



Alphe Istanbul Preparation for Educators

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If you need us in Istanbul

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DATE: 5 April - 7 April 2013
VENUE: The Marmara Hotel Taksim
Taksim Meydani
Istanbul, Turkey 34437
t: +90 2123348300
www.themarmarahotels.com

Check-in time is 14:00
Check-out time is 12:00

Rough currency guide:
US \$1 = 0.731 Euros
See www.x-rates.com for latest rates

BEFORE THE WORKSHOP

REGISTERING ON MEETING MANAGER

All conference communications are sent through our online system, Meeting Manager, so please register on the site as soon as possible. Simply go to www.hothousemedia.com/mm – click on Educator Registration and follow the steps. To complete the registration process, select the conference(s) you wish to attend.

If you are already registered on Meeting Manager, please log in and tick to apply for this conference.

BOOKING YOUR HOTEL ROOM AT THE MARMARA HOTEL

After selecting the conference(s) you wish to attend, the system will prompt you to book your accommodation. Click 'yes' and enter your required dates. You will then receive a confirmation email. Should you wish to make any changes, simply log in – go to conferences and click 'hotel booking' to edit.

If you do not require a hotel room, please select the 'no room required' option.

The rate for a Deluxe Room is 193.32 euros per night including taxes. Breakfast is not included and there will be tea, coffee and pastries available in the conference room on the morning of the Alphe meetings.

Cancellation Charges

Canceling your attendance within 35 days of the event will result in a charge of one night's accommodation. If you cancel within 48 hours, you will be charged the full cost of the accommodation booked.

APPOINTMENT SCHEDULING

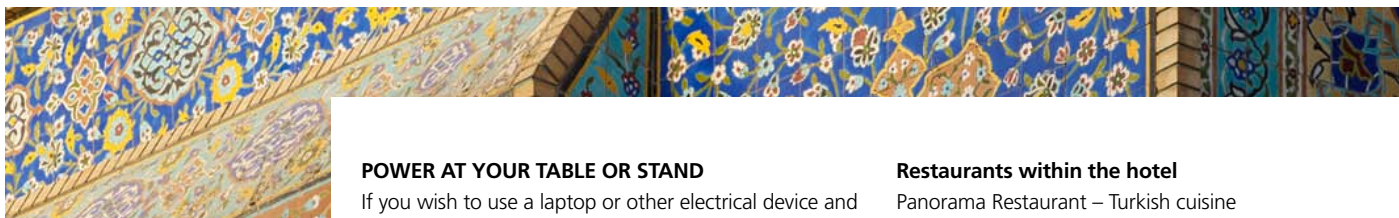
All meetings are booked through Meeting Manager. Make sure your profile is complete and up to date by 5th March, which is when appointment scheduling will begin. Any changes made after this will not be printed in the conference catalogue. You will receive a reminder email just before you are given access to the advisor list.

FORWARDING MATERIALS TO THE HOTEL

Please send packages for the attention of *Didem Kasikogullari- Alphe Conference*

Please clearly mark the name of your institution on the package so that it can be delivered to your table ready for your arrival.

Mark your boxes as "Information materials for conference" and give the insurance value as zero. This will help avoid customs delays and taxes. Check with your courier company what the materials have been delivered successfully before you leave home. Please ensure that your materials do not arrive more than seven days before the workshop begins. ►



POWER AT YOUR TABLE OR STAND

If you wish to use a laptop or other electrical device and require a power socket, please order this by emailing ashleigh_bunker@hothousemedia.com. These are charged at £30 each and payment will need to be made by credit card in advance.

VISAS

Visas are required for business visitors, and are issued on arrival at all airports for a flat fee (£10 or 10 euros in 2010) payable in sterling, US dollars or euros.

DURING THE WORKSHOP

GETTING THERE

The hotel is 25km from international Atatürk Airport. Taxis are easily booked on arrival at the airport or a shuttle bus service can be booked in advance and charged to your room.

GETTING AROUND

Located in the old city centre on the European side of Istanbul, the hotel is just 10 minutes by tram from the Grand Bazaar and other famous tourist attractions such as the Blue Mosque.

HOTEL FACILITIES

Breakfast, Lunch & Refreshments

The Alphe Café will be open from 8am on the Saturday and Sunday mornings serving complimentary coffee, tea and pastries and fruit.

Water will be available throughout the day from a central water station. Lunch however is not included in your participation package but there is a choice of eateries within the hotel.

Restaurants within the hotel

Panorama Restaurant – Turkish cuisine
The Marmara Tuti – Buffet breakfast & lunch
Kitchenette – Breakfast, light meals & snacks
Tepe Lounge – Cocktail Bar

ABOUT ISTANBUL

Istanbul is the largest city in Turkey and with a population of 12.8 million, one of the five largest in the world.

Stretching across the Bosphorus Strait on both the European and Asian sides, it is the only metropolis in the world to be situated on two continents. It is this unique position that places Istanbul as the gateway for Eastern influences to reach Europe as well as the West's window on the Orient, Asia and the Islamic world.

In 2010 Istanbul was joint holder of the European City of Culture title (along with Pecs in Hungary and Essen in Germany). In preparation for its year in the spotlight, the city underwent a major enhancement programme that saw the opening of boutique restaurants, stylish rooftop bars, nightclubs on the shores of the Bosphorus and every class of restaurant paying homage to the exquisite Turkish cuisine.

Historical and cultural attractions are plentiful with the following well worth a visit;

Saint Sofia (Aya Sofia) – the church of Divine Wisdom
The Blue Mosque
The Topkapi Palace
The Hippodrome
The Sunken Cistern
Great Bazaar

CONFERENCE ITINERARY

Friday 5 April 2013

16:00 - 17:00 Presentation by Eren Gokhan in the Galata Room - International Education sector in Turkey
17:00 - 19:30 Registration and welcome reception for educators and advisors
Educators set up their tables and/or stands

Saturday 6 April 2013

08:00 Venue and Alphe Café open
09:00 - 13:00 Alphe meetings (30 minutes each)
13:00 - 14:30 Lunch (not included)
14.30 - 17.30 Alphe Meetings (30 minutes each)
18.00 - 18.45 Directors' Club drinks reception
18.45 - 22.30 Dinner for all delegates (included)

Sunday 7 April 2013

08:00 Venue and Alphe Café open
09:00 - 13:00 Alphe meetings (30 minutes each)
13:00 Clear venue