

THIRD SOUTH ASIA REGION PUBLIC PROCUREMENT CONFERENCE

DHAKA, BANGLADESH

NOVEMBER 1-3, 2015

LOGISTICS GUIDANCE BRIEF

PLEASE READ EVERY DETAIL CAREFULLY

Conference Dates	November 1-3, 2015								
Host	Mr. Md. Faruque Hossain Director General Central Procurement Technical Unit (CPTU) Implementation and Monitoring Evaluation Division (IMED) Ministry of Planning Block-12 (2nd Floor) Sher-e-Bangla Nagar Dhaka-1207 +880 181 714 5288								
Sponsors	<table><tbody><tr><td>World Bank (Dhaka)</td><td>Zafrul Islam +880 171 500 0709 Dipanwita Chakraborty +880 173 247 7680</td></tr><tr><td>World Bank (HQ)</td><td>Ahmed Merzouk Conference Coordinator +1 202-458-5132 Zibun Nessa Pinu +1 202-473-4057</td></tr><tr><td>ADB (New Delhi) Resident Mission</td><td>Hiroyuki Maruyama +91 11 3090 0600</td></tr><tr><td>ADB (Dhaka)</td><td>Rubina Shaheen +880 173 037 5798</td></tr></tbody></table>	World Bank (Dhaka)	Zafrul Islam +880 171 500 0709 Dipanwita Chakraborty +880 173 247 7680	World Bank (HQ)	Ahmed Merzouk Conference Coordinator +1 202-458-5132 Zibun Nessa Pinu +1 202-473-4057	ADB (New Delhi) Resident Mission	Hiroyuki Maruyama +91 11 3090 0600	ADB (Dhaka)	Rubina Shaheen +880 173 037 5798
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Venue	The Westin Dhaka Main Gulshan Avenue Plot-01, Road 45 Gulshan 2 Dhaka-1212 Bangladesh Tel +880 2 9891988 Fax +880 2 9896661 E-mail reservations.dhaka@westin.com								

	<p>Key Contact in The Westin, Dhaka Mr. Md. Al-Amin, Assistant Director of Sales Cell +880 1755 638272 E-mail Md.Amin@starwoodhotels.com</p>																					
Visa	<p>Participants and Guest Speakers are responsible for making their visa arrangements. They must apply for visa to the nearest Embassy of Bangladesh as soon as possible. For facilitation in visa process, CPTU has been issuing Visa Request Letters to the respective embassies of the nominated participants and guest speakers. Each World Bank Country Office (WB CO) will assist nominated participants, if needed. WB HQ will liaise with guest speakers in this regard.</p>																					
Air Ticket	<p><u>Nominated Participants</u>: Arrangements for air ticket are being made by Country Office of World Bank. You will be contacted by the following WB staff regarding you travel itinerary:</p> <table> <tr> <td>Afghanistan:</td> <td>Asif Ali</td> <td>aali2@worldbank.org</td> </tr> <tr> <td>Bhutan:</td> <td>Tanvir Hossain</td> <td>thossain@worldbank.org</td> </tr> <tr> <td>India:</td> <td>Shanker Lal</td> <td>shanker@worldbank.org</td> </tr> <tr> <td>Maldives:</td> <td>Haider Raza</td> <td>hraza@worldbank.org</td> </tr> <tr> <td>Nepal:</td> <td>Shambhu Prasad</td> <td>suprety1@worldbank.org</td> </tr> <tr> <td>Pakistan:</td> <td>Uzma Sadaf</td> <td>usadaf@worldbank.org</td> </tr> <tr> <td>Sri Lanka:</td> <td>Haider Raza</td> <td>hraza@worldbank.org</td> </tr> </table> <p><u>Guest Speakers</u>: Arrangements for air ticket are being made by WB HQ. As per your guidance and preference, Ahmed Merzouk (amerzouk@worldbank.org) will share your travel itinerary.</p>	Afghanistan:	Asif Ali	aali2@worldbank.org	Bhutan:	Tanvir Hossain	thossain@worldbank.org	India:	Shanker Lal	shanker@worldbank.org	Maldives:	Haider Raza	hraza@worldbank.org	Nepal:	Shambhu Prasad	suprety1@worldbank.org	Pakistan:	Uzma Sadaf	usadaf@worldbank.org	Sri Lanka:	Haider Raza	hraza@worldbank.org
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Arrival at Dhaka	<p>You will arrive at Hazrat Shahjalal International Airport, Dhaka. After going past immigration, please collect your luggage, pass through customs green channel (if you have nothing to declare), proceed towards the outer concourse and the booth of The Westin Dhaka, where a Welcome Group will receive you. Please look for your name written on a placard labelled “PROCUREMENT CONFERENCE”. Please ensure that you see your name on the placard.</p>																					
Transportation	<p>Airport transfer (pick-up and drop-off services) for each participant will be arranged by The Westin, as per their travel itinerary. The Westin is about 30-40 minutes distant from the airport.</p> <p>The Welcome Group will assist during transfer to The Westin Dhaka (+880-2-9891988) through its shuttle service. Should you have any problem and if you have your cell roaming, please call Mr. Zubair (+880 176 678 7300) or Ms. Dipa (+880 173 247 7680).</p>																					
Accommodation	<p>At The Westin, please proceed through the escalator at the entrance to the <u>reception desk</u> located on the first floor. A room is exclusively booked</p>																					

	<p>for you based on your travel itinerary. <i>You are expected to arrive at the hotel by the evening of Saturday, October 31, 2015 and check-out in the morning of Wednesday, November 4, 2015.</i> All guest rooms will have complimentary WiFi connection.</p>
Meals	<p><u>Conference Days</u>: Breakfast, tea/coffee during morning and after breaks, lunch and reception/dinner will be arranged each day.</p> <p><u>Non-Conference Days</u>: Depending on arrival and departure schedule, breakfast, lunch and dinner will be arranged at The Westin.</p> <p>During your check-in, <u>reception desk</u> will hand you appropriate number of coupons mentioning date, time and restaurant location. Please take it along with you while you go for meals during non-conference days and November 3 dinner. Please give it to the concerned Westin staff in charge of the restaurant.</p>
Registration	<p><i>A Registration Desk will remain open on October 30 & 31, 2015 between 10:00 am and 10:00 pm</i> for conference participants and speakers. The desk will be located near the <u>reception desk</u> from where you will check-in. Please ask for assistance from the reception if you cannot locate the desk. Upon completion of registration, you will receive a conference package with essential information and course materials for the conference. It is expected that registration of all expatriate participants will be completed by <u>10:00 pm of October 31</u>.</p> <p>Anyone arriving to Dhaka after 10:00pm of October 31, will need to use the late registration option that will be available between 7:30am and 8:30am on November 1, prior to Inaugural Ceremony of the three-day conference. During registration, you will need to confirm your participation for WB hosted Reception on November 1 and CPTU hosted Dinner on November 2.</p>
Conference Venue	<p>The Inaugural Ceremony and all sessions of the conference will be held in Westin Ballrooms 1+2+3 (Level 1, press 1 in elevator) from November 1-3, 2015. Break-up sessions will take place in Ballroom 1+2+3 and Silver (Level 2) on November 3, which is just one floor above the Ballrooms.</p> <p>Please refer to the agenda for confirmed timing of Inaugural Ceremony and all sessions. Near the reception desk area, a secretariat (small conference room) will be reserved for participants of this conference only for holding brief meetings.</p>
WB Hosted Reception	<p>A reception will be hosted by the World Bank on <i>Sunday, November 1 from 07:00-08:30pm</i> at Ballroom 3 of The Westin, Dhaka for welcoming the participants to the Third SAR Public Procurement Conference.</p>

	Representatives of key Development Partners and High Officials of Ministry of Planning will be joining the participants and guests speakers of the conference.
GoB Hosted Dinner	<p>October 31 (Saturday): Welcome Dinner hosted by the Honorable Minister for Planning at 07:30 pm (Splash, Poolside Restaurant, level 5)</p> <p>November 2 (Monday): Gala Dinner hosted by IME Division Secretary at 07:00 pm at Grand Ballroom, The Westin, Dhaka for all participants to celebrate this collaboration of procurement experts around South Asia Region and beyond. Representatives of key Development Partners and High Officials of Cabinet of Government of Bangladesh will be invited. The dinner will start with a brief cultural show depicting Bangladesh culture.</p>
Dress Code	<p>Inaugural session : Formal</p> <p>All other sessions : Business Casual</p> <p>Welcome Reception : Business Casual</p> <p>Government Dinner : Business Casual</p>
Payment Arrangements for Hotel:	We have simplified the payment arrangement for your accommodation and meals. <i>You DO NOT have to settle your payment.</i> All accommodation, meals, and conference venue cost, etc. will be charged as per agreement between Westin-World Bank-CPTU. You will be required to pay, upon check-out, any additional costs that you incur in the room like laundry, mini bar, room service, etc.
Trip Settlement after Conference	<p>Upon return, the nominated participants need to submit the original copy of invoices and boarding passes to the concerned WB CO staff.</p> <p>The invited guest speakers need to submit the original copy of invoices and boarding passes to Zibun Nessa Pinu.</p>
Self-sponsored Participants	World Bank Dhaka office will assist in reserving rooms in The Westin, Dhaka. But you have to settle your bills directly with the hotel for accommodation and airport transfers. Please coordinate your flight timing and purchase the tickets.
Additional Information:	<p><u>Currency:</u> Bangladesh's local currency is Taka written as TK. or BDT. Currency may be exchanged at the airport, in the hotels, at the banks or exchange offices. The current exchange rates are approximately:</p> <p>1 EUR = 87.65 BDT 1 USD = 78.22 BDT</p> <p><u>Communication:</u> International telephone costs from the hotel may be expensive and telephone cards or public phone booths are not available in the vicinity. You may purchase a temporary prepaid SIM card to use in your cell.</p>

There are cell phone companies maintaining booths at Hazrat Shahjalal International Airport, Dhaka. In any case, as the easiest mode of communication, you can connect your smart phones to complimentary WiFi in the guest room as well as the conference hall.

Climate:

The weather during early November is expected to be mild cold or rainy. We advise you to bring light jacket or sweater and umbrellas or raincoats