

BOARDS OF GOVERNORS • 2009 ANNUAL MEETINGS • ISTANBUL, TURKEY

THE WORLD BANK GROUP

INTERNATIONAL BANK FOR RECONSTRUCTION AND DEVELOPMENT
INTERNATIONAL FINANCE CORPORATION INTERNATIONAL DEVELOPMENT ASSOCIATION
INTERNATIONAL CENTRE FOR SETTLEMENT OF INVESTMENT DISPUTES
MULTILATERAL INVESTMENT GUARANTEE AGENCY

INTERNATIONAL MONETARY FUND

OFFICIAL USE ONLY

JS2009–0008/1

June 8, 2009

To: Offices of the Executive Directors
World Bank Group/International Monetary Fund

2009 Annual Meetings

Hotel Rates and Procedures for Requesting Hotel Accommodation in Istanbul (Revised)

For your information and guidance, we attach the following documentation relating to hotel accommodation in Istanbul for Executive Directors' offices and country delegations, which has been revised to change the date in paragraph 2 from June 24 to June 26:

1. The list of hotels (rates quoted in Euros) where the Hotel Accommodation Unit has reserved accommodations for official participants attending the 2009 Annual Meetings (Attachment I).
2. A Room Block Request Form (Attachment II) to be completed and submitted to the Hotel Accommodation Unit (HAU), IMF HQ1, Room 2-600, by **the close of business on Friday, June 26, 2009**. Please note that **there is a limited inventory, especially suites, at each hotel**, therefore it is necessary to provide three options for hotel choices. Every effort will be made to provide you with your preferred hotel. Confirmation of Room Block requests will be sent to the designated contact in the respective offices shortly after **Friday, June 26, 2009**.
3. Procedures for making hotel reservations through the Hotel Accommodation Unit (Attachment III).
4. For a map showing the location of hotels and the Istanbul Congress Center (venue of the Annual Meetings), please click [here](#).

We would be grateful if you could send the above information to your constituent countries, at your earliest convenience.

For any questions on the attachments, please contact the HAU, telephone number [1] (202) 623-9880, or by e-mail to hotelfront@imf.org.

/s/

Alice Yeo
Assistant Secretary
for Conferences

Attachments: (3)

cc: Ms. Georgieva
Mr. Kincaid
Mr. Sevy

**2009 BANK/FUND ANNUAL MEETINGS
ISTANBUL**

I. HOTEL RATES

All rates quoted in Euros

HOTEL	ROOM TYPE			ROOM RATES Excluding VAT*		Breakfast
				SGL	DBL	
	STANDARD	JUNIOR SUITE	ONE BEDROOM SUITE			
Büyük Sırmeli	STD			€ 245	€ 245	included
		JUNIOR SUITE		€ 400	€ 400	included
Conrad International	STD			€ 395	€ 395	not included
	STD - SEA VIEW			€ 455	€ 455	not included
			CLASSICAL BOSPHORUS VIEW SUITE	€ 1,500	€ 1,500	not included
			CLASSIC CITY VIEW SUITE	€ 1,500	€ 1,500	not included
			BUSINESS CITY VIEW SUITE	€ 2,600	€ 2,600	not included
			BUSINESS BOSPHORUS VIEW SUITE (2)	€ 2,650	€ 2,650	not included
			EXECUTIVE CITY VIEW SUITE (1)	€ 2,850	€ 2,850	not included
			EXECUTIVE BOSPHORUS VIEW SUITE (2)	€ 2,900	€ 2,900	not included
			BUSINESS BOSPHORUS TERRACE SUITE (2)	€ 3,300	€ 3,300	not included
Crystal Hotel	STD			€ 185	€ 185	included

HOTEL	ROOM TYPE			ROOM RATES Excluding VAT*		Breakfast
				SGL	DBL	
	STANDARD	JUNIOR SUITE	ONE BEDROOM SUITE			
	EXECUTIVE ROOM			€ 350	€ 350	included
Dedeman Istanbul	STD			€ 220	€ 270	included
	SUPERIOR ROOM			€ 310	€ 360	included
		JUNIOR SUITE		€ 950	€ 1,050	included
Divan City Istanbul	STD			€ 250	€ 280	included
		JUNIOR SUITE		€ 375	€ 375	included
			ONE BEDROOM SUITE	€ 500	€ 500	included
Elite Hotel	STD			€ 200	€ 230	included
Elite World	STD			€ 270	€ 300	not included
		JUNIOR SUITE		€ 1,100	€ 1,100	not included
Eresin Taxim	STD			€ 190	€ 210	included
	EXECUTIVE ROOM (1)			€ 300	€ 300	included
Eresin Taxim Premier	STD			€ 210	€ 235	included
	EXECUTIVE ROOM			€ 330	€ 330	included
Feronya Hotel	STD			€ 130	€ 160	included
		JUNIOR SUITE		€ 185	€ 225	included
Germir Palas	STD			€ 105	€ 125	included
	DELUXE			€ 170	€ 200	included

HOTEL	ROOM TYPE			ROOM RATES Excluding VAT*		Breakfast
				SGL	DBL	
	STANDARD	JUNIOR SUITE	ONE BEDROOM SUITE			
Golden Age - 2	STD			€ 185	€ 185	included
	EXECUTIVE ROOM			€ 270	€ 270	included
Golden Age 1	STD			€ 130	€ 160	included
	EXECUTIVE ROOM			€ 305	€ 305	included
Golden Park Hotel	STD			€ 185	€ 185	included
Grand Öztanık Hotel	STD			€ 190	€ 190	included
	EXECUTIVE ROOM			€ 350	€ 350	included
			PRESIDENTIAL SUITE (1)	€ 800	€ 800	included
Green Park Taxim	STD			€ 150	€ 200	included
		JUNIOR SUITE		€ 385	€ 385	included
Hyatt Regency	STD			€ 495	€ 520	not included
			SUITE	€ 1,000	€ 1,000	not included
			EXECUTIVE SUITE	€ 2,750	€ 2,750	not included
Istanbul Hilton International	STD			€ 465	€ 465	not included
	STD - SEA VIEW			€ 515	€ 515	not included
			BOSPHORUS SUITE (2)	€ 1,550	€ 1,550	included
			PARK FLOOR SUITE (2)	€ 1,550	€ 1,550	included
Konak Hotel	STD			€ 130	€ 160	included

HOTEL	ROOM TYPE			ROOM RATES Excluding VAT*		Breakfast
				SGL	DBL	
	STANDARD	JUNIOR SUITE	ONE BEDROOM SUITE			
		JUNIOR SUITE		€ 195	€ 215	included
La Martine Hotel	STD			€ 170	€ 200	included
Lares Park Istanbul	STD			€ 185	€ 205	not included
	DLX			€ 210	€ 235	not included
		JUNIOR SUITE		€ 275	€ 295	not included
			LARES SUITE	€ 335	€ 355	not included
			TWO BEDROOM SUITE (2)	€ 600	€ 625	not included
Mid-Town Hotel	STD			€ 200	€ 220	included
	STD - SEA VIEW			€ 220	€ 220	included
	CORNER ROOM			€ 270	€ 270	included
Nippon	STD			€ 220	€ 240	not included
		CORNER SUITE (1)		€ 720	€ 720	included
			DLX SUITE	€ 510	€ 510	included
			SUITE	€ 410	€ 410	included
			PRESIDENTIAL SUITE (2)	€ 1,100	€ 1,100	included
Point Hotel	STD			€ 250	€ 275	included
		JUNIOR SUITE		€ 430	€ 430	included
		SENIOR SUITE		€ 535	€ 535	included

