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UNDP Marmaris Round Table
"The Next Millennium: Cities for People in a Globalizing World"

INFORMATION on ARRANGEMENTS

To: Invitees of the Marmaris Round Table

From: Inge Kaul, Director Office of Development Studies, UNDP

Üner Kirdar, Senior Advisor to the Administrator, UNDP and
Special Representative of the Secretary-General, Habitat II

A Warm Welcome I...

We look forward to welcoming you to the next Round Table in the series on Global Change to take place in Marmaris, Turkey from 19 to 21 April 1996.

As indicated in the letter of invitation from Mr. James Gustave Speth, Administrator of the United Nations Development Programme (UNDP) and Mr. Wally N'Dow, Secretary-General of Habitat II, the subject of the session will be "The Next Millennium: Cities for People in a Globalizing World".

The aim of the Marmaris Round Table is to provide an intellectual contribution to the last United Nations global conference this decade - the Second United Nations Conference on Human Settlements (Habitat II). The 'City Summit' will be held in Istanbul, Turkey, from 3 to 14 June 1996.

The Round Table will bring together a group of participants from different disciplines and walks of life to discuss issues of urbanization and globalization and highlight themes such as: shifts in production structures and technologies and their impact on where and how people live; opportunities for employment and sustainable livelihoods; emerging challenges to urban management and development finance; strategies for ensuring a balance between economic growth, and human and environmental concerns within people's habitat; new forms of governance and partnership building; and cultural and social (dis-) integration.



ORGANIZATIONAL MATTERS

We expect that more than 120 eminent persons, international thinkers and development practitioners, will participate in this endeavour. If you have not yet responded to this invitation, we would appreciate hearing from you as soon as possible, as your participation is especially valued by us. Unfortunately, replies received after 1 April 1996 can no longer be accommodated.

You will recall that the provisional agenda and draft programme have been sent to you with the official invitation. A briefing booklet of background materials will be forwarded to you under separate cover.

The deliberations of the Roundtable will take the form of plenary panel presentations and working group sessions. The working language of the Roundtable will be English. There will be five working groups based on the main headings of the provisional agenda:

- I. Changing Patterns of Global Production
- II. Changing Patterns of Global Consumption
- III. Urban Social Policies
- IV. Decentralization and Globalization
- V. New Patterns of Development Finance

WRITTEN CONTRIBUTION

Fundação Cuidar o Futuro

We are pleased that already more than 50 participants have informed us of the title of their written contribution. If you have not yet done so, please indicate to us the title of your contribution at your earliest convenience. These will serve as a stimulus for informed and interactive discussions during the Round Table meeting. A select number will be considered for publication at a later stage.

Participants who should forward their written contribution, in disk (WordPerfect 5.1 or Microsoft Word 6.0) and hard copy forms, **by 20 March 1996**, in order for us to duplicate it and prepare it for distribution at the Round Table.

Any participant whose paper will not be ready by this time is kindly requested to bring 200 copies to Marmaris.

Guidelines for the Preparation of Written Contributions

1. Please submit your written contribution on a 3-inch disk in Word Perfect 5.1 or Microsoft Word 6.0 with a corresponding hard copy. The disk and the printout should match.
2. Type the entire manuscript in a standard (monospace) font. Keep the same type size throughout the manuscript.

3. Do not justify the text and do not turn on any hyphenation feature. Let each line end with a full word.
4. Main headings of each paper should be typed in all capital letters. Subheads should be typed in cap/lower case.
5. Put all tabular material at the end of the paper. Put all notes at the end of the paper in one double-spaced list.
6. Omit any headers or footers for each page.
7. Use tabs to indent at the beginning of each paragraph.
8. Put your affiliation on the cover sheet, so that it will appear properly during distribution.

VENUE

The Round Table will take place in the Hotel Mares situated on the bay of Marmaris - one of the most beautiful maritime parklands of the Aegean coast of Turkey. Marmaris is located in the province of Mugla, which also includes famous holiday cities such as Bodrum, Datca, Fethiye. The Hotel Mares is a well equipped conference center with plenary halls and working conference rooms.

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LOGISTICAL ARRANGEMENTS

Accommodation

Participants will be the guests of UNDP during their stay in Marmaris. This will cover the cost of room, breakfast, lunch, dinner, coffee/tea breaks, and local transportation. Additional expenses such as telephone calls, drinks, laundry, or a longer stay will be considered supplementary and at the expense of the participants. All participants are kindly requested to settle supplementary charges before their departure. Participants who wish to stay longer should make private arrangements with the hotel management. The Round Table will begin with a Welcoming Reception on the evening of 18 April and will officially close the afternoon of 21 April. All participants should make arrangements to depart by Monday morning 22 April.

