



GENERAL INFORMATION



**The 66th APRACA Executive Committee Meeting
and
International Forum on Formulation of Women Financial
Empowerment and Development Framework towards
Sustainable Development in Asia-Pacific**

**Bank Keshavarzi Training and Recreational Center
Babolsar, Iran, 7-10 October, 2015**

1. Host Organization:

Bank Keshavarzi (Agriculture Bank of Iran)
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Tehran 14454, I. R. Iran
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Fax:(98 21) 882 53625
E-mail : icd@agri-bank.com; shabanzad@agri-bank.com
Website: www.bki.ir

2. Date and Venue:

7-10 October, 2015, including 7 October (arrival) and 10 October (departure), at Bank Keshavarzi Training and Recreational Center, Babolsar, I.R. Iran. Babolsar is located in the province of Mazandaran and is about 300 kilometers away from Tehran, approximately 4 hours by car.

3. Airport Reception and Send Off

Airport Reception (07 October, 2015): International participants should arrive at the Imam Khomeini International Airport (IKA) on 07 October, 2015. Airport transfer to Babolsar will be arranged by the host.

Send-off (10 October, 2015): Airport transfer from Babolsar to Imam Khomeini International Airport (IKA) shall be arranged by the host on 10 October, 2015.

Therefore, the flight details to and from Imam Khomeini International Airport (IKA), Tehran are requested to be sent in advance.

4. Tentative Schedule

Further details will be announced later.

Day 1 07 October	Arrival in Tehran Travel to Babolsar
Day 2 08 October	Opening Ceremony and Regional International Forum on Formulation of Women Financial Empowerment and Development Framework towards Sustainable Development in Asia-Pacific

Day 3 09 October	The 66 th APRACA Executive Committee Meeting Project Visit and Cultural Tour
Day 4 10 October	Departure for Home Country

5. Language

The English language will be used as medium of presentation in the forum, which refers to all presentations, materials and discussions.

6. Forum Presentation

A separate note on the forum presentations will be sent to selected institutions who will be invited to make presentations.

7. Accommodation

All delegates will be accommodated at the Bank Keshavarzi Training and Recreational Center in Babolsar, Iran.

8. Delegates

The Forum is open to all APRACA members, local financial institutions, government and non-government agencies and finance – related institutions.

9. Participation Fee

The customary participation fee of USD250/person shall be collected in CASH by Bank Keshavarzi (BK) to help defray the administrative expenses.

10. Costs

The events costs, including board and lodging, domestic transportation, airport pickup and dinners will be covered by Bank Keshavarzi.

The participating organizations will bear the costs of international round-trip international airfare, medical and travel insurance and incidental allowance (laundry, telephone call, email/fax message, postage stamp, etc.)

11. Visas

All delegates must have their respective passports, which must be valid for at least six months prior to arrival in Iran. Participants are expected to obtain their visas to Iran in their respective countries or in the nearest Iran embassy or Consulate prior to their travel, if so required. Formal invitations will be sent by Bank Keshavarzi upon confirmation of participants' names. Kindly indicate if an e-mailed invitation is sufficient.

12. Medical and Travel Insurance

All delegates are advised to arrange for their own medical and travel insurance coverage, prior to their trip to Iran.

13. Dress Code

Participants are expected to wear business attire during the events, and smart casual or casual for other activities such as city tours. Women's hair should be covered with a scarf or shawl in public places. Ladies are also recommended not to shake hands with men.

14. Identification

All participants will be issued with a personal identification badge, which must be worn at all times.

15. Registration Deadline

Participants are requested to submit their respective registration forms through fax or email on or before 10 July, 2015.

16. Weather/ Clothing

The month of October belongs to the season of fall (autumn) in Iran. The average temperature in Babolsar is around 15 degrees Celsius. Therefore, participants are advised to bring appropriate coats and rain coats.

17. Contact Persons:

Acceptance of nomination is subject to confirmation. Please fax or e-mail the accomplished REGISTRATION FORM (attached) to:

Mr. Mohammad Reza Sha'banzad
Chief Expert
Public Relations & Int'l Cooperation Dept.
Bank Keshavarzi (Agricultural Bank)

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88253625
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Ms. Thanawan Ampaipanvijit
Administrative Officer, APRACA Secretariat

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About Babolsar

Babolsar, with an area of 446 square kilometers, is a city in Mazandaran Province located on the southern coast of the Caspian Sea with a 4-hour driving distance from Tehran. Since the Babol River passes through the city, both the bank of the river and the beach of the sea form tourist attractions in the city.

The availability of fertile land including paddy fields around the city forms a beautiful landscape which is very pleasant to visitors. This is why it is one of the best recreational places of the north of Iran. The city is near some other tourist attractions such as *Namak Abrud* (cable car and sightseeing) and *Javaher Deh* (a beautiful village with a water fall).

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