

NDE Forum in Eastern Europe

7-9 September 2026
Baku, Azerbaijan



Information Note

VENUE AND TIME

The 2026 [National Designated Entity \(NDE\) Forum in Eastern Europe](#) will be held in Baku, Azerbaijan on 7 – 9 September 2026. The meeting Venue will be at the [Baku Convention Center](#). The Eastern Europe NDE Forum will be held in conjunction with the Baku Climate Week.

PARTICIPATION MODALITY

The NDE Forum event programme will run as an in-person meeting programme. However, some speakers may join virtually. A complete agenda for the meeting will be shared later and/or is available [here](#).

ACCOMODATION

Below is a list of recommended / close by hotels. Kindly note that each participant is responsible for booking their own accommodation. UNEP-CTCN will provide Daily Subsistence Allowance (DSA), which can be used to cover the costs of accommodation.

Hotel	Rates per night	Distance from Venue	Location Address	How to Book
Rusel Park Hotel	Large double room + breakfast: ~60 USD per night	11 minute walk from the venue	5, 7 Heydər Əliyev prospekti, Bakı 1033, Azerbaijan	You can book directly from booking.com
Graaf Hotel	Standard double room: ~74 USD per night	8 minutes walk from the Venue	Hasanoglu 15/A, 31 Hasanoghlu, Baku 1030, Azerbaijan	You can book directly from booking.com
Will Hotel	Double or Twin Room: ~75 USD per night	23 minutes walk from the venue / 9 minutes drive	Əliəşrəf Əlizadə 24, 1000 Baku, Azerbaijan	You can book directly from booking.com
Metro City Hotel Baku	Standard Double or Twin Room + breakfast: ~36 USD per night	19 minutes walk from the venue / 7 minutes drive	161A Fətəli Xan Xoyski, Baku 1052, Azerbaijan	You can book directly from booking.com

Please book any location near the venue if preferred!

TRAVEL EXPENSES

As per UN rules for eligible participants, all travel expenses including DSA, terminal expenses and visa fee shall be paid via bank transfer after the meeting is completed and meeting participants have submitted all boarding passes, visa copy, and visa payment proof (if applicable).

TICKET

As per the UN Secretariat travel rules, meeting participants will receive an air travel itinerary for their confirmation. The official itinerary is the most direct and cheapest flight available via the UN travel agency (CWT). A ticket will be automatically issued on the date indicated in the itinerary. Once the ticket is issued, and a participant requests a change of itinerary, the said participant shall bear all costs associated with that change. Please note that any change to an itinerary once issued is considered a personal deviation. If a participant wishes to change to his/her itinerary, they will be required to call CWT (+41 22 917 28 50), provide their CWT trip locator (at the top of your itinerary), request the desired change, and make the necessary payment.

DAILY SUBSISTENCE ALLOWANCE (DSA)

The DSA rate for Baku is 191 USD per night. Following the UN rules, UNEP-CTCN will cover 4 nights of DSA as per official itinerary to cover an eligible participant's stay during the program dates.

TERMINAL EXPENSES

UNEP-CTCN will support a one-time terminal expense of USD 252 for eligible participants.

VISA

If applicable, UNEP-CTCN will reimburse a participant's Visa application fee for an Entry Visa to Azerbaijan, which must be supported by an official receipt indicating the amount paid. Only officially receipted Visa application fees are reimbursable. Other costs related to visa acquisition, e.g., visa agents fee and transport costs to Embassies/Consulates are not reimbursable. The reimbursements will be made via bank transfer after the meeting is completed. To get Visa fee costs reimbursed, participants are requested to submit a copy of their visa, invoice and proof of payment (official receipt) **by 11 of September 2026** to Bibiana Sanchez bibiana.sanchez@un.org. Visa fee claims submitted after the deadline will not be honored.

Visa application process

1. Visitors to Azerbaijan must obtain a visa (or e-visa).

2. Visa application process for the citizens of the following countries takes 3 working days to process, and allows a single-entry stay of up to 30 days within a 90-day validity window.

No.	Country
1	Armenia
2	Germany
3	Indonesia
4	North Macedonia

3. Follow this link <https://evisa.gov.az/en/> for instructions on how to apply. Participants should apply for the Standard e-Visa.
4. A standard Azerbaijan e-Visa costs \$29 total (\$20 state fee plus a \$9 service fee).
5. Transit Visas: Please note that arranging any required transit visas is a responsibility of the participant. The official invitation letters issued by the CTCN may be used in support of Visa applications, including transit Visas. Any assistance regarding invitation letters kindly contact ctcn@un.org

OTHER ENTRY REQUIREMENTS

Immigration officials at the airport may request proof of accommodation, return tickets, and contact details upon arrival.

GENERAL INFORMATION

Time Zone

Azerbaijan time zone is GMT+4

Weather

September in Azerbaijan is warm and pleasant, featuring average daytime highs of 25°C to 26°C (77°F–78°F), comfortable night lows around 18°C, and low humidity across most regions

Dress Code

Dress code for the event will be smart casual.

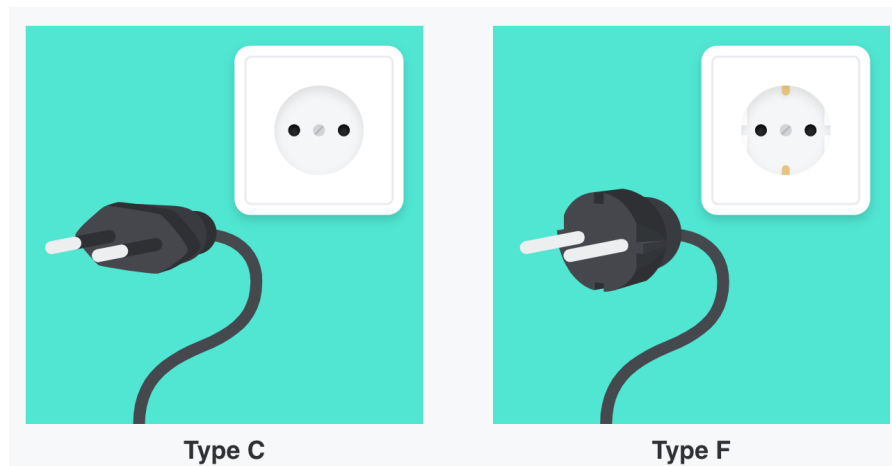
Currency and Payment

Azerbaijan's official currency is the Azerbaijani manat (AZN), pegged around 1.70 per US dollar. The national payment infrastructure is regulated by the Central Bank of Azerbaijan and relies on core systems like AZIPS, HÖP, and AniPay.

- Cards: Visa and MasterCard are routinely accepted at hotels, supermarkets, and upscale restaurants in Baku and major urban centers.
- Mobile & Contactless: NFC phone payments, wearable devices, and merchant QR-code scanning are growing rapidly in popularity.

Electricity and connectivity

Azerbaijan uses a standard voltage of 220V at 50Hz with Types C and F power plugs, while strategically expanding its national power grids and regional digital transit corridor.



EMERGENCY TELEPHONE NUMBERS

Azerbaijan's emergency numbers are as follows: Ambulance: 103, Fire: 101, Gas Emergency: 104, Speaking Clock: 106, Police: 102

GETTING AROUND

In Baku, Azerbaijan, common transport options include the Baku Metro, public buses, taxis, ride-hailing apps, and car rentals. The Baku Metro is an affordable and efficient way to travel between many of the city's main attractions, while buses provide extensive coverage throughout the city. Taxis are widely available, and Bolt and Yango are the most popular ride-hailing apps. Uber is not available in Azerbaijan.

Walking is also a convenient option in central districts such as the Old City (Icherisheher), the Boulevard, and Fountain Square, and around the meeting venue.

Visiting Baku, Azerbaijan

For information regarding tourist attractions, please visit [this link](#) for ideas.

Contacts

For any questions on information not covered in this document please contact ctcn@un.org