



64th Workshop Meeting of Heads of NPOs (WSM)
17–19 October 2023, Point Hotel Ankara, Turkiye

Travel Guidelines and Visa Arrangements to Enter Turkiye
(as of 7 August 2023)

1. Arrival of Delegates:

NPO Heads/Acting NPO Heads and Advisers are expected to arrive in Ankara on 16 October 2023. The WSM will conclude on 19 October 2023.

2. Travel Documents and Health-related Protocols:

a. Passport

Please ensure the validity of the passport and its expiration date. Please note that the passport should be valid for at least six months after entering the country before granting a visa or allowing entry. It is also important to ensure that enough unused pages remain.

b. Visa Arrangements (for applicable countries)

Visa information is available at <https://www.mfa.gov.tr/visa-information-for-foreigners.en.mfa>. Please submit the APO Letter of Acceptance and Invitation Letter issued by the NPO Turkiye, Ministry of Industry and Technology, to the relevant authorities when applying for a visa. The following visa type is recommended.

- i. Visa Category: Others
- ii. Visa Subcategory: Conference
- iii. Visa Entry Type: Single (multiple if you prefer)
- iv. Country of Application: Your country of residence
- v. Application Type: Entry

Hotel information for visa application is stated in section 4, Accommodation.

For the sponsoring organization, please enter the following information.

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Please ensure that the visa is specifically for the purpose of participating in the 64th Workshop Meeting of Heads of NPOs (WSM). Please ensure that the visa is valid for the entire duration of the 64th WSM, and the visa is not a tourist visa. Failure to obtain the correct visa may result in denial of entry. In that unfortunate event, either the individual or the individual's organization must bear the travel costs incurred.

c. Invitation Letter to be Issued by NPO Turkiye:

All delegates are requested to send a copy of their passport pages showing your photograph, name, date of birth, passport validity dates, etc. to the designated contact person of the APO Secretariat indicated in section 6, Contacts by 31 August 2023. The NPO Turkiye, Ministry of Industry and Technology, will issue invitation letters to all delegates.

d. COVID-19 Guidelines for Turkiye:

COVID-19 restrictions were lifted in Turkiye on 1 June 2022. Therefore, delegates arriving in Turkiye do not need to present evidence of their vaccination status or PCR test results. However, as information may change, we advise you to check for the latest Turkiye travel updates before your scheduled trip. Delegates are responsible for checking the COVID-19 entry requirements to return to their countries of residence.

e. Overseas Travel Insurance:

Delegates are required to have health insurance covering travel and COVID-19 infection, including coverage of travel cancellation, with a minimum coverage value of USD10,000.00. If a delegate tests positive for COVID-19 infection while in Turkiye, quarantine is not required. Please ensure that in the case of cancellation due to a delegate's personal reasons, hotel cancellation fees and flight cancellation fees

are covered by the insurance. Further, the APO and NPO Turkiye will NOT bear any additional costs caused by accident and illness including COVID-19 during the travel and stay of delegates for the 64th WSM.

f. Costs for Visa and Overseas Travel Insurance:

For NPO Heads/Acting NPO Heads and one Adviser, the actual costs for visa issuance, and travel insurance with a minimum coverage value of USD10,000.00 will be reimbursed onsite in Ankara.

For the smooth reimbursement process onsite in Ankara, please submit proof of payment documents such as receipts for the above expenses by 3 October 2023 to the designated contact person of the APO Secretariat indicated in section 6, Contacts. If the documents, cannot be submitted by 3 October 2023, reimbursement will be made to NPOs after the 64th WSM.

3. Flight Arrangements:

The APO will provide the most economic round-trip business-class airfare by the most direct route between their place of work and Ankara for NPO Heads/Acting NPO Heads, and the most economic round-trip economy-class airfare by the most direct route between Advisers' place of work and Ankara for one accompanying Adviser.

The tickets will be arranged by NPOs, and invoices for the tickets for NPO Heads/Acting NPO Heads and the accompanying Advisers will be reimbursed after the 64th WSM.

Other Advisers, if any, should make their own self-financed flight arrangements. The flight itineraries for all delegates from each country should be reported to the APO Secretariat on the Registration Form of Additional Adviser(s), attached in the Attendance Form, as soon as possible, or at the latest by 31 August 2023.

4. Accommodation:

a. For NPO Heads/Acting NPO Heads and one accompanying Adviser:

The accommodations and site of the 64th WSM will be Point Hotel Ankara. The APO will cover the accommodations of NPO Heads/Acting NPO Heads and one accompanying Adviser and provide a single room inclusive of breakfast and all applicable taxes and service charges for the duration of their official stay. Please refer to the following link for information on the hotel:

Hotel Information:

Point Hotel Ankara

Address: Isci Bloklari Mahallesi 1495. Cadde No:11 06530 Cankaya, Ankara

Tel: +90 312 203 99 99

Fax: +90 312 203 99 30

Website: <https://www.ankara.pointhotel.com/>

Check-in Time: 14:00/Check-out Time: 12:00 (noon)

Note: Early check-in and late check-out will be arranged according to the availability of the room.

b. For Other Advisers:

Other Advisers may attend on a self-financed basis. The NPO Turkiye, Ministry of Industry and Technology, will assist with group room reservations at Point Hotel Ankara and local transport arrangements between the airport and hotel in Ankara.

The special rate of USD140 per night (including breakfast) excluding 10% VAT and 2% accommodation tax for a deluxe single room at Point Hotel Ankara will be extended to other Advisers.

To facilitate accommodation arrangements, please submit the Registration Form of Additional Adviser(s), attached in the Attendance Form, to the designated contact person of the APO Secretariat indicated in section 6, Contacts.

5. Per Diem Allowance:

NPO Heads/Acting NPO Heads and one accompanying Adviser will be provided a per diem allowance for up to four days (16–19 October 2023) subject to the actual duration of their stay. Since accommodation is covered by the APO, the per diem allowance is adjusted to USD54.00/day.

6. Contacts

APO Secretariat	NPO Turkiye, Ministry of Industry and Technology
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