



## **ADMINISTRATIVE GUIDELINES**

### **Second International Workshop on Himalayan Sub-regional Cooperation for Water Security**

**January 15-16, 2010**

**General:** Thank you for accepting the BIPSS invitation to attend the second international workshop on Himalayan Sub-regional Cooperation for Water Security to be held in Dhaka on January 15-16<sup>th</sup>, 2010, jointly organized by BIPSS and the Strategic Foresight Group, India with the support of the MacArthur Foundation.

#### **Travel and Transportation**

1. Tickets are being sent to you by strategic foresight group.
2. Local transportation to organised events at Dhaka will be provided by Conference Secretariat.

#### **Arrival and Departure**

1. On arrival at the Zia International Airport, Dhaka, Bangladesh, you will be received by the representatives of Hotel Sheraton at the airport (who will carry signage with Hotel Sheraton's logo and participants' name) and you will be brought to the hotel by Hotel vehicle. Similarly, your departure will be handled by the representatives of Hotel Sheraton and will be taken to the airport by hotel car.

### **Accommodation**

1. The venue of the conference is Hotel Sheraton, Dhaka, Bangladesh.
2. Single deluxe room(s) during the time of your stay has been arranged at the Hotel Sheraton, Dhaka. The tariffs of the room will be directly settled by workshop secretariat and you are not required to sign the accommodation bill.

### **Meals**

1. Breakfast will be provided by hotel at the Bithika restaurant (Ground Floor) of Hotel Sheraton.
2. Delegations coming on 14<sup>th</sup> will have their lunch and dinner (14<sup>th</sup> January) at the Bithika Restaurant of Hotel Sheraton.
3. On 15<sup>th</sup> January, participants will have their launch at the Bithika Restaurant of Hotel Sheraton. There will be a Dinner organized on 15<sup>th</sup> January at the Top of Park (11<sup>th</sup> Floor) of Hotel Sheraton.
4. On 16<sup>th</sup> January, lunch is arranged at the conference venue. An informal dinner on 16<sup>th</sup> is arranged at Dhaka Club.
5. On 17<sup>th</sup> January, breakfast only will be provided.
6. Signed coupon for meals at the Bithika restaurant will be provided in the folder which the participants are required to handover to restaurant desk.

**Currency:** Only Bangladeshi taka is accepted in the local market. The exchange rate of the Bangladeshi currency as of December 28 is 1 USD= 69.50TK. There are arrangements at the hotel Sheraton to change the currency.

**Dress:** The dress code of the meeting is business/smart casual.

**Weather:** Sunny weather, anticipated temperature: 15-20 degree Celsius.

**Conference Folder:** Please ask for your conference folder during your check in at the Dhaka Sheraton Hotel.

**Incidentals:** Only the tariffs of room and specified meals have been arranged for the conference. All other incidental charges like phone, internet, laundry, mini bar etc may please be cleared by individuals to the hotel directly before check-out.

**Workshop Coordinator info**

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**Workshop Secretariat info**

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