



SOUTH ASIA HYDROMET FORUM II

November 19 - 21, 2019 - Kathmandu, Nepal

The SAHF and WMO teams are looking forward to receiving you in Kathmandu

Location: Hyatt Regency Hotel

PO Box 9609, Taragaon, Boudha, Kathmandu, Nepal

Tel: [+977 1 517 1234](tel:+97715171234) | Fax: [+977 1 517 8333](tel:+97715178333) | kathmandu.regency@hyatt.com

Further information can be found on the SAHF website: www.worldbank.org/SouthAsiaHydrometForum



LOGISTICS NOTE

Dear Participants,

We are pleased to provide you with the following logistic information for the “South Asia Hydromet Forum II”, scheduled to be held from **November 19 – 21, 2019 in Kathmandu**.

REGISTRATION

Participants will register on **November 19th from 8:30 a.m. to 9:30 a.m.** at the Registration Desk outside **Regency Hall in Hyatt Regency Hotel**, Boudha, Kathmandu.

Name Badges along with the forum package will be provided at the registration desk. Please bring proper photo identification with you for registration.

VENUE

Day 1 (Nov 19) and Day 2 (Nov 20): Regency Hall, Hyatt Regency Kathmandu, Taragaon, Kathmandu 44601, Nepal

Day 3 (Nov 21): Khumaltar, Agronomy Department, NARC, Department of Hydrology and Meteorology (DHM) Building, Babarmahal, Kathmandu 44600, Nepal (*Invites-only*) Field visits will be organized to hydromet sites for other participants. A detailed agenda for Day 3 will be provided during registration.

ACCOMODATION

The Hyatt Regency Hotel, Taragaon, Kathmandu 44601, Nepal has rooms for those **sponsored** and **non-sponsored**.

For those **sponsored**, kindly register at [this link](#) to confirm your participation based on which the hotel booking will be done by the organizers.

For those **non-sponsored**, kindly register at [this link](#) and share a filled-in copy of the reservation form for Hyatt Regency attached at the end of this note and directly share it with the hotel at kathmandu.regency@hyatt.com with a mandatory copy emailed to sahf@worldbank.org.

For sponsored participants (participants from client governments), payment for accommodation will be made directly to the hotel by the World Bank. For non-sponsored participants, payment should be made by individuals.

A mix of single king size or twin-bedded rooms have been booked by the organizers. Rooms will be provided on a first come first choice basis.

Check in time is 2:00pm; Check out time 12:00 noon. Requests for early check in and late check out will be entertained subject to availability of rooms.

SECURITY

In order to ensure the safety of all participants, it is advised that all carry your invitation letters/cards at the time of arrival at the conference hall. All goods/material and guests are subject to a security check before entry into the conferencing and meeting premises.

MEALS

Meals will be provided as follows during the conference days:

Breakfast for all sponsored nights at the hotel will be provided at the Hotel.

- ➔ **November 19:** Lunch outside Regency Hall AB at the Garden and
- ➔ **November 20:** Lunch and reception followed by dinner outside Regency Hall AB at the Garden
- ➔ **November 21:** Lunch

INTERNET ACCESS: Wi-Fi (Wireless Internet access) will be available free of charge throughout the event to all conference attendees. If needed, secure password information will be provided during the event.

FORUM LANGUAGE: The working language of the Forum is **English**.

OPENING/CLOSURE: The Forum will commence on Tuesday, November 19 and will conclude on Wednesday, November 20, 2019. Inauguration of the DHM and side events will be held on November 21, 2019.

FORUM ATTIRE: Business/Business casual attire is recommended.

COVERED EXPENSES

The organizers will cover:

➔ **Return flight to/from Kathmandu**

➔ **Accommodation in Kathmandu for 3 - 4 nights:** November 18, 19, 20, 21, depending on flight timings of arrival and departure. Accommodation expenses for arrivals before November 18, and/or departing after November 22 **will not be covered**.

Note: A security deposit of **US\$100 or credit card details** will have to be provided at the time of check-in at the hotel as a security deposit for possible incidental charges. This deposit will be returned on check out if no incidental charges are incurred.

EXPENSES NOT COVERED

Please note that if a participant avails any additional facilities (laundry, minibar, telephone, room service etc.) at the hotel besides the complimentary services, and may be charged for damages to hotel property, costs related to such incidentals will have to be borne by the participant at the time of check-out.



PLEASE NOTE THAT THE ORGANIZERS WILL NOT COVER:

- Incidental costs incurred by guests at the hotel (telephone, laundry, room service, minibar, etc.)

VISA REQUIREMENTS AND ARRANGEMENT

The SAHF team has provided a visa with a support letter (for those who need one). If you have not obtained your visa as of now, kindly do so quickly. You will need your **invitation letter, visa support letter, hotel confirmation email** and lastly your **itinerary**. Kindly contact: sahf@worldbank.org should you need further assistance.

All but 12 countries are eligible for a tourist visa on arrival at the airport. The 12 countries on the list include: Afghanistan, Cameroon, Eswatini, Ethiopia, Ghana, Iraq, Liberia, Nigeria, Palestine, Somalia, Syria and Zimbabwe.

Other countries can easily obtain a Tourist Visa on-arrival. Once you arrive at the airport, please follow this simple procedure for Tourist Visa on Arrival.

1st Step: Fill in 'Arrival Card '

Fill in Online 'Tourist Visa 'form (you can fill it up prior to your arrival visiting official website of Department of Immigration / fill it up using Kiosk machines upon your arrival at the airport). If you fill it from the website, you will get submission Receipt with barