World Humanitarian Summit 2016
Information Note – Issue #3
25 April 2016

I. Introduction

1. The Secretary-General will hold the first-ever World Humanitarian Summit on 23-24 May in Istanbul, Turkey. The Summit will be held at the highest level and will bring the global community together to reaffirm our solidarity with people affected by crises, and our collective commitment to humanity. In Istanbul, global and local leaders from government, business, civil society, among others, will announce concrete actions and commitments to end conflict, alleviate suffering and reduce risk. The Summit will also serve as a platform to exchange experiences and showcase innovations and best practices.

2. The present note provides an update on the arrangements for the World Humanitarian Summit. Please refer to early information notes (Issue #1 produced on 25 January 2016, and Issue #2 produced on 11 March 2016) for further details. These can be found on www.worldhumanitariansummit.org for further information.

3. The Summit will result in a Chair’s Summary, a Commitments to Action document capturing the announcements emerging from the Summit. A Report of the Secretary-General on the outcomes of the Summit will also be produced in accordance with A/Res/70/106.

II. World Humanitarian Summit Venues

4. Hilton Convention Center – Accreditation site for all registered Summit participants.

5. Istanbul Congress Center (ICC) – Venue for Leaders’ Segment, High Level Leaders’ Roundtables, Special Sessions and Special Events (Opening Ceremony, Closing Ceremony and Plenary, Exhibition Fair, and Innovation Marketplace) and press briefing room. Summit participants who have access to the ICC will also have access to the Lutfi Kirdar Convention Center (LKCC);

6. Lutfi Kirdar Convention Centre (LKCC) – Venue for Side Events, West-Eastern Divan Orchestra performance, Media Center, and press briefing room. Exhibition Fair can also be accessed through the basement.

[Please refer to sections III and IV for further information on badge types and access]

III. Pre and On Site Accreditation Information

Permanent Member States, Observer States and Intergovernmental Organizations

7. Pre-accreditation in New York at the Protocol and Liaison Service in New York commenced on Monday, 11 April 2016 and will continue until 13 May 2016. Please follow the instructions
specified in the paragraphs below. Permanent and Observer missions and liaison offices are strongly advised to make use of the pre-accreditation option in New York for all delegates who will participate in the Summit before the pre-accreditation deadline of 13 May 2016, as this will simplify the process and prevent delays and inconvenience for delegates in Istanbul.

8. Following past practice, Heads of State or Government, Vice-Presidents and Crown Princes/Princesses and their spouses will be provided with a VIP pass without a photograph. Deputy Prime Ministers/cabinet ministers and their spouses will be issued a VIP pass with a photograph.

9. For issuance of Summit badges and VIP passes, authorized users of the Permanent/Observer missions and liaison offices are required to follow the mandatory procedure below:

- Submit an official communication, with official stamp and signed by the head of chancery or an authorizing official, to the Chief of Protocol, Mr. Peter Van Laere, Protocol and Liaison Service (Attn.: Ms. Wai Tak Chua), at Room S-0201 or by facsimile to +1 (212) 963-1921, providing an authorized list of the members of the delegation (with names, functional titles and affiliations) who require a Summit badge.
- A copy of the same should also be sent to the General Assembly Affairs Branch, Department for General Assembly and Conference Management (Fax: +1 (212) 963-2155);
- Register online via the eAccreditation system at http://delegate.un.int by completing an online accreditation form for each member of the official delegation participating in the Summit, including Heads of State or Government, Vice-Presidents, and Crown Princes/Princesses, Deputy Prime Ministers and Cabinet Ministers, as well as their spouses. In order for a Summit badge to be issued, the following procedure must be completed:
  
  **Step 1:** Log on to the website http://delegate.un.int with the user name and password to access the eAccreditation system (for registered users only), then select the button entitled “Accreditation to the World Humanitarian Summit, Istanbul”
  
  **Step 2:** Complete all mandatory fields [Please do not use acronyms and abbreviations.]
  
  **Step 3:** Upload a photograph of the participant. [This is strongly recommended and please note photo specifications below.]
  
