



**UN Workshop on Transfer Pricing
Antananarivo, Madagascar
14-17 November 2016**



INFORMATION NOTE

General

The UN Workshop on Transfer Pricing will be held on 14-17 November in Antananarivo, Madagascar, between 9am and 5pm.

Venue

The Course will be held at the Carlton Madagascar Hotel:

Carlton Madagascar Hotel

Rue Pierre Stibbe- Anosy 959

Antananarivo 101

Madagascar

www.carlton-madagascar.com

Tel.: +261 20 22 260 60

Travel

Visa:

Participants should obtain a visa through the Consulate of Madagascar in their home country, if required.

Air ticket:

The electronic ticket will be issued by American Express Travel and a tentative itinerary will be sent to participants prior to the issuance of the ticket. Tickets will be issued by American Express once they have received the authorization from the United Nations.

Please remember to **KEEP ALL YOUR BOARDING PASSES**. They are needed in order to collect the balance of the Daily Subsistence Allowance (see below).

Allowances:

You will be provided with Daily Subsistence Allowance (DSA) for 5 nights at approximately US\$200 per night and Terminal Expenses (TE) of US\$152 to cover your transportation between the airport and the hotel.

You will receive 75% of the DSA and TE prior to your trip. Upon your return, you will be required to submit your boarding passes, to claim the remaining 25% of your DSA and TE.

Transportation from the airport:

Taxis are available from the airport to the hotel.

Accommodation

Hotel:

Participants are kindly advised to arrange for the booking of their own hotel accommodation. Participants are ***not required***, but are encouraged, to stay at the Carlton Hotel as this will greatly facilitate their participation in the Course.

Special rates have been provided by the Carlton Hotel as follows:

Room type	Single	Double
Regular	117 EUR / room/night	117EUR / room/night
Superior	134 EUR / room/night	134 EUR / room/night

For all additional information and for bookings, please contact directly the Carlton Hotel – Mrs. Nasolo Rahaniraka nasolo.rahaniraka@carlton.mg. The hotel also offers a service of transportation to/from the airport (18EUR each way).

Organization and programme of the Event

Please see the concept note and programme of the Event (to follow).

Language and Interpretation

The working language of the meeting is English. Simultaneous interpretation will be provided in French.

Contact Information

For substantive information

Ms Elena Belletti
Financing for Development Office, DESA
United Nations
Two UN Plaza, Room DC2-2180
New York, NY 10017
Tel. (1-212) 9173677078
E-mail: belletti@un.org

For administrative/travel-related information

Ms Suzette C. Limchoc
Financing for Development Office, DESA
United Nations
Two UN Plaza, Room DC2-2186A
New York, NY 10017
Tel. (1-212) 963-7218
E-mail: limchoc@un.org