**Official Celebration**

**of**

**Dhaka, OIC City of Tourism-2019**

11-12 July, 2019

Dhaka, Bangladesh

Logistics and Administrative Arrangement Note

**This document is as of 15 June, 2019. Any update to the administrative arrangement will be available from time to time on the website:** [**www.mocat.gov.bd**](http://www.mocat.gov.bd)

01. **General**

The Accommodation for Delegates and Venue for the Meeting will be at the following Hotel:

* **Hotel InterContinental, Dhaka**

**02. Registration**

Participants are requested to fill in the attached prescribed Registration Form and send by E-mail to saiful15701@yahoo.com, kabirmoeen@gmail.com by 25-06-2019.

Badges and information kits will be distributed to all registered participants on arrival at the Registration Desk at the official hotel, **Hotel InterContinental, Dhaka.**

**03. Visa Requirements**

Visa application for entering Bangladesh must be submitted through the Bangladesh Embassy/High Commission in the country where the applicant is located. In the absence of Embassy/High Commission in the country of residence or the countries which are not included in the Visa on Arrival (VOA) list (available at <http://visitbangladesh.gov.bd/travel-essentials/visa-service/>, special arrangement for VOA will be offered at Hazrat Shahjalal International Airport, Dhaka to the registered participants only. In that case, all participants who need VOA are requested to send their necessary information with copy of passport, flight confirmation and hotel booking confirmation to **ds.tourism2@gmail.com**, saiful15701@yahoo.com, kabirmoeen@gmail.com, by **25-06-2019**. All participants and delegates must hold a valid passport preferably with 06 months validity or proper travel documents.

**04. Customs regulations:**

For more information regarding customs regulations and restricted items please visit the following website:

<http://www.dip.gov.bd/>, <http://customs.gov.bd/index.jsf>

**05. Local Hospitality and Other Arrangements**

**a. Local Hospitality**

The host country will bear the cost of accommodation in Dhaka for three days based on Minister plus three, High Officials plus two and Ambassador plus one. Other participant’s accommodation cost must be paid by themselves.

Local hospitality would cover accommodation, meals and local transportation to and from the airport, local telephone calls and internet services. The use of alcoholic beverage, tobacco and international telephone calls/faxes, laundry are not covered by the local hospitality.

There will be an accommodation arrangement at a concessional rate (including VAT, tax, service charge and dinner) in the same hotel (**Hotel InterContinental, Dhaka**) for the delegates who will not fall under local hospitality.

The room rates are as follows:

|  |  |
| --- | --- |
| **Room Type** | **Rate in USD** |
| Deluxe King | USD 181 |
| Deluxe Twin | USD 207 |
| Executive | USD 220 |
| Junior Suite  | USD 337 |
| Deluxe Suite | USD 395 |
| Executive Suite | USD 544 |

**b. Composition of Delegation**

The Member States are requested to convey the **composition of Delegation** along with their **Flight Schedule** to the following E-mail addresses latest by **30-06-2019** using the enclosed Pre-Registration Form:

 **Liaison Officer- 1. Nadira Haider,**

 **Deputy Secretary,**

 **Ministry of Civil Aviation and Tourism,**

 **Phone- +88029540839**

 **Mobile- +8801816845230**

 **e-mail –** **haidernadira.fns@gmail.com**

**ds.tourism2@gmail.com**

 **2. Mr. Abu Tahir Muhammad Zaber**

 **Director, Bangladesh Tourism Board**

 **Phone- +88028315954-55**

 **Mobile- +8801727608090**

 **e-mail- zaber1967@gmail.com**

1. For additional delegates, those are not covered under the local hospitality component of the Government of Bangladesh, may indicate their requirement for room reservation to the Liaison Officer of the Government of Bangladesh on urgent basis.

**06. Arrival and Departures**

Airport Assistance: All the delegates will be received at the Hazrat Shahjalal International Airport, Dhaka. For smooth arrival and departure of the delegates, all delegates are requested to kindly indicate the date of arrival and departure, flight details in their Registration Form. There will be a help desk at Hazrat Shahjalal International Airport to assist the delegates during arrival and departure. Transport facilities from the Airport to the designated Hotel and vice-versa will also be provided.

Logistic Support: There will be an information desk at the **Hotel InterContinental, Dhaka** for providing guidance on availing logistic support and transportation.

**07. Safety and Security:**

The Government of Bangladesh will ensure the safety and security of all delegates. Special security measures will be taken at the Airport for the arrival and departure of the delegates. Necessary security measures will be taken at all time at the Session venue, the designated hotel and other function venues. Access to the Session area will be restricted strictly to those displaying their respective accreditation badges.

08. **Practical Information about Bangladesh :**

* Official Name: The People’s republic of Bangladesh
* Capital: Dhaka
* Population 16,000,000 (One Hundred Sixty) million
* Religion: Islam
* Official Language: Bangla is the official language. English is widely spoken and understood. The official language of the session will be English.
* Local Currency and Exchange rate: The Currency in Bangladesh is Bangladeshi Taka. The approximate currency exchange rate is 1 USD = BDT 83.9. The foreign exchange services are available at the Hazrat Shahjalal International airport, at hotel or any other authorized Money Changes.
* Climate: The temperatures in Dhaka during the period of the Meeting will be around (**34°c / 24°c**). The average temperature may vary between (**29°c / 27°c)**
* Prayer Time : During this time prayer times will be approximately as Follows:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Fajr | Sunrise | Dhuhr | Asr | Maghrib | Isha |
| 3:52 | 5:18 | 12:04 | 15:24 | 15:50 | 20:15 |

* Time Zone: Bangladesh Standard Time is 06 hours ahead of Greenwich Mean Time(GMT+6)
* Electricity: The standard electricity supply in Bangladesh is 220 V with standard frequency of 50 Hz with Alternate Current. The power sockets used are of type C/D/F/G. Please note that international travel adaptors/power converters may be necessary.
* Health: No vaccinations are required except for participants from yellow fever and HIV infected countries. Ambulance service and local hospitals will remain prepared to address emergencies.
* Insurance: Participants may wish to take out adequate travel and health insurance before leaving their respective countries. The host has no insurance coverage for the participants.
* Business Hours: Government offices are open from 9 am to 5 pm from Sunday to Thursday. Banks and Financial institution are open from 10 am to 6 pm. Banks and Government offices are closed on the weekends (Friday and Saturday) and public holidays. Shops are generally open from 10 am to 8 pm.

**09.** **Contact Details of the Focal Point:**

 **Ministry of Civil Aviation and Tourism, Bangladesh**

**Nadira Haider**

**Deputy Secretary,**

**Ministry of Civil Aviation and Tourism,**

**Phone- +88029540839**

**Mobile- +8801816845230**

 **e-mail –** **haidernadira.fns@gmail.com**

**ds.tourism2@gmail.com**

 **Ministry of Foreign Affairs:**

 **Mr. Nabid Mostafa Zisan**

 **Assistant Secretary (International Organization)**

 **Ministry of Foreign Affairs**

 **Phone +889556712**

 **Mobile + 880-1722057693**

 **e-mail –** **bss2dhaka@mofa.gov.bd**

 **Bangladesh Tourism Board :**

**Mr. Abu Tahir Muhammad Zaber**

**Director, Bangladesh Tourism Board**

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