

General information for participants

To: Participants of the 2nd **CORDEX South Asia Science Workshop**, 27 – 30 August 2013, Kathmandu, NEPAL
 Date: 20 August 2013
 RE: **Detailed information on support, reimbursement, and logistics**

Dear Participants,

It is our pleasure to welcome you to Kathmandu, Nepal to participate in the 2nd **CORDEX South Asia Science Workshop** held at ICIMOD Headquarters from 27th – 30th August 2013. Given below is the general information regarding logistical arrangements for the meeting.

Air ticket and visa

Please send your detailed itinerary to Mr. Vijay Khadgi <vkhadgi@icimod.org> with a copy to Ms. Sarita Joshi <sarjoshi@icimod.org> so that your pick up and drop can be arranged accordingly.

For those of you requiring a visa upon arrival at the airport, please bring with you two passport-size photographs and US\$ 30 cash for the visa fee. (**Gratis Visa** is available for **SAARC** nationals visiting Nepal for the first time in Nepal except Afghanistan. We request you to claim Gratis Visa if it is applicable to you). Please contact Mr. Vijay Khadgi immediately to process your visa if you represent any one of the following countries. All other nationalities can obtain visa upon arrival in Nepal.

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| 1. Afghanistan | 7. Nigeria |
| 2. Cameroon | 8. Palestine |
| 3. Ethiopia | 9. Somalia |
| 4. Ghana | 10. Swaziland |
| 5. Iraq | 11. Zimbabwe |
| 6. Liberia | |

Accommodation and meals

Accommodation for both sponsored and self-supported participants has been arranged at Hotel Himalaya. Facilities include complimentary breakfast and WiFi Internet access. Your accommodation dates are

- from 26th – 28th August 2013 if you are taking part in the workshop and
- from 26th – 30th August 2013 if you are participating in both the workshop and the training.

Hotel Himalaya can be reached at the following address:

Hotel Himalaya, Kupandole Height,
 Post Box 2141, Kathmandu, Nepal
 General Line: +977 1 5523900 | Fax : +977 1 5523909
www.himalayahotel.com.np

Accommodation information for funded participants: Accommodation has been arranged on Bed and Breakfast basis. You are requested to pay other bills directly, including your non-host bar tabs, if any. Please let us know if due to flight schedules, or for personal reasons, you will arrive in Kathmandu on an earlier date, or depart Kathmandu on a later date. Expenses for additional nights of hotel accommodation due to flight schedule will be considered official and borne by the sponsors. Additional nights of hotel accommodation for personal reasons will be at your own individual expense. Please inform us whether you want us to book for you and for how many nights if you wish to prolong your stay.

Accommodation Information for self-supported participants: We have arranged a special rate of US\$ 75 (inclusive of breakfast, taxes and service charges) per night with Hotel Himalaya.

Ground transportation

Transport from the airport to the hotel will be provided by the **Hotel Himalaya**— kindly send your flight details to your coordinator corresponding with you with a copy to Ms. Sarita Joshi (sarjoshi@icimod.org) so that transport and logistical support can be arranged in advance. For your return journey, transport from hotel to the airport will also be provided by Hotel Himalaya. You are requested to be ready in the hotel lobby 3 hours before your departure time.

Venue of the Meeting

The meeting will be held at ICIMOD Headquarters in Khumaltar, Kathmandu.

Transport from Hotel Himalaya to ICIMOD Headquarters and Back

The transport from Hotel Himalaya to meeting venue and back to Hotel will be provided by the sponsors. The vehicle will leave from Hotel Himalaya for the meeting venue at 8:30am sharp everyday from 27th – 30th August 2013.

Registration

Registration will take place on the **27th of August 2013 at 9:00am** at ICIMOD Conference Hall.

Reimbursements

If your participation is funded, please coordinate with the representative of your funding organisation for details on reimbursements.

Climate in Kathmandu

August falls in the “**Monsoon**” season in Kathmandu with little **humid conditions**. The temperature in the month of **August** ranges from about 27°C maximum and 18°C minimum, so please bring suitable clothing and raincoats/umbrellas. Dress for all work and social events is smart casual.

Currency

Facilities for currency exchange are available at the hotel and at banks. Several money exchange centres also exist at various places in Kathmandu (nearby hotel). All convertible currencies are accepted, including Indian Rupees (denominations of less than IRs. 500.00). It is illegal to have in possession the denominations of IRs. 500.00 or more. The conversion rate is US\$ 1.00 is around NRs.95.00 during August 2013.

In addition, if you require any assistance during your stay in Nepal, you are welcome to contact:

Mr. Vijay Khadgi
Mob: 9741 030 803

Looking forward to meeting you all during the meeting!