Spouses are most welcome to accompany participants and will be invited to luncheons, dinners, and social events organized for the participants of the Round Table.

Arrival and Departure

To travel to Marmaris, participants will first arrive in Istanbul, to Ataturk International Airport and then will transfer to a Turkish Airlines national connecting flight to Dalaman National Airport (Mugla province) -- Dalaman is the closest serving airport to Marmaris. Turk Ekspres Travel Agency will ensure the transport of participants and spouses to and from Dalaman Airport to the hotel - approximately one hour away.

In order to assist in arrangements for accommodation, arrival, and departures, participants are kindly requested to communicate directly with Turk Ekspres Travel Agency, no later than Monday, 8 April 1996 the following:

- travel itinerary (arrival/departure dates and times; carrier and flight number)
- length of stay at hotel and whether they will be accompanied by their spouse
- special requirements (ie: dietary or medical)

Mrs. Nilgün Yücaoglu, General Manager
Türk Ekspres
Aviation and Tourism Corp.
Cumhuriyet Cad. 91/1 Elmadag
80230 Istanbul, Turkey
Telephone: +90 (212) 230 15 15
Fax: +90 (212) 232 93 73

VISA

Participants are kindly requested to individually verify visa requirements with their local Turkish embassy or consulate. Entry permission may be required for some nationalities.

TRAVEL

Participants are kindly requested to make their own travel arrangements. Most major airlines provide frequent service from major international cities to Istanbul. As stated above, participants will need to transfer to the national carrier, Turkish Airlines, for a connecting flight to Dalaman National Airport. As April is also tourist season in Marmaris, we strongly recommend that participants make their flight reservations as soon as possible. Two flights daily, one in the early morning and another in late evening, are scheduled between Istanbul and Marmaris (Dalaman). Please plan to arrive in Marmaris on Thursday 18 April 1996.

Travel expenses, as stated in our earlier letter, are not covered by the UNDP and should be met individually or by the sponsoring organization. However, Turkish Airlines has generously agreed to make special rates available to participants and spouses attending the Round Table.

North America

New York - Istanbul - Dalaman - Istanbul - New York US\$695.00 +tax

Participants who wish to benefit from this offer must purchase their ticket directly from Turkish Airlines/New York Office and contact:

Ms. Cihan Gül or Ms. Gaye Tasdemir
Turkish Airlines, North American Office
437 Madison Avenue, Suite 17B
New York, NY 10022

Telephone: (212) 339-9662 x 251
Fax: (212) 339-9683

International

Participants traveling from other international destinations serviced by Turkish Airlines should contact their local THY office and ask for the special rate to be given to participants of the Habitat II Conference and related preparatory meetings such as the Marmaris Round Table.

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ADDITIONAL INFORMATION

Should you have any further questions please do not hesitate to contact

UNDP Office of Development Studies
DCI-2146, One United Nations Plaza
New York, NY 10017

Telephone: +01 (212) 906-6064
Fax: +01 (212) 906-5657
E-mail: figueroa@undp.org or flora.aller@undp.org

UNDP Round Table

"The Next Millennium: Cities for People in a Globalizing World"

PARTICIPANT CHECKLIST

1. **TRAVEL**

(as soon as possible)

- Individual arrangements or Turkish Airlines discounted fares

Ms. Cihan Gül or Ms. Gaye Tasdemir
Turkish Airlines, North American Office
437 Madison Avenue, Suite 17B, New York, NY 10022

Telephone: (212) 339-9662 x 251

Fax: (212) 339-9683

2. **WRITTEN CONTRIBUTION**

(by 20 March 1996)

- confirmation of topic and title
- forward diskette and hard copy or prepare 200 copies for distribution in Marmaris

Ms. Inge Kaul, Director
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DCI-2146, One United Nations Plaza, New York, NY 10017

Telephone: +01 (212) 906-6064/5708/

Fax: +01 (212) 906-5756

E-mail: figueroa@undp.org or flora.aller@undp.org

3. **LOGISTICAL ARRANGEMENTS**

(by 8 April 1996)

- travel itinerary (dates and times arrival/departure)
- flight carrier and number
- hotel reservation dates
- accompanied by spouse
- special requirements

Mrs. Nilgün Yücaoglu, General Manager
Türk Ekspres, Aviation and Tourism Corporation
Cumhuriyet Cad. 91/1 Elmadag, 80230 Istanbul, Turkey

Telephone: +90 (212) 230 15 15

Fax: +90 (212) 232 93 73

4. **CONTACT INFORMATION CORRECTIONS**

(as soon as possible)

Please inform us of any corrections to your:

Name, Title, Organization, Mailing Address, Telephone, Fax, E-mail

