

# LOGISTICS INFORMATION NOTE

## International Advanced Level “Training of Trainers” Programme on “Localizing Integrated Action on the Sustainable Development Goals (SDGs)”

Dhaka, Bangladesh

22-25 March 2019

This note summarises information on the logistics for all participants arriving in Dhaka, Bangladesh for the ***International Advanced Level “Training of Trainers” Programme on “Localizing Integrated Action on the Sustainable Development Goals (SDGs)”*** to be held in Dhaka, Bangladesh at the [SEL Nibash Hotel & Service Apartment](#). ***We ask all participants to go through this note prior to their departure.***

### A. DURATION

The **International Advanced Level “Training of Trainers” Programme on “Localizing Integrated Action on the Sustainable Development Goals (SDGs)”** will be held over 4 days, starting from the morning of Friday, March 22<sup>nd</sup> until the afternoon of Monday 25<sup>th</sup>, 2019. **We strongly encourage everyone to arrive on Thursday 21<sup>st</sup>**, so as to ensure that we have all participants ready to start the program on Friday morning. **Participants should plan for their departure on late evening of March 25 or morning of March 26, 2019.**

**Please note** that the dinner and accommodation on Thursday 21, and Monday 25 nights are covered in your training registration fee (5 nights accommodation).

### B. TRAVELLING TO DHAKA FROM YOUR HOME COUNTRY

Before travel, please check [here](#) (to see if you are required special VISA to enter Bangladesh).

While traveling, please ensure to keep your arrival/departure card. Street address to be used on the arrival card is stated below

**SEL Nibash Hotel & Service Apartment**  
SEL Green Centre  
30 Greenroad, Dhanmondi R/A, Dhaka-1205.

There are many airlines that offer direct flights to Dhaka, most of the flight have direct route to Dhaka. If you required any advice related to flight you may communicate to IPTM directly. Please see the information below.

**Airport to Hotel:** You can get prepaid taxi to reach hotel. IPTM also can help you to reach hotel. After arriving at the airport in Dhaka, collect your bags and pass through Customs inspection, if you come out from the international arrivals area, prepaid taxi booth can be found near the exit gate.

### **C. MONEY EXCHANGE**

The current exchange rate, which fluctuates slightly on a daily basis, will be based on the following rate: US\$ 1 = approx. BDT 83

Exchanging money into BDT can be done at the airport either in Dhaka though the exchange rate could be quite low compared to exchange providers that operate outside the airport. There are several money exchange providers near Hotel, Hotel /IPTM also might help you to exchange money that you can exchange more money later too.

### **D. OBTAINING SIM CARDS**

Sim Card stalls can be found at the airport. Usually a sim card cost around 1-2 US\$ to purchase and you can choose the package based on your needs. Any network / provider will work fine as we will be in the center of the Dhaka city. The staff will ask for your passport photo copy and photograph when purchasing the sim card.

### **E. TRANSFER TO INTERNATIONAL AIRPORT in DHAKA AFTER THE TRAINING**

All training activities will end on March 25 no later than 5 pm. It is recommended that participants depart on March 26 morning - afternoon. A taxi can be booked prior to the departure from the hotel desk. The event organiser (IPTM) can help with booking, please make a request at the registration desk on March 22, 2018.

**Please note** that the ground transportation cost from/to the Dhaka International Airport is NOT included in your registration fee.

### **F. ACCOMMODATION**

The training participants will stay in a comfortable hotel room with **2 persons sharing a room** based on gender. We will book non-Smoking rooms for all participants. Please make a request to Dr. Md. Nazrul Islam if you prefer to stay in the room that allows smoking.

If you prefer to stay in a non-sharing room, additional cost of 30 US\$ will be added to the total registration fee. Please make a request to Mr. Dr. Md. Nazrul Islam.

For local participants (Dhaka based participant) who do not need the hotel accommodation, breakfast, and dinner, the registration fee will USD 300 (non-residential early registration) and USD 325 (for late registration).

## **G. REGISTRATION**

We will be registering all participants at 8.00 am on Friday 22 March 2019. Training room will be confirmed and announced as we get closer to the training date. The first session will be started at 8.30 am. On the first day, otherwise all session start promptly at 8.30 am for day 2, day 3 and day 4.

## **H. PAYMENT OF WORKSHOP FEES**

The total course fee for residential participants is US\$ 375 (for early bird registration) or US\$ 400 (for applying after March 15) and non-residential participants fee is US\$ 300 (for early bird applicants) or US\$ 325 (for applying after March 15) on which US\$ 100 is included as registration fee. Thus, for ensuring your participation you are requested to deposit your registration fee US\$ 100, non-refundable by the date stated on the invoice (please check mode of payment on the next page) and the remaining amount shall be paid in cash on your arrival at training venue on Friday 22. We will issue a receipt of payment after all course fee is received.

