

# TUROGE 2009



11-13 March 2009

Ankara, Turkey  
Sheraton Hotel & Convention Centre

8th Turkish International Oil & Gas  
Conference & Showcase

## ACCOMMODATION & TRAVEL SERVICES MANUAL

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BEYOND CORPORATE TRAVEL



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## AN INTRODUCTION TO CTMS

# CTMS - CORPORATE TRAVEL MANAGEMENT SOLUTIONS

CTMS has, for the last 15 years, been a leading provider of Travel Management Services to corporate clients throughout the world.

We attribute our success and strategic advantage in the market place to our dynamic customer driven approach – listening to our client's unique needs and requirements, understanding their particular travel service and convenience standards, and then using our existing technology, bargaining power and expertise to provide our clients with maximal value.

CTMS offer its clients a host of services in order to ensure that every aspect of company travel is orchestrated according to the exact needs of each client and that we add value and contribute to the travel process in every organisation we work with.

### **Our broad range of services include:**

- Visa supports (invitations)
- Visa procurement
- Hotel accommodation
- Flight / train reservations
- Airport transfers
- Airport Meet & Greet
- Pre and post exhibition tours of Ankara
- Meeting & Event Planning
- Travel Policy Management & Consulting
- Travel Expenditure Reporting & Analysis
- Private Air Charter
- VIP Services

## PAGE DETAILS

**Page 02:** How to obtain your VISA

**Page 03-04:** VISA Application Form

**Page 05:** Suggested Accommodation

**Page 06-07:** Hotel Booking Form

**Page 08-10:** Booking Conditions

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## IMPORTANT VISA INFORMATION

### What type of VISA do I need?

You may need a visa for Turkey; please contact us for the latest requirements or you may check yourself by visiting [www.e-konsolosluk.net](http://www.e-konsolosluk.net) where a simple questionnaire will confirm whether you need a visa or not.

Remember to give yourself enough time to obtain your visa, should you require one, and to make your travel arrangements; depending upon your nationality this can take up to 4 weeks.

The visa is placed in your original passport.

A visa may be for single entry or for multiple entries.

Single entry visas are valid for one year and allow you to stay in Turkey, depending on your passport, for up to one year and to visit the country only once.

Multiple entry visas are, depending on your passport, valid for up to five years and allow you to visit multiple times and you can stay up to three months each time you enter the country.

We recommend that you apply for a Business visa if you are conducting business in Turkey; if you are simply visiting the exhibition you may do so on a tourist visa. Generally tourist visas can be issued on arrival at your Turkish entry point however, business visas cannot.

A business visa must be issued ahead of time at the closest Turkish Consulate General in your area, before entering Turkey. We can supply you with a list of Turkish Consulates in your area if required; or, again you can visit [www.e-konsolosluk.net](http://www.e-konsolosluk.net) for this list. An application form is attached below (2 pages below).

Please note:

ITE is not responsible for obtaining or providing any documentation you may require for your visa.



# Visa Application Form

Ministry of foreign affairs, Turkey consular forms

1. Family name (as in passport)		2. Maiden name	
3. First name(s) (as in passport)		4. Date of birth (year-month-day)	
4. ID - number (optional)		6. Sex	
7. Place of birth (city- country)		8. Marital status:	
9. Current citizenship		10. Citizenship at birth	
11. Father's full name		12. Mother's full name	
13. Type of passport		Other (please specify)	
14. Passport number		15. Issue and expiry date	
17. If you are resident in a country other than your country of origin, do you have permission to return to that country?		If yes, please write number and validity:	
18. Present occupation and profession			
19. Present work address		Telephone/ Fax Number	
		E-mail address	
20. Applicant's home address		Telephone Number	
		E-mail address	
21. Type of Visa		22. Number of entries requested	
23. Duration of stay	Visa is requested for:    days		
24. Have you ever been refused a visa for Turkey?		If yes when and where:	
25. Have you ever been deported from or required to leave Turkey?		If yes when and where:	
26. In the case of transit, have you an entry permit for the final country of destination?			
27. Purpose of trip			
28. Date of arrival		29. Date of departure	
30. Port of first entry or transit route		31. Means of transport	
32. Who is paying for your trip and costs of living during your stay in Turkey? (State who and how and please submit corresponding documentation)			

Continued overleaf...

# Visa Application Form

Ministry of foreign affairs, Turkey consular forms

33. Name of host or company in Turkey and contact person in host company. If not applicable, give name of hotel or temporary address in Turkey.			
Address:	Telephone/ Fax Number		
	E-mail address		
34. Means of support during your stay			
Travel and/or health insurance (optional) is valid until:			
35. Spouse's			
Family name		Nationality	
Maiden name		Date of birth	
First name		Place of birth	
36. Children (Application must be submitted seperately for each passport)			
(1) Family name		(2) Family name	
First name		First name	
Date of birth		Date of birth	
(3) Family name		(4) Family name	
First name		First name	
Date of birth		Date of birth	
37. I certify that I have read and understood all the questions set forth in this application form and the answers I have furnished on this form are true and correct to the best of my knowledge and belief. I understand that possession of a visa does not automatically entitle me to enter the Republic of Turkey upon arrival at a port of entry.			
If I fail to comply with the relevant provisions of the Turkish Passport Law No: 5682 and Law on the Residence and Travel of Aliens in Turkey No: 5683, my entry will be refused and in case of refusal, I will not claim any compensation.			
38. Place and date		39. Signature (for minors, signature of custodian /guardian)	

<b>FOR OFFICIAL USE ONLY</b> (Please do not write anything in this section)				
Date of application:		Visa:	<input type="checkbox"/> Refused <input type="checkbox"/> Granted	Valid From: ..... To: .....
Supporting documents:	Valid passport Financial means Invitation Means of transport Other: .....	Type of Visa:	<input type="checkbox"/> Single Entry <input type="checkbox"/> Multiple Entry <input type="checkbox"/> Transit <input type="checkbox"/> Double Transit  <input type="checkbox"/> Tourist <input type="checkbox"/> Business <input type="checkbox"/> Work <input type="checkbox"/> Education <input type="checkbox"/> Other	



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## SUGGESTED ACCOMMODATION INCLUDES...

### Sheraton Ankara Hotel & Towers ★★★★★

Breakfast: Buffet Breakfast included

A major renovation has just taken place where all the rooms, lobby and restaurants were refurbished between 2001 and 2004.

Lobby Bar. Brasserie One offering international cuisine in a cozy setting with interesting views – including an open kitchen. L'angoletto Restaurant offers Italian cuisine and Copper Club, a trendy, contemporary bar, both with terraces. Health club. Pool.

All rooms have in-room safes, modem connection, fast/wireless internet access, plugs suitable for both 110 & 220 V and energy saver, voicemail, Pay TV/satellite channels, IP telephones, energy saver system.

The new Convention Centre, which is an extension to the existing building was opened in October 2005 and offers a Grand Ballroom to accommodate society weddings and congresses; meeting rooms with the latest technology to enable guests to make most of their presentations, exhibition halls, additional luxurious hotel rooms, movie theatres and a shopping arcade.

Cancellation Policy Cancellations permitted up to 21Dec09 free of charge – booking fee is not refundable; after 21Dec09 no refunds.



### Address:

Address:  
Noktali Sokak 06700,  
Kavaklıdere Ankara

**Tel:** +7 3122 909600

**Fax:** +7 3122 909606

**International Airport:**  
22 miles / 40 minutes