  **Step 4:** Review all information carefully and submit

10. Passport-size colour photographs of all listed members of delegations, including cabinet ministers and their spouses, are required. (Photographs of Cabinet Ministers/their spouses formerly deposited with the Protocol office for UNHQ meetings will not be used. They must be attached to the online applications.) All photographs must be recent and taken not more than six months prior to the Summit. A detailed photograph specification is attached for ease of reference. Failure to submit photographs at the time of online registration or attaching photographs which do not meet the photograph specifications, will result in delegates (including ministers) having to line up to be photographed at the Accreditation Centre in Istanbul. Delegations are reminded that photographs are not required for Heads of State or Government, Vice Presidents, Crown Princes/Princesses, or their spouses.

11. Permanent/observer missions are urged to advise and coordinate with their embassies and consulates general in Turkey or in the region on the proper accreditation procedure in order to avoid dual accreditation and possible confusion. In addition, early submission of accreditation requests is highly recommended in order to facilitate timely issuance of Summit badges and to reduce the waiting time at the Accreditation Centre.
12. Delegations are kindly reminded that the United Nations Protocol Accreditation Unit will not accredit representatives of non-governmental organizations and other major groups who do not form part of the official delegations of States, intergovernmental organizations and associate members of regional commissions.

13. **Review of accreditation requests:** Upon verification of the information on the lists of delegations, the Protocol and Liaison Service will authorize badge applications submitted online. An approval email will be sent to the eAccreditation users of the missions/offices for each approved participant for issuance of the Summit badge at the Accreditation Centre in Istanbul. No approval of a Summit badge will be granted prior to receipt of the official lists of delegations or letters of nomination. Please note that the review process may take up to 4-5 days.

14. **Collection of Summit badges and Special Events passes:** Summit badges and Special Events passes for pre-accredited delegations may be collected at the United Nations Accreditation Centre at the Hilton Convention Centre by a member of the delegation attending the Summit or representatives of the embassies and consulates general of states members in Turkey or in the region, upon presentation of an official letter (stamped and signed) authorizing the delegate/representative to collect the Summit badges and secondary passes, together with a valid passport or government issued photo identification. The letter of authorization may be issued by the ministries, permanent missions to the United Nations, embassies or consulates general and must specify the name of the collector.

15. Delegates/representatives collecting the badges must be mindful that it is their responsibilities to ensure safe delivery of the badges to members of their delegations. The United Nations Security will not issue duplicate Summit badges or secondary passes.

16. **Working hours of the Protocol Accreditation Unit in Istanbul**
   The Protocol Accreditation Unit in Istanbul will be open as follows:

<table>
<thead>
<tr>
<th>Hilton Convention Centre:</th>
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<tbody>
<tr>
<td>18-19 May 2016</td>
<td>9:00 a.m. – 6:00 p.m.</td>
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<tr>
<td>20-21 May 2016</td>
<td>9:00 a.m. – 7:00 p.m.</td>
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<td>22 May 2016</td>
<td>8:00 a.m. – 8:00 p.m.</td>
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<tr>
<td>23 May 2016</td>
<td>7:30 a.m. – 5:00 p.m.</td>
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<tr>
<td>24 May 2016</td>
<td>8:00 a.m. – 12:00 noon</td>
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17. In order to compile a list of participants of the Summit, delegations of States, intergovernmental organizations and associate members of the regional commission are requested to submit a comprehensive list of their respective delegations to the Summit, with functional titles and designations of all the delegates, to the Protocol and Liaison Service in New York (Room S-0201, Fax: +1 (212) 963-1921) by close of business on 13 May 2016. Starting 16 May 2016, such lists can be faxed to the Protocol Accreditation Unit at the Accreditation Centre in Istanbul (Fax numbers to be provided later, see paragraph 24). If the comprehensive list is not received before 18 May 2016, the Protocol Office will use the information collected from the letters of nomination received.
18. Starting 16 May 2016, all official communications, including lists of delegations and Summit-related materials, should be faxed to the Protocol Accreditation Unit at the Accreditation Centre in Istanbul. The fax number will be made available and posted on the Protocol website at www.un.int/protocol not later than 9 May 2016. Delegations may also obtain the fax numbers by contacting the Protocol and Liaison Service in New York (Tel: +1 (212) 963-7171).

