



## Logistics Note

### INFORMATION NOTE TO PARTICIPANTS

#### GENERAL

“Inclusive Insurance-2014” International Forum is scheduled to be held in Ulaanbaatar, Mongolia at BEST WESTERN PREMIER Tuushin hotel, Prime Minister Amar’s street 15, Ulaanbaatar 14200, Mongolia, from 16-17 April 2014.

The forum will start at 09:00 hours on Wednesday, 16 April 2014 at a conference room “Soyombo”, 5<sup>th</sup> floor, BEST WESTERN PREMIER Tuushin hotel, where all subsequent sessions will also be held from 09:00 to 17:00 including lunch and tea/coffee breaks.

#### REGISTRATION AND IDENTIFICATION BADGES

There will be a registration counter at the BEST WESTERN PREMIER Tuushin hotel. It will be open from 9:00 am-6:00 pm on Tuesday, 15 April 2014. Participants are strongly recommended to register during these hours and take the welcome kits with the forum material. Please note that participants will need to bring their badge and materials the next morning to the forum.

If needed, participants can also register on Wednesday, 16 April 2014 between 8:00-9:00 am at Registration desk at the venue.

For identification and security reasons, all participants are requested to wear their forum badges during the forum and social functions. The loss of a forum badge should be reported to the information Help Desk, so that a new one can be issued immediately.

#### BEST WESTERN PREMIER Tuushin hotel

**Address:** Prime Minister Amar's street 15, Ulaanbaatar 14200, Mongolia

**Phone:** +976-11-323162

**Fax:** +976-11-325903

**Email:** [info@bestwesternmongolia.mn](mailto:info@bestwesternmongolia.mn)

[www.bestwesternmongolia.mn](http://www.bestwesternmongolia.mn)

[www.bestwestern.com](http://www.bestwestern.com)

#### IMMIGRATION REQUIREMENTS

All participants must hold passports that are valid for at least six months beyond the time of their arrival in Ulaanbaatar. Participants are advised to obtain appropriate entry visas to Mongolia from a Mongolian diplomatic or consular mission at their point of origin or en route to Mongolia.

For those participants who do not have access to a Mongolian diplomatic or consular mission, visa upon arrival will be arranged by the organizers. To obtain visa upon arrival, participants need to complete the

attached registration form (attachment 1) and email copy of their passport and registration form before 31 March 2014 to:  
Ms. B. Narmandakh Buriad, UNDP Project Monitoring & Evaluation Officer on email: [narmandakh@mimp.mn](mailto:narmandakh@mimp.mn).

For more details, please check below website:

<http://www.mongoliavisa.com>

## **CUSTOMS REGULATIONS**

Narcotic drugs as well as arms and ammunition may not be brought into Mongolia; they are strictly prohibited. Offenders are subject to strict and severe punishment in line with local laws and regulations.

## **AIRLINE RESERVATION**

Very few international airlines operate regular services to and from Ulaanbaatar. Participants are advised to secure their return bookings prior to their departure from Ulaanbaatar. If this is not possible, they should make a firm return booking immediately upon arrival in Ulaanbaatar. Participants can liaise directly with the travel agent company "Air Trans LLC" if any assistance is required in this matter at <http://www.airtrans.mn>

## **ARRIVAL AT THE AIRPORT**

Forum volunteers at the Airport (who will wear the Forum logo T-shirt) will escort the participants to money exchange counter and to taxis which will take the participants directly to the Hotel. (Please note that you will be requested to pay for transportation to the Hotel which will approximately cost \$ 20/ 25000 MNT)

For more details, please visit below website:

[www.airport.mn](http://www.airport.mn)

## **FOREIGN EXCHANGE AND CURRENCY**

The Mongolian currency unit is the Tugrik. Please check the official exchange rates at Bank of Mongolia's (<http://www.mongolbank.mn/eng/default.aspx>) website.

Foreign currencies are exchangeable at the commercial banks, airport and/or at the Hotel.  
Bank notes are available in denominations of 10, 20, 50, 100, 500, 1,000, 10,000, and 20,000 Tugriks.  
International credit cards and travelers cheques are accepted in major establishments.

## **INFORMATION HELP DESK**

Help Desk services for basic logistics and queries will be available for the participants on 16-17 April 2014, from 09:00 hours-17:00 hours at the BEST WESTERN PREMIER Tuushin hotel.

## **HOTEL ACCOMMODATION**

Accommodation will be reserved for participants funded by the organizers at the BEST WESTERN PREMIER Tuushin hotel, inclusive of breakfast for 3 nights. For participants cover their cost, hotel reservation can be arranged by the organizers at nearby hotels (list of recommended hotels is attached).