HOTEL	ROOM TYPE			ROOM RATES Excluding VAT*		Breakfast
				SGL	DBL	
	STANDARD	JUNIOR SUITE	ONE BEDROOM SUITE			
			ONE BEDROOM SUITE (1)	€ 1,320	€ 1,320	included
Ramada Plaza Istanbul	STD			€ 200	€ 200	not included
	SUPERIOR			€ 275	€ 275	not included
		JUNIOR SUITE		€ 500	€ 500	not included
SV Boutique Hotel	STD			€ 150	€ 200	included
	CORNER ROOM			€ 180	€ 205	included
		JUNIOR SUITE		€ 330	€ 330	included
Swissotel the Bosphorus	STD			€ 500	€ 500	not included
Taksim Gönen Hotel	STD			€ 190	€ 210	included
		JUNIOR SUITE		€ 700	€ 700	included
Taksim Hill	STD			€ 150	€ 200	included
		JUNIOR SUITE		€ 300	€ 300	included
The Central Palace	STD			€ 220	€ 220	included
	DLX			€ 265	€ 265	included
		JUNIOR SUITE		€ 300	€ 300	included
			KING SUITE	€ 400	€ 400	included
			BOSPHORUS SUITE (2)	€ 450	€ 450	included
The Madison Hotel	STD			€ 200	€ 230	included

HOTEL	ROOM TYPE			ROOM RATES Excluding VAT*		Breakfast
				SGL	DBL	
	STANDARD	JUNIOR SUITE	ONE BEDROOM SUITE			
		JUNIOR SUITE (2)		€ 385	€ 385	included
The Marmara Istanbul	DLX CITY VIEW			€ 430	€ 480	not included
	DLX GOLDEN HORN VIEW			€ 475	€ 525	not included
	DLX BOSPHORUS VIEW			€ 505	€ 555	not included
			EXECUTIVE SUITE	€ 1,100	€ 1,150	not included
			FLYING CARPET	€ 1,450	€ 1,500	not included
			GRAND SUITE (1)	€ 1,800	€ 1,850	not included
The Marmara Pera	STD			€ 275	€ 315	not included
	STD - SEA VIEW			€ 315	€ 355	not included
		JUNIOR SUITE		€ 440	€ 440	not included
Titanic City Hotel	STD			€ 190	€ 210	included
		JUNIOR SUITE		€ 450	€ 450	included

**Joint Secretariat
Registration, Hotels and Credentials Office**

Tel: 202 623 9880 Fax: 202 623 9336

E-mail: hotelfront@imf.org

**2009 WORLD BANK GROUP/IMF
ANNUAL MEETINGS – ISTANBUL, TURKEY
ROOM BLOCK REQUEST FORM**

Please return this form to Hotel Accommodation Unit
no later than **Friday, June 26, 2009**

Delegation: _____

Request for (Country/Institution): _____

Contact Name: _____ Office: _____

E-mail: _____ Tel: _____ Fax: _____

When filling in the number of rooms by day, please note that the first day would be the arrival date, and the last day would be the departure date.



	Wed	Thur	Fri	Sat	Sun	Mon	Tues	Wed	Thur	Fri	Sat
Room Type	9/30	10/1	10/2	10/3	10/4	10/5	10/6	10/7	10/8	10/9	10/10
Total # of Rooms											

*Room Type: Standard Rooms, Executive Suite, Presidential Suite, etc.

Indicate hotel(s) you would like to use in order of preference. Please list three choices (refer to hotel listings and rate page).

