



## **INFORMATION NOTE**

### **Inaugural Meeting of the International Think Tank for Landlocked Developing Countries**

**June 11-12, 2018**

**Ulaanbaatar, Mongolia**

#### **1. GENERAL**

Welcome to Mongolia and to the Inaugural Meeting of the International Think Tank for LLDCs to be held in Ulaanbaatar. Please find information on meeting arrangements that you will find useful.

**Mongolia** is a country located in north-central Asia, with a territory measuring 1.56 million sq. km (603,909 sq. miles). The national capital, Ulaanbaatar, is in the north-central part of the country.

This Information Note contains information and necessary logistics guidelines for the participant to attend the “Inaugural Meeting of the International Think Tank for Landlocked Developing Countries” to be held in the capital city of Mongolia - Ulaanbaatar from June 11 to 12, 2018.

The Secretariat of the ITT for LLDCs is responsible for the overall coordination of the event with the support of the Ministry of Foreign Affairs of Mongolia and UN Development Programme in Mongolia and the UN-OHRLS.

#### **2. VENUE OF THE MEETING**

**Day 1** of the meeting (June 11) will be held at the Ministry of Foreign Affairs, Ulaanbaatar, Mongolia, located in the city center, 35 minute drive from the Chinggis Khaan Airport, 10 minute walk from the hotel Best Western Tuushin and 2 minutes from The Blue Sky Hotel.

The meeting will start at 08:30 and end at 17:30 on Monday, June 11th, 2018. There will be a lunch break at 12:00 with 2 coffee breaks in between.

At 18:00, the Foreign Minister of Mongolia will hold an official reception for the participants of the Inaugural Meeting.

**Day 2** (June 12): there will be a Closing session: Way forward and closing at 9 o'clock in the morning and traditional musical performance in honor of delegates of the meeting.

### 3. ACCOMMODATION

**Best Western Hotel:**

**Blue Sky Tower Hotel:**

Due to special rates provided by the Ministry of Foreign Affairs of Mongolia the Standard Deluxe Twin rooms at these selected hotels will be 270,000 MNT or 113 USD, including 12% of VAT per night. Accommodation includes breakfast, fitness and Wi-Fi.

<http://bestwesternmongolia.mn/>

<http://www.blueskytower.mn/english/>



**Please submit your hotel room requests to Mr. SANSAR Sosorbaram**

Tel: +976-351971

Cell: +976-99908898

Email: [thinktank@land-locked.org](mailto:thinktank@land-locked.org); [sansart2@yahoo.com](mailto:sansart2@yahoo.com)

**Lunch and official reception:** Lunch will be provided on June 11 at 12:00-13:30 and in the evening the official reception will be hosted by the Minister of Foreign Affairs of Mongolia His Excellency Damdin Tsogtbaatar at the Best Western Tuushin hotel.

#### **4. VISAS**

All delegations that have no Mongolian visas will be issued a **visa upon arrival** at the airport. For the visa and booking of tickets to be processed in due time, **the scanned copy of the passport** should have been sent to the Secretariat of the International Think Tank for LLDCs 3 days prior to the date of arrival.

Email: [thinktank@land-locked.org](mailto:thinktank@land-locked.org)

Note that for the visa to be processed at the airport these materials needs to be printed out to present at the airport:

- 1) **the confirmation letter (which will be provided by the MFA) with the invitation**
- 2) **visa application form with a 3\*4 photo (which is attached to this information note or you can download the file at [http://consul.mn/file/visa\\_application.pdf](http://consul.mn/file/visa_application.pdf))**

**The Consular Department of the MFA of Mongolia will issue a confirmation note which we will send you soon via @ and which you should print out with the official invitation and present to the check in counters of the airlines and the border agencies to secure smooth travel.**

#### **5. ARRIVALS/DEPARTURES AND TRANSPORTATION**

The staff of ITT for LLDCs will greet Members at the Chinggis Khan International Airport with the sign of the ITT for LLDCs. **In this regard, flight details of the representatives should be provided to the organizers as soon as possible for appropriate arrangements.**

Email: [thinktank@land-locked.org](mailto:thinktank@land-locked.org)

**Transportation:** Transport will be provided for participants from the Airport to the hotels and from the hotels to the Airport.

Ministers and Foreign Ministers in particular will be provided with a vehicle and a liaison-officer during their stay in Ulaanbaatar in case such service is requested.

Transport will be provided for participants on June 11-12 from the Best Western Hotel to the conference venue at the Ministry of Foreign Affairs.

## **6. INSURANCE**

Participants are expected to make their own arrangements for accident, illness, and luggage insurance, if so desired.

## **7. FOREIGN EXCHANGE**

The local currency is called Mongolian Tugrik. Currency can be freely converted at banks, hotels or kiosks. The exchange rate fluctuates and is currently around US\$1 = 2,410 Tugriks ([www.xe.com](http://www.xe.com), June 4, 2018).

## **8. CUSTOMS FORMALITIES**

- Upon their arrival in Mongolia, visitors are required to complete a customs declaration form. The form may need to be completed in duplicate, with one officially cleared copy to be retained by the traveler until the departure from the territory.
- Declare to customs when carrying cash in the value equivalent to 15 million MNT (US\$6,000) or more.

<http://www.customs.gov.mn/en/clearance/passengers>

## **9. CONFERENCE SERVICES**

- The Meeting will be conducted in English.
- During the meeting, the tea/coffee and snacks will be provided and all necessary assistance to Members during their statements and informal consultations on final document (printing, distribution etc.).

## **10. ELECTRICITY**

Electricity in Mongolia is 220 volt/50 Hz. Outlets in Mongolia generally accept different types of plugs.

## **11. COUNTRY INFORMATION**

## Mongolia

Capital: Ulan Bator or Ulaanbaatar

- Population 3.177.899 million (2018)
- Area 1.56 million sq. km (603,909 sq. miles)
- Major language Mongolian
- Major religion Buddhism
- Life expectancy 65 years (men), 73 years (women)
- Currency Togrog or Tugrik (MNT)

<http://www.en.nso.mn/index.php>

Mongolia is the world's second largest landlocked country, and the nineteenth largest in the world, with an area of 1,565,000 square kilometer. Mongolia is located between Russia to the north and China to the south. Its remarkable variety of scenery consists largely of upland steppes, semi-deserts, and deserts, although in the west and north forested high mountain ranges alternate with lake-dotted basins. Mongolia is largely a plateau, with an average elevation of about 5,180 feet (1,580 meters) above sea level. The highest peaks are in the Mongolian Altai Mountains (Mongol Altain Nuruu) in the southwest, a branch of the Altai Mountains system.

<https://www.discovermongolia.mn/about-mongolia/>

### Required Clothing:

Lightweight clothes are advised for the summer months. Wherever you go, take a sweater for cool evenings, the difference between maxima and minima can vary greatly.

### Weather forecast



**The contacts from the Secretariat of the ITT for LLDCs for urgent matters:**

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**In case of questions concerning hotel room, please contact:**

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Email: [thinktank@land-locked.org](mailto:thinktank@land-locked.org); [sansart2@yahoo.com](mailto:sansart2@yahoo.com)

*We hope you enjoy your stay in Ulaanbaatar, Mongolia.*

THE SECRETARIAT OF THE  
INTERNATIONAL THINK TANK FOR  
LANDLOCKED DEVELOPING COUNTRIES