Participants are advised to contact the Hotel if they wish to book additional nights.

### **BEST WESTERN PREMIER Tuushin hotel**

**Address:** Prime Minister Amar's street 15, Ulaanbaatar 14200, Mongolia

**Phone:** +976-11-323162

**Fax:** +976-11-325903

**Email:** [info@bestwesternmongolia.mn](mailto:info@bestwesternmongolia.mn)

[www.bestwesternmongolia.mn](http://www.bestwesternmongolia.mn)

## **WORKING LANGUAGE OF THE MEETING**

Meeting will be held in Mongolian and English languages. Simultaneous translation between these two languages will be provided during the Forum.

## **HEALTH AND EMERGENCY**

In the event of a medical emergency during the forum, please contact the Information Help Desk who will facilitate transport to the nearest hospital. Participants are requested to have sufficient medical insurance as any emergency medical care will have to be paid directly by participants. Immunization certificates are not normally required for entry into Mongolia.

## **WEATHER**

April is a windy and dusty spring month in Ulaanbaatar, where temperatures can fall to 0 degrees Celsius. Warm clothing is strongly recommended (warm jackets/ sweaters, warm shoes, scarf, hat recommended). Dress code for the forum is formal suits.

## **TIME ZONE**

Mongolian Standard Time in Ulaanbaatar is 8 hours ahead of Greenwich Mean Time (GMT +8)

## **INTERNET**

Wireless internet connection is available during the forum hall and in hotel rooms.

## **INTERNATIONAL DIRECT DIALING**

International call can be made from any private business or hotel phone. Country code-Mongolia: 976, City Code: Ulaanbaatar: 11

## **IMPORTANT TELEPHONE NUMBERS**

Fire: 101, Police: 102, Ambulance: 103, Rescue Coordinator Office 105, Directory Enquiries: 109 (charge of 200 Tugriks per minutes); International Operator: 116; Immigration Office: 1882; and Public Hospital: 70129000

## **ELECTRICITY**

BEST WESTERN PREMIER Tuushin hotel use 220 volts and a two pronged plug.

## **MEALS**

Breakfast is covered by room rate at the BEST WESTERN PREMIER Tuushin hotel.  
Lunch on 16 and 17 April 2014 will be provided at the Forum.

On 16 April 2014, a welcome dinner will be hosted by the organizers at the BEST WESTERN PREMIER Tuushin Hotel "Soyombo" Hall from 7:00 pm.

On 17 April 2014, a farewell dinner will be hosted by the organisers at the BEST WESTERN PREMIER Tuushin Hotel "Soyombo" Hall from 6:00pm.

For all other days, dinner is at the participants' leisure. Our helpdesk will be happy to provide information on

recommended venues.

## **OTHER SERVICES**

Extra charge for personal services such as room service, laundry, mini-bar, and telephone calls, use of fax machine and use of business centre at the BEST WESTERN PREMIER Tuushin hotel as well as other personal service at the conference room or at other location will be at participants' own responsibility and cost.

## **RESTAURANTS**

Ulaanbaatar is home to many international restaurants serving both traditional Mongolian and international cuisine. Further information on these and nearby tourist places are available at the Hotel reception.

Conference volunteers will also be happy to assist and advise the participants in getting further information.

Mongolian: Modern Nomads and Nomads

International: Veranda, French Bistrot, Millie's Cafe, Rosewood Cafe, Silk Road Bar and Grill, California, Square, The Bull, Mongolian Barbecue, Los Banditos, French Bistrot, Cafe Amsterdam,

High End: Monet and Ivy

Indian: Hazara, Taj Mahal (at Ulaanbaatar Hotel)

Bars: Grand Khaan Irish Pub, Ikh Mongol, Square, Hennessy Restbar

## **SIGHTSEEING**

Ulaanbaatar sights: Gandan Monastery, Chojin Lama Temple, Bogd Khan Winter palace, Natural History Museum

Outside Ulaanbaatar: Bogd Khan National Park (7 km), Chingis Statue (70km), Hustai National Park (80km),

Terej National Park (90 km), Mandzushir Monastery near Zummond (75km)

Major Tourist Companies: Juulchin, Three Camel, Kharkhorin Expedition, Tseren Tours, Stepperiders

## **SHOPPING:**

Mongolia is popular with foreign tourists and there are many great places for shopping in Ulaanbaatar. Many shops sell traditional Mongolian and Kazakh handicrafts and souvenirs. Cashmere is another popular buy and there are many Cashmere shops in the city center.

Major Shopping Centers: Sky Department Store, Ulaanbaatar Department Store, Grand Plaza, Naran Plaza, Gobi Cashmere Factory, Goyo Cashmere, Altai Gobi

## **IMPORTANT CONTACT NUMBERS**

### **Focal Points:**

FRC invitees:

- Mr. Javkhant Batmunkh, Director of General Insurance Division, Financial Regulatory Commission (FRC)  
Tel: +976-51-261964, Cell phone: 9911-1303, E-mail: [Javkhant@frc.mn](mailto:Javkhant@frc.mn)

UNDP invitees:

- Mrs. Tsetsgee Puntsag, Programme Analyst, UNDP Mongolia,  
Tel: +976-11-327585, Cell phone: 9970-2057, Email [tsetsgee.puntsag@undp.org](mailto:tsetsgee.puntsag@undp.org);
- Mrs. Tsetsegsuren Jigjidsuren, UNDP project National Project Manager,  
Tel: +976-70001289, Cell phone: 9907-5499, E-mail [tsetsegsuren.jigjidsuren@undp.org](mailto:tsetsegsuren.jigjidsuren@undp.org);

### **For international travel and hotel arrangements:**

- Ms. Narmandakh Buriad, UNDP project Monitoring and Evaluation Officer,  
Tel: +976-70001288, Cell phone: 9912-0606, E-mail: [narmandakh@mimp.mn](mailto:narmandakh@mimp.mn)

### **For logistics (transportation for airport pick-up, drop, field trip):**

- Mrs. Gaadulam Boldbaatar, Director of Foreign relations and cooperation division, FRC  
Tel: +976-51-261665, Cell phone: 9909-1089, E-mail: [gaadulam@frc.mn](mailto:gaadulam@frc.mn)
- Mr. Gantulga Lkhamsuren, Training Coordinator, UNDP project  
Tel: +976-70001288, Cell phone: 9499-0609, E-mail: [gantulga@mimp.mn](mailto:gantulga@mimp.mn)

---

The Forum Organizing Team wishes you a warm welcome to Mongolia!

#	Hotels	Standard single room (Winter)			Currency	Destination
		Valid duration	Regular rate	UN-rate		
1	Ulaanbaatar hotel	1 Jan-31 Dec 2013	150000,00	<b>105 000,00</b>	MNT	closest
2	Kempinski hotel (Superior single)	1 Nov 13-1 Apr 14	315000,00	<b>203 000,00</b>	MNT	
3	Blue Sky hotel (Sky superior king)	1 Dec 13-31 Mar 14	160,00	<b>130,00</b>	USD	not far
4	Sunjin Grand hotel	1 Oct 13-31 Mar 14	230000,00	<b>115 000,00</b>	MNT	
5	Chinggis hotel	1 Jan13-1 Sep14	260000,00	<b>182 000,00</b>	MNT	
6	The Best Western Premier hotel (Tuushin) (standard corner)	All season	181,50	<b>145,20</b>	USD	event will be held
7	Ramada hotel	1 Nov 13-28 Feb 14	174000,00	<b>145 000,00</b>	MNT	
8	Puma Imperial hotel			<b>144 500,00</b>	MNT	
9	Bayangol hotel	30 Sep 13-1 Feb 14	148000,00	<b>126 000,00</b>	MNT	
10	Continental hotel	1 Nov 13-1 Mar 14	120,00	<b>90,00</b>	USD	
11	Corporate hotel	All season	255000,00	<b>204 000,00</b>	MNT	
12	Edelweiss hotel	01 Oct- 01 May	98000,00	<b>56 000,00</b>	MNT	

## INCLUSIVE INSURANCE – 2014 INTERNATIONAL FORUM

16-17 APRIL 2014

## REGISTRATION FORUM

<b>First Name:</b>		<b>Last Name:</b>	
<b>Title: (Mr./Ms./Dr.)</b>		<b>Gender: (Male or Female)</b>	
<b>Position:</b>		<b>Telephone no:</b>	
<b>Mobile phone: (for emergency only)</b>		<b>Fax number:</b>	
<b>Organisation Name:</b>			
<b>E-mail address:</b>			
<b>Postal address:</b>			
<b>Date of birth:</b>		<b>Passport Number:</b>	
<b>Passport Issued Date:</b>		<b>Passport Expiry Date:</b>	
<b>Arrival Date:</b>		<b>Flight details: (Flight number and arrival time)</b>	
<b>Departure Date:</b>		<b>Flight details: (Flight number and departure time)</b>	
<b>Total nights staying in the Hotel</b>			
<b>Do you have any special dietary requirement?  (Please describe)</b>			

Please send your completed registration form to:

Ms. Narmandakh Buriad [Narmandakh@mimp.mn](mailto:Narmandakh@mimp.mn) before 31 March 2014.

Thank you very much.