Hotel Choice:

Option 1: _____

Option 2: _____

Option 3: _____

Hotel Accommodation Unit
June 5, 2009

PROCEDURES FOR HOTEL RESERVATIONS IN ISTANBUL FOR THE 2009 WORLD BANK GROUP/FUND ANNUAL MEETINGS

The following procedures will apply for reservations made through the Hotel Accommodation Unit for the 2009 World Bank Group/Fund Annual Meetings:

1. Block Reservations for Member Country Delegations

Room Block Request Form(s) for member country delegations must be submitted to the Hotel Accommodation Unit (HAU) via e-mail to hotelfront@imf.org or by fax to (202) 623-9336 by **c.o.b. on Friday, June 26, 2009**. All requests will be based on historical data, indicated preference, and room availability. This procedure will allow as many countries as possible to be accommodated in their preferred hotels. If your choices are not available, HAU will contact you to discuss other options and the possibility of being waitlisted for one or all of your choices.

2. Requirements

Delegation attendance information and hotel reservation requests must be submitted by delegates to their respective Executive Director's office, as soon as possible but no later than **Thursday, September 3, 2009, 6:00 p.m., Washington time**. The Joint Secretariat will assign rooms in order of application. Requests received after September 3, 2009, will be assigned accommodation according to availability.

All participants will be required to provide credit card information to guarantee hotel reservations. The Joint Secretariat will make hotel reservations for the exact dates requested and send each participant a confirmation of reservation letter via the Executive Director's office. Requests will not be processed until the guarantee requirement is completed.

3. Guaranteed Reservations

As in the past, all reservations will be made on a "guaranteed-arrival" basis and only for the exact dates requested. Rooms not occupied or cancelled by the deadline of September 3, 2009 will be subject to charges (see "Penalties" below). Delegates should note that it may not be possible to change their reservations (to arrive earlier or depart later) after they have received their hotel room confirmation, and there will be little flexibility in making adjustments at a later time.

4. Minimum Stay

Reservations confirmed by HAU will be subject to a **minimum stay of three consecutive nights** during the period **October 3 (Saturday)–October 7 (Wednesday)**. Failure to comply with this requirement will result in penalties being imposed by hotels (see "Penalties" below).

Deadline to Request Cancellations and/or Date Changes: Thursday, September 3, 2009, 6:00 p.m. Washington time

Requests for cancellations and date changes resulting in a reduction of room nights must be made via the on-line registration system—**NOT TO THE HOTEL**—and must reach the Hotel Accommodation Unit (HAU) by **Thursday, September 3, 2009, 6:00 p.m. Washington time**, at

the latest, to avoid penalty charges. After this deadline, penalties will be enforced by hotels (see “Penalties” below).

5. No-Show Charges

Hotels will levy no-show charges (see “Penalties” below), to delegates who do not check in on the date for which the reservations were confirmed and at the hotel assigned according to the confirmation letter from the HAU.

Outstanding No-Show Charges from Previous Meetings

Delegates with outstanding hotel no-show charges from previous Meetings must clear these charges before requesting reservations for the 2009 Annual Meetings. The HAU will be unable to assist with new reservations until all outstanding payments have been received.

6. Penalties

The following penalties, including applicable tax, will be charged to the participant’s credit card:

- (i) cancellations made after **Thursday, September 3, 2009, 6:00 p.m. Washington time**: three night’s room charge;
- (ii) date changes resulting in fewer than three consecutive nights during the period **Saturday, October 3 through Wednesday, October 7, 2009**: minimum of three nights’ room charge;
- (iii) no shows: three nights’ room charge;
- (iv) date changes resulting in loss of room nights other than over the three-night minimum, as described in (ii) above: at the discretion of the hotel depending on number of nights cancelled (1-3 nights).

Penalties, including applicable tax, for late cancellation and/or date changes and for no-shows will be charged to credit card provided for the guarantee.

7. Check-In/Check-Out

Check-in time in Istanbul hotels is 2:00 p.m. Since hotels are fully booked during the period of the Annual Meetings, participants who expect to arrive before this time and who wish to have immediate access to their units must make their reservations effective **from the night before their date of arrival**.

Check-out time in Istanbul hotels is 12:00 noon. Late check-outs will be subject to additional charges and the policy in this respect varies for each hotel. Participants should verify this information at the time of their check-in at the hotel.