19. For any changes to the original delegation lists already submitted to the Protocol and Liaison Service, please send a separate official letter with the changes only, e.g. name of additional delegate or name of delegate no longer attending the Summit. There is no need to resend the entire delegation list every time a change is made to the delegation.

20. The Protocol and Liaison Service will not guarantee timely approval/delivery of Summit badges in case of late submission of accreditation requests and will not process incomplete requests such as missing official letter, list of delegation or names/functional titles/affiliates/photos.

Accreditation for all Other Stakeholders

21. All other participants must have been invited and completed registration in advance of the Summit to receive accreditation. Onsite registration will not be allowed. The categories of registered stakeholder participants are: 1) the main programme of the Summit in the ICC; 2) side-event participants; 3) Exhibitors for the Exhibition Fair and Innovation Marketplace; 4) Side Event organizers, moderators and panelists. [Please see Sections III IV below for information regarding access parameters for these three categories of stakeholder participants.]

22. Individuals must bring photo identification and a copy of the invitation letter to receive their designated accreditation badge.

23. Accreditation and badging for all four of the registered stakeholder categories above will take place in the Hilton Convention Center (CUMHURIYET CADDESI HARBIYE, ISTANBUL, 34367) during the following hours:

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</tbody>
</table>

24. A list of organizations participating in the Summit will be posted on the WHS website closer to the Summit date. This will provide an opportunity for participants to arrange bilateral meetings and allow organizers of the various events to extend invitations to participating organizations.
**Information for Media Accreditation**

25. The deadline for media accreditation requests is 13 May 2016. Information and instructions can be found at: [http://www.un.org/en/media/accreditation/WHS.shtml](http://www.un.org/en/media/accreditation/WHS.shtml)


27. Approved media will receive a confirmation email at the address provided in the online form. Once accreditation has been approved, international media from outside Turkey will have to apply for visas to the Turkish consular authorities using the confirmation email.

28. Please note that national media personnel for Member States are not included in the official 11 Member State delegation.

**IV. Badge Types**

**Primary Badge Access**

29. All stakeholders attending and servicing the Summit will receive a primary badge from the United Nations Security and Safety Service, Pass and ID Unit, with specific security clearance access points in order to access the Summit venue (UN blue zone). Access to the various components of the Summit will be controlled through different color designations of these primary badges, as well as special events badges for the various sessions as outlined below.

30. **All areas primary badge** holders will have access to the Istanbul Congress Centre (ICC) and Lutfi Kirdar Convention Center (LKCC). All access primary badge holders must be officially invited by the WHS secretariat and registered for accreditation.

31. **LKCC access primary badge holders** such as Side Event organizers and panelists, will have access to the LKCC building and the Exhibition Fair. LKCC access primary badge holders will not be able to access the Announcement Plenary sessions, Leaders Roundtables, or Special Sessions in the ICC, for which an All Areas Primary Badge as well as a Special Events pass will be required. A number of these events will be broadcasted in an overflow room in the LKCC.

**Special Events Passes**

32. In addition to primary badges provided to participants to access the ICC, access to some components of the Summit will be controlled through distribution of Special Events Passes by the United Nations Security and Safety Service, Pass and ID Unit, as per instruction by the World Humanitarian Summit secretariat for the following sessions in the ICC:

(a) **WHS Leaders’ Segment**: The Leaders’ Segment will be held on 23 May 2016 from 08.00 to 10.00 a.m. in the Istanbul Congress Centre. All Heads of State and Government, Vice-Presidents and Crown Princes or Princesses attending the Summit are automatically invited to the Segment. Each leader can be joined by one advisor. All Permanent and Observer Missions
to the United Nations are requested to confirm the participation of their Head of State or Government, Vice President or Crown Prince or Princess in the Leaders’ Segment to Ms. Chunyao Yi by email (yi1@un.org) with copy to Ms. Emmi Antinoja (antinoja@un.org) by 6 May 2016.