Note: The course fee is exclusive of 13% VAT. If any participant need a VAT bill they must be ready to pay extra 13% in the course fee (This case may be applied only for Nepali participants if they need VAT bill).

### **Mode of Payment for Course Fee**

Payment from participants from Nepal will be paid to AI's bank account with the following bank detail:

**Account Name:** Adhyeta International Pvt. Ltd.

**Account Number:** 0310455778701001

**Bank Name:** Sunrise Bank Ltd.

**Bank Branch:** Sankhamul, Kathmandu, Nepal

Payment from participants from Thailand will be paid to IPTM's bank account with the following bank detail:

**Account Name:** Professional Training and Management (Thailand) Co., LTD.

**Account Type:** Saving FCD/USD

**Account Number:** 800013241596

**Name of Bank:** Krung Thai Public Bank Limited

**Name of Branch:** Nana Nua

**Branch Address:** Head Office, 35 Sukhumvit Road, Bangkok 10110

**Routing No.:** 007895

**Swift Code:** KRTHTHBK

Payment from participants from Bangladesh and other countries will be paid to IPTM's bank account with the following bank detail:

**Account Name:** Institute of Professional Training and Management [IPTM]

**Company Account Address:** 1/C, Green Corner, Green Road, Dhaka-1205, Bangladesh.

**CD Account No.:** 0011100015228

**Name of Bank:** Southeast Bank Limited

**Name of Branch:** Dhanmondi, Dhaka

**Branch Address:** Navana New Berry Place [1st floor], 4/1/A, Mirpur Road, Sobhanbag, Dhaka, Bangladesh.

**Swift Code:** SEBDBDDHDHN.

**CORRESPONDING BANK DETAILS OF SOUTHEAST BANK-BANGLADESH :**

**Name of Bank:** Wells Fargo Bank NA, NY, USA.

**Bank Account No.:** 2000193002832

**SWIFT Code:** PNBPUS3NNYC

*Please inform your bank that all fees involved in this transaction must be deducted at source.*

For additional payment options, please contact Dr. Md. Nazrul Islam

## I. TRAINING STYLE

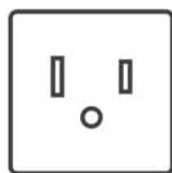
The training will be conducted in an interactive, engaging and informal manner, with time for discussion, debate and brainstorming. The entire training will be conducted in English language. We regret that we are unable to provide translations or interpretation into any other language.

## J. WIFI CONNECTION AND POWER PLUG SOCKET

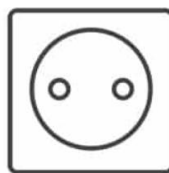
There is wi-fi connection in the meeting room and in the hotel. However, adaptor plugs to charge your equipment are your responsibility. We **do not provide adaptor plugs**. Please see Bangladesh power plug socket types below



type A



type B



type C



(A, B, & C Compatible)

## K. MEALS & ACCOMMODATION

Registration fee covers 5 nights accommodation and all meals from Thursday March 21.

We will try our best to accommodate your dietary requirements in all meals and refreshments served during the training. Those who are vegetarian or have Halal food requirements will be accommodated to the best of our ability.

## L. WEATHER

The weather conditions in Dhaka, Bangladesh during March, make it a good trip destination. The average temperatures you'll face in March would be between 16.0°C and 33.0°C, with exceptional possible peaks as low as 13°C and high as 39°C as observed in previous years.

The average amount of rain observed during March in Bangladesh is 58 mm and you would typically have rainy days.

You may browse <https://www.accuweather.com/en/bd/dhaka/28143/march-weather/28143> for get more information.

## M. ATTIRE

The dress code will be informal, smart casual and comfortable for the entire training.

## **N. CONTACT NUMBERS AND EMAIL ADDRESSES**

In case of emergency or assistance needed, please contact the provided numbers below.

Dr. Md. Nazrul Islam Tel: (88) 01727423321    iptmglobal@gmail.com

Dr Mohammad Anwar JAVED Tel: (88)01933332277    drjaved7@gmail.com

## **O. PERSONAL ITEMS TO BE PREPARED**

We would like to recommend that you bring along the following items for personal use and comfort:

- Refillable Water Bottle
- Cloth bag for shopping
- Hat or umbrella and sunscreen (for field trip day)
- Sunglass for bright sun
- Adaptor plugs for your equipment(s).
- Light jacket for possible cool evening.
- Comfortable walking shoes or sandals

**Note:** Please feel free to bring your electronic devices for collaborative learning.

## **P. DISCLAIMER**

The organisers will not be liable for any injury or loss sustained by the participants due to personal accident or illness, loss of baggage or other personal property, cancellation of flights or any other unforeseen incidents resulting from natural or man-made causes during travel to and from or during the camp.

The organisers are unable to provide any form of travel and medical insurance to participants. We encourage overseas participants to consider purchasing these type of insurances at their own cost.