



ISLAMIC DEVELOPMENT BANK

Registration form

Please affix your
photograph

I. PARTICIPANT'S DETAILS

Full name (Dr/Mr/Mrs/Ms):	
Name to be printed on the certificate:	
Designation:	
Department:	
Organisation:	
Full Address:	
E-mail (s):	
Office Tel. No:	Fax. No:
IMPORTANT: Participants are reminded to check the visa requirements/application from the site http://www.mfa.gov.tr/visa-information-for-foreigners.en.mfa Participants must hold a valid passport or travel document with a minimum validity of three months beyond the intended visiting period. Please inform Ms.Fusun Sacin (fusun.sacin@tcmb.gov.tr) and copy email to Mesut.Cubukcuoglu@tcmb.gov.tr and filiz.ipek@tcmb.gov.tr the soonest if you would require any letter from us for your application for visa to Turkey. Please note that most embassies would require at least 7 working days to process the visa.	

II. EVENT VENUE

Conference Room Central Bank of the Republic of Turkey Head Office Istiklal Cad. 10 Ulus Tel: + 90 312 507 6359 + 90 312 507 6360
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III. ACCOMMODATION

The accommodation venue is :
Radisson Blu Hotel, Ankara Istiklal Cadessi No 20 Ulus Ankara Tel: 90 312 310 4848



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The Secretariat at the Central Bank of the Republic of Turkey will make the necessary arrangements for room reservation. Please note that:

1. Islamic Development Bank (IDB) will cover hotel expenses for the duration of the training period and two travelling days, before and after training period. Room rate is 53 USD inclusive of breakfast for one pax
2. All the other charges such as mini-bar, telephone/fax or laundry etc. will be borne by the participants themselves

Check-in date:

Check-out date:

IV. ARRIVAL/DEPARTURE INFORMATION

Arrival			Departure		
Date	Flight No.	Arrival Time	Date	Flight No	Departure Time

All participants should arrange their own transportation from the Esenboga International Airport (EIA) to Radisson Blu Hotel upon their arrival as well as their departure. Information regarding the transportation fare to/from the EIA/Radisson Blu Hotel are as follows:

a. Taxi	60 Turkish Liras (one way, estimated amount). You can find taxi in front of the international arrivals hall. The duration of the ride from the airport by taxi should last approximately 30 - 40 minutes and it should not cost more than 60 TL (approximately 35 USD).
b. Shuttles of HAVAS	20 Turkish Liras per person for one way. Havaş buses are located at the opposite of the arrivals hall exit. The cost of one way ride is 10 Turkish Liras (approximately 7 USD). The duration of the ride by Havaş bus is approximately 40 minutes. You may buy a bus ticket directly from the bus driver. You can visit http://www.esenbogaairport.com/en-EN/Transportation/havasbus/Pages/HavasBus.aspx for more information. In order to reach the Hotel, you must get off the bus at the HAVAS Terminal at ULUS and take a taxi from there to the hotel. Your taxi trip will take about 5 minutes and cost maximum 10 TL (about 7 USD).



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V. EXPECTATIONS

Please state your three most important expectations from attending the programme. This information will be useful in assessing participant's needs.

1.
2.
3.

Notice Board:

- Bureau de Change at the Airport is located next to the exit in the Esenboga Airport, arrival hall. It is also safe to change at hotel and change offices in the streets.
- **Central Bank of the Republic of Turkey (CBRT) and Radisson Blu Hotel are next to each other and located in ULUS area in Ankara. You will be met at the information desk of CBRT on the first day of the course.**
- All participants are expected to be punctual and attend all sessions.
- **Opening address on 26 September 2011 is at 9.00 am by Deputy Governor, Central Bank of Turkey and followed by a photography session at 9.20pm.**
- **The attire for the opening address by Deputy Governor, Central Bank of Turkey on 26 September 2011 and the certificate giving ceremony on 30 September 2011 is office/formal attire or national costume.**

Please complete and return this form via email to hariati@bnm.gov.my and copies to fusun.sacin@tcmb.gov.tr, FMehmood@isdb.org, hamzil@bnm.gov.my and monaliza@bnm.gov.my. It is important that you send this form **to these email addresses** to mitigate any risk of bounce emails. If you wish to change any information on this form subsequently, please inform us accordingly.