(b) Opening and Closing Ceremonies: Access to the Opening and Closing Ceremonies are by invitation only. Four (4) Special Event Passes will be issued per Member State delegation. The number of passes for other stakeholders will vary. Participants not able to access the ICC can view the opening and closing ceremonies in the overflow rooms located in the LKCC building throughout the duration of the plenaries.

(c) Member States and Stakeholders Announcements: Participants with access to the ICC will be able to access Announcement Plenaries at all times.

(d) High Level Leaders’ Roundtables: Special Events Passes to access the High Level Leaders Roundtables will be provided to speakers, as well as one additional advisor from their delegation. For observers:
- Member States will be granted one pass per delegation.
- Other Stakeholders are invited to register their interest in the Roundtables, and will receive a link to do so. Other Stakeholders will be granted access with respect to overall consideration of stakeholder representation in the room.

   For more information on the High Level Leaders’ Roundtables, please visit:
   https://www.worldhumanitariansummit.org/summit/roundtables

   Participants not able to access the ICC can view the High Level Leaders’ roundtables in the overflow rooms located in the LKCC building throughout the duration of the plenaries.

(e) Special Sessions: Special Events Passes to access Special Sessions will be provided to speakers, as well as one additional advisor from their delegation. For other participants, the WHS secretariat will send registered participants a link to select the Special Session of their choice, and will communicate approval for each participant closer to the Summit.

   For more information on Special Sessions, please visit:
   https://www.worldhumanitariansummit.org/summit/specialsessions

(f) Orchestra: Access to the Orchestra is by invitation only. Two (2) Special Event Passes will be issued per Member State delegation. The number of passes for other stakeholders will vary.

(g) Concert for Humanity: Access to the Concert for Humanity is by invitation only. Three (3) Special Event Passes will be issued per Member State delegation. The number of passes for other stakeholders will vary.

V. Arrangements with Host-Country

For Member States/Head of State and Government and VIP Delegations

33. For questions on Host-Country arrangements regarding arrival and departure, accommodation, transportation, Liaison Officers, Summit venue, Media Center, Pools/Bilateral Meetings,
interpretation, lunches and dinners, venue amenities, religious services, and the relevant forms, please refer to the PowerPoint presentation from the Turkish Ministry of Foreign Affairs and the attached annexes.

VI. Security Information for the Summit

34. A joint security statement between the United Nations Department of Safety and Security and the Government of Turkey will be released shortly.

35. Members of national security accompanying the VIP groups participating in the Summit will be accredited and issued appropriate Summit badges by the United Nations Security and Safety Service. Missions are kindly reminded that only delegations headed by the head of state/government or vice-president will be allowed a maximum of two (2) security officers at the Summit venue. The aforementioned security officers will not be part of the delegation allotment of 11.

36. Please note, that the decision on the number of national security officers allowed inside the Summit area, will be based on a risk assessment conducted by the Host Country and the United Nations Security and Safety Service.

37. For further information regarding accreditation of security personnel, please contact Sergeant Fabien Pirozzetti, Security and Safety Service, Geneva (Tel. +41 22 917 1367). All other issues regarding security should be directed to Mr. Noel Heffernan, Assistant Chief of Security and Safety Service (Tel: 917-367-2348) or Ms. Viktoriya Tymoshenko, Security Coordination Officer (Tel: 917-367-5196).

VII. Accommodations

38. Hotels designated by the World Humanitarian Summit secretariat and the Government of Turkey are subject to extensive physical security checks and will have dedicated police protection teams in situ 24/7. Direct routes from designated hotels to WHS Red Zone are secured by multiple police checkpoints and mobile patrols for the duration of the Summit.

39. Please see list of approved hotels below.

Sponsored Participants

40. Travel of sponsored participants will be arranged by the Government of Turkey in cooperation with the UNDP office. The cost of accommodation will be covered by the Government of Turkey. The list of pre-booked hotels will be communicated to all LDC and SIDS Governments with the request to place booking.

41. Sponsored official delegations are requested to make their own hotel reservations from the attached list of recommended hotels.
42. Hotel reservations of the other sponsored stakeholders will be made by UNDP (Hotel Bomonti). Payments to the hotels for all the sponsored participants will be made directly by the Government of Turkey to the relevant hotels.

Other Participants
43. All other participants are responsible for arranging their own accommodations. Please note below the list of recommended hotels block booked for Summit participants and that are available at a preferential rate.

VIII. Transportation

Sponsored Participants
44. A Travel Desk to assist sponsored participants will be located in the Hilton Convention Centre, in the accreditation area for sponsored participants.

45. Sponsored participants who did not receive their DSA prior to departure due to the absence of a UNDP and UNOCHA Regional Office can retrieve their DSA bank card at the Travel Desk.

All Other Participants
46. Transportation will be provided to all official delegations from the airport to the designated hotels and from the designated hotels to the airport. (For the hotels see the attached list)

47. Shuttle buses will be available to all participants from their designated hotels to the Summit venue, and from the Summit venue to the designated hotels.

X. Disability Access

48. In consultation with specialized NGOs and the Host Country, the WHS secretariat will ensure that the necessary arrangements are in place to facilitate disability access to the ICC and the LKCC adhering to international standards. We have noted the specific needs indicated through the participant registration form.

49. The WHS secretariat will reach out to participants who have indicated requests for accessibility and accommodations in due course. Send questions and requests for disability access to participants.support@whsummit.org.

XI. Media

Media Facilities
50. The Press Briefing room is in the ICC. Requests for briefings/press conferences by representatives of Member States must be submitted to the Office of the Spokesperson for the Summit. The Spokesperson is Mr. Hervé Verhoosel (verhoosel@un.org).
51. Two stakeout areas will be set up outside the press briefing room in the ICC. Requests to come to the Stakeout to deliver a brief statement or announcement will be regulated by the Office of the Spokesperson for the Summit.

52. The Media Centre is in the LKCC and affords a venue for journalists to follow the proceedings and work space. There are also two additional small press briefing rooms located in the LKCC.

53. An in-house screen will provide latest alerts and updates. The list of events, press briefings and select documents will be shared via e-mail and tweets from the MALU Twitter: https://twitter.com/UNMediaLiaison

**UN Television:**

54. UNTV live coverage will be displayed on in-house TV screens in the Media Centre. UNTV will not be the pool feed for media stakeouts.

55. In addition, the feeds to Webcast will be available on the UN WebTV service streaming from the WHS site and may be accessed on handheld devices and laptops.

56. All video recordings will be brought back to UNHQ for archive purposes.

57. UNIFEED (part of UNTV) provides daily news packages to major broadcasters using the live feeds, any relevant Broll that is made available by UN system partners, and selected interviews conducted by the engineering crew with UN news teams. UNIFEED can be found here: http://www.unmultimedia.org/tv/unifeed/

58. Live and on-demand Webcast coverage of meetings held simultaneously in a number of Conference Rooms will be provided. The webcast can be found here: http://webtv.un.org. All webcasts will be encoded in Flash video format targeting all internet users, ensuring accessibility from users in developing countries. In addition, the webcast videos will be available to users with mobile devices, including iPhones and iPads.

59. Press briefings and taped media stakeouts will be available on demand through the UN WebTV platform.

**Webcast**

60. All webcasts will be archived in a timely manner for immediate on-demand access along with detailed metadata in a video Content Management System for easy access and retrieval. Users can copy, embed and share videos easily on their own Websites and Social Media networks.

61. All webcasts will be promoted and accessible through the UN Web TV website (http://webtv.un.org) and interlinked from the official Conference website and other UN websites.
WHS Website

62. The WHS website (www.worldhumanitariansummit.org/) is now available in all official languages. The language micro sites will be updated from time to time although they will not have all the content of the English WHS flagship site: http://www.un.org/ar/conf/whs/index.shtml

UN Blogsite

63. Also available on the UN blogsite are stories in languages on the Secretary-General's Mission for Humanity, encapsulating his travels to Africa and the Middle East.

Meetings Coverage and Press Releases

64. Meetings coverage can be accessed at http://www.un.org/press/en

65. Any major announcement made during the various sessions will be reflected in the daily press release. The final press release will highlight the key commitments/announcements made during the Summit.

66. Summaries of the main meetings will be available a few hours after the conclusion of the meetings and will be posted on the Meetings Coverage website.

News and Social Media

67. News coverage will be in all UN official languages. The stories will provide a broad spectrum of coverage highlighting the major events in the Plenary and the Round Tables, as well as highlighting the special sessions. This will be reflected partly in the WHS site, but also in the www.un.org/news.

68. Social media coverage of the WHS will provide information about the Conference, about the Secretary-General, other senior officials and of major outcomes and commitments.

69. Advocates and champions of the Core Responsibilities and of the issues handled by the Round Tables are also encouraged to follow the WHS social media platforms and the UN flagship social media accounts in languages.

70. All social media material can be found at https://trello.com/whs2016
Enclosed:
- PowerPoint Presentation – “Host-Country Arrangements for the World Humanitarian Summit”
- Annex A – Vehicle and Driver Registration Form
- Annex B – Arrival Departure Form for Head of Delegation
- Annex C – Security Officers and Firearms Form
- Annex D – Communication Devices Form
## List of Approved Hotels with World Humanitarian Summit Block Bookings

<table>
<thead>
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<th>HOTEL</th>
<th>CONTACT PERSON</th>
<th>E-MAIL</th>
<th>PHONE</th>
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</thead>
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<tr>
<td>1 CIRAGAN KEMPINSKI</td>
<td>Cagri Cetinel Group &amp; Travel Trade Sales Manager</td>
<td><a href="mailto:cagri.cetinel@kempinski.com">cagri.cetinel@kempinski.com</a></td>
<td>+90 212 326 4545</td>
</tr>
<tr>
<td>2 FOUR SEASONS BOSPHORUS</td>
<td>Murat Unal Director of Sales</td>
<td><a href="mailto:murat.unal@fourseasons.com">murat.unal@fourseasons.com</a></td>
<td>+90 212 381 4000</td>
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<tr>
<td>3 HILTON PARKSA</td>
<td>Yasemin Vardarli</td>
<td><a href="mailto:yasemin.vardarli@conradhotels.com">yasemin.vardarli@conradhotels.com</a></td>
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<tr>
<td>6 THE MARMARA TAKSIM</td>
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<td><a href="mailto:mozcan@themarmarahotels.com">mozcan@themarmarahotels.com</a></td>
<td>+90 212 334 8408</td>
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<tr>
<td>7 RADISSON BLU SISLI</td>
<td>Elvan Kocak Ozcan Group &amp; Meeting Sales Manager</td>
<td><a href="mailto:elvan.ozcan@radissonblu.com">elvan.ozcan@radissonblu.com</a></td>
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<td>+90 212 377 25 00</td>
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<td>Gokce Fenalan Director Sales</td>
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<td></td>
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<td>Selin Bekdemir Director</td>
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<td>Emrah Buldum</td>
<td>Corporate Sales Manager</td>
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<td>Gorkem Turel</td>
<td><a href="mailto:gorkem.turel@whotels.com">gorkem.turel@whotels.com</a></td>
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