for Youth Development”

17-19 April 2018, Baku, the Republic of Azerbaijan



GUIDE BOOK



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Dear Guests and Participants,

The Ministry of Youth and Sport of the Republic of Azerbaijan welcomes all participants to the 4th Session of the Islamic Conference of Youth and Sports Ministers (4th ICYSM) to be held on 17-19 April 2018, in Baku, the Republic of Azerbaijan.

The Ministry of Youth and Sport of the Republic of Azerbaijan and the Secretariat of the Conference comprising of Islamic Solidarity Sports Federation (ISSF – on sports issues) and Islamic Conference Youth Forum for Dialogue and Cooperation (ICYF-DC – on youth issues) in coordination with the General Secretariat of the Organization of Islamic Cooperation (OIC) are dedicated to deliver a fruitful gathering in Baku and wish all the participants to have a pleasant and productive visit to Azerbaijan.

1. MEETING DATES AND VENUE:

The 4th ICYSM will take place at Boulevard Hotel Baku Autograph Collection in Baku, the Republic of Azerbaijan, on 17-19 April 2018.

16 and 20 April are respectively, arrival and departure dates of the Conference.

Senior Officials meeting will be held on 17 April 2018, and 18-19 April will be dedicated to the Ministerial Sessions.

Details of the venue are as follows:

Hotel name : Boulevard Hotel Baku Autograph Collection

Address : Khagani Rustamov Street 4C, AZ1010 Baku, Azerbaijan

Phone : +994 12 310 00 10

Website : <http://www.boulevardhotelbaku.com>

E-mail : info.boulevard@absheronhotelgroup.com

2. REGISTRATION:

All official delegations from the OIC Member States, invited OIC Institutions and Observer States and guest participants are kindly requested to finalize their registration to the Conference through sending official Note Verbale with filled in ***delegation registration form*** (attached to the invitation letter and available at <http://www.icysm.org>), photos and valid passport copies of delegation members to: icysm4@icysm.org , by 1 April 2018. The registration can only be completed after receiving all the requested documents and information. Access of the participants to the venues of the 4th ICYSM ***will be allowed*** only on the basis of badges.



3. CONFERENCE AGENDA & PROGRAMME:

Both, preliminary agenda and programme of the Conference are attached to the invitation letter and also available in the relevant section of the Conference website: www.icysm.org. The detailed programme of the Conference will be posted close to the Conference dates.

4. DOCUMENTATION AND RESOURCES:

All official documents of the Conference, such as resolutions, reports and strategy documents will be available at the Conference website (<http://www.icysm.org>), by 15 March 2018, in three languages.

5. ACCOMMODATION:

Upon receiving the delegation's registration form and details, the Ministry of Youth and Sport of the Republic of Azerbaijan will arrange accommodation at Boulevard Hotel Baku Autograph Collection for the dates of 16-20 April 2018, as following:

1. Two (2) rooms for each OIC Member State delegation
 - One (1) room for the Head of Delegation
 - One (1) room for the accompanying person / member of delegation (the second person in the registration form);
2. One (1) room for the Head of Delegation of the invited OIC Institution and Observer State.

All other accompanying delegates and guests will arrange their own accommodation directly through the suggested or preferred hotels.

As all the meetings will take place at Boulevard Hotel Baku Autograph Collection, the Hosts advise to make bookings at the same hotel, mentioning the name of the Conference for getting special rate. Shuttle and transportation will **not** be available between the meeting venue (Boulevard Hotel Baku Autograph Collection) and any other hotel due to the Formula 1 motor racing circuit on the roads.

6. VISA INFORMATION:

Please, take note that the e-visa for Azerbaijan can be obtained through <https://evisa.com.az/en/> for the citizens of e-visa eligible countries. Otherwise, it is recommended to apply to the Consulates or Embassies of the Republic of Azerbaijan in the respective country to obtain the entry visa.



The participants from the countries with no Diplomatic or Consular representation of Azerbaijan, can obtain the entry visa on their arrival at Heydar Aliyev International Baku Airport. In this case, it is necessary to send the photocopies of valid passports as well as photos of all delegation members to the organizers at icysm4@icysm.org , *no later than 26 March, 2018*.

7. AIRPORT TRANSFERS AND TRANSPORTATION:

Welcome services for ICYSM participants will be provided at the Heydar Aliyev International Airport. All the participants will be transferred from the airport to their hotels and back, according to the flight information provided in advance (through the registration form).

8. CONFERENCE FACILITIES AND SERVICES:

Seating

Delegates will be seated in the Arabic alphabetical order of the names of the Member States. A seat for the Head of Delegation at the table and two seats in the second row for each delegation will be placed in the Meeting Room.

Working Languages and Documentation

The official working languages of the 4th ICYSM are English, Arabic and French. Since Azerbaijan is hosting the Conference, Azerbaijani will also be included to those for the duration of the meetings. Statements made in any of these languages will be simultaneously interpreted into the other three languages.

The official documentation of the 4th ICYSM, including resolutions, reports and strategy documents will be available in English, Arabic and French on the website of the Conference (www.icysm.org), *by 15 March 2018*.

Bilateral Meetings

The Organizers will provide bilateral meeting rooms for the duration of the Conference, upon the request to be addressed to icysm4@icysm.org or conference desk in the meeting venue. The meeting rooms will be allocated on the basis of first-come first-served.

Registration Desk

The badges for all delegations are to be collected from the Registration Desk at Boulevard Hotel Baku Autograph Collection, starting from 16 April 2018.



9. GENERAL INFORMATION:

Baku – the capital of the Republic of Azerbaijan situated on the shore of the Caspian Sea is the largest city in the Caucasus region. The Old (Inner) City of Baku, along with the Shirvanshah's Palace and Maiden Tower, were inscribed as a UNESCO World Heritage Site in 2000.

Along with becoming one of the top touristic destinations, Baku also is an important venue for international events. It hosted the 57th Eurovision Song Contest in 2012, the 2015 European Games, the 2016 European Grand Prix, 4th Islamic Solidarity Games in 2017, Formula 1 Azerbaijan Grand Prix (2016-2020) among many others. Baku will host UEFA Euro 2020 and is also bidding for Expo 2025 .

Electricity

The supply voltage in Azerbaijan is 220 volts and two-pronged plugs.

Useful Telephone Numbers:

Emergency services: 112

Police: 102

Ambulance: 103

Fire: 101

State Migration Service: 919

Currency, Credit Cards and ATMs

The official currency of Azerbaijan is Manat (AZN). All payments on the territory of Azerbaijan must be done in AZN. Credit card payments will also be carried out in AZN.

Major credit cards, such as Visa and MasterCard are accepted at hotels, restaurants, shops, etc. However, some small cafes and small shops accept cash payments only.

Currency exchange points are available at banks and Heydar Aliyev International Airport. Major currencies are accepted for exchange. It is also possible to use the ATMs located in banks, hotels, large shopping centers.