Third South Asia Forum on the Sustainable Development Goals  
8-9 December 2019

Policy Dialogue on Regional Cooperation for Sustainable Development in South Asia  
10 December 2019

Dhaka, Bangladesh

Information for participants

I. General

1. The United Nations Economic and Social Commission for Asia and the Pacific South and South-West Asia Office (UNESCAP-SSWA) is organizing the above-mentioned events in Dhaka, Bangladesh during 8-10 December 2019 in partnership with the Government of Bangladesh and other stakeholders.

The venues of the events are:

<table>
<thead>
<tr>
<th>Event</th>
<th>Venue</th>
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<tr>
<td>1) Third South Asia Forum on the SDGs</td>
<td>Pan Pacific Sonargaon Dhaka Hotel, 107 Kazi Nazrul Islam Avenue, Dhaka 1215, Bangladesh. Tel: +880-2-9128008.</td>
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<td>2) Policy Dialogue on Regional Cooperation for Sustainable Development in South Asia</td>
<td>Conference Hall, Bangladesh Institute of International and Strategic Studies (BIISS), Old Elephant Road, Dhaka</td>
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*Note: Pick up would be arranged for participants from Pan Pacific Hotel to reach BIISS*

2. Registration of invited participants to the respective events will be at the meeting venue on the opening day of the respective events as per programme agenda shared with the participants.

II. Visa requirements

3. Participants travelling with a national passport are responsible for inquiring about visa requirements associated with their respective nationalities. National passport holders are requested to consult the Ministry of Home Affairs and the Security Services Division, Government of Bangladesh for the respective visa requirements and application procedures.

Further, for visa facilitation, UNESCAP and the Economic Relations Division of the Government of Bangladesh have issued
a joint invitation letters to participants. Kindly use a copy of that invitation letter while applying for a visa.

III. Weather

4. The weather during the month of December would be pleasant in Dhaka, with temperatures around 25-27°C (Max) and 15-17°C (Min).

IV. Daily subsistence allowance

5. Participants whose travel is sponsored by UN ESCAP will be provided with a Daily Subsistence Allowance (DSA) at the prevailing United Nations rates for the duration of their participation in the events (8-10 December, 2019). DSA would be disbursed at the venue by ESCAP Secretariat staff.

6. In order to facilitate the payment of the daily subsistence allowance, participants are requested to provide their boarding pass(s) to the UN ESCAP Secretariat staff at the meeting venue during the registration period.

V. Hotel accommodation

7. The participants are responsible for booking their own accommodation in Dhaka, Bangladesh.

Please note, participants are also responsible to obtain information related to check in, check out time and hotel cancellation while making reservations with any of the hotels in Dhaka. Participants are responsible for any charges incurred with respect to rooms remaining vacant owing to late arrival or rescheduled departure for which inadequate prior notice is given.

VI. Payment of hotel accounts

8. Before departure from Dhaka, all meeting participants should settle all their outstanding accounts directly with the hotel, including room charges and other expenses, such as local and long-distance telephone calls, internet use, business centre use, laundry, room and hotel transportation services and mini-bar items, as well as restaurant and bar services. Participants are also responsible for any charges incurred with respect to rooms remaining vacant owing to late arrival or rescheduled departure for which inadequate prior notice is given.

VII. Transport to and from the airport

9. Participants are requested to make their own arrangements for airport transfers, either through their hotel or hire a taxi from outside the airport terminal at arrival. It is advisable to exchange money at the airport for taxi expenses.
VIII. Catering services

10. Lunch and coffee breaks will be provided during the days of the meetings. Participants are free to make their own dinner arrangements.

IX. Banking facilities

11. The local currency in Bangladesh is Bangladeshi Taka (BDT). The official United Nations exchange rate for December 2019 is approximately Tk 84.74 to 1 US dollar. Foreign currency can be exchanged at banks, hotels and official money changers. Most major credit cards are accepted at hotels, restaurants and stores catering to the tourist trade. ATMs are available in major business and shopping centres.

X. Time Zone

12. The time in Bangladesh is GMT+06:00 hours.

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We wish you a pleasant stay in Dhaka and fruitful deliberations.

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