



*Information Note*

*For*

*The First Meeting of the Heads and seniors of NOCR of member States of OIC*



**(Tehran, 15 - 17 April 2013)**

# ***The First Meeting of the Heads and seniors of NOCR of member States of OIC***

**Tehran, 15 - 17 April 2013**

## **IFORMATION NOTE FOR PARTICIPANTS**

### ***General Information:***

The National Organization for Civil Registration (NOCR) plays a main role in establishment of information infrastructure of electronic government benefiting from modern technologies, including information communication technology and establishment of database; the result of which is a great development in policy making and planning system of country to provide fair opportunities for all people and efficient allocation of resources in different economic, political and social fields and improve the efficiency of administrative services system in presenting on line services to people and all governmental departments through a comprehensive Iranian identity system and internal and external communication network. Keeping in view the above, the National Organization for Civil Registration of I.R. Iran will host a meeting for Heads of OIC National Organizations/Centers for Civil Registration on 15 - 17 April 2013 in Tehran. The Meeting will provide opportunity for the participants to exchange their experience on important issues related to civil registration and associated services.

### ***Visa Requirements:***

Respected delegates/participants should check with the relevant Iranian diplomatic missions in their countries for visa issuance at the earliest conveniences.

### ***Venue and Opening Session***

Venue: Yadegar Highway, South Chamran Highway off, Parsian Evin Hotel, Tehran-Iran

Opening Session: 9:00, Monday, 15 April 2013

Tel: 0098 21 2740555

### ***Arrival at the Airport:***

Transport facilities will be provided by the host authorities for respected delegates / participants from Imam Khomeini International Airport, Tehran to the Hotel. Participants should send their flight details to the Contact Person to NOCR contact person at least two week before their arrival.

### ***Accommodation:***

All respected delegates/participants will stay at Parsian Evin Hotel

### ***Hospitality:***

The host authorities (National Organization for civil Registration) will provide local hospitality (accommodation, food, local transport) for one participant from each Member State.

### ***Registration and Identification Badges:***

Participants are required to register at the MEETING Venue. The identification badges will be issued to all registered delegates.

Participants are requested to receive their badges from the registration desk of the meeting within 09:00 – 09:30 on 15 April 2013.

### ***Working Language of the Meeting***

The meeting will be conducted in English /Arabic /French

### ***Foreign Exchange***

The local banks and foreign currency exchange center in Tehran provide foreign currency exchange service. The current exchange rate is approx. 35,000 Rials to one US dollar. Foreign exchange facilities are available 24 hours at the airport.

### ***Weather and Clothing***

The average temperature ranges from 20 to 30 degrees Centigrade on September. All female participants are kindly requested to observe appropriate Islamic dress code.

### ***Electricity voltage***

The voltage for all electric appliances used in the Islamic Republic of Iran is 220 Volts.

### ***Contact person in NOCR***

**Nasrin Khorshidi**

Address: No 198 Imam Khomeini Ave, Tehran, Iran

Postal code: 1137719411

Phone numbers: 00982160902709-11

Fax number: 00982166746460

Web address: [www.sabteahval.ir](http://www.sabteahval.ir).

Email: [nakh98@yahoo.com](mailto:nakh98@yahoo.com)

# Transportation to the Hotel - Meeting Venue

Transport facilities will be provided by the host authorities for respected delegates / participants from Imam Khomeini International Airport (IKA), Tehran to the Hotel. Participants should send their flight details to the Contact Persons at least two week before their arrival.

## Airport pick up contact information with mobile phones

<b>Mr. Parsaie</b>	<b>00989121088796</b>
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<b>Mr. Nabavi</b>	<b>00989127188710</b>
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<b>Mr. Mahzoun</b>	<b>0098 912 1595793</b>
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<b>Mr. Pourmennati</b>	<b>0098 912 1093748</b>
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<b>Mr. SAELI</b>	<b>00989121052856</b>
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<b>Mr.Tabatabaie</b>	<b>00989121592766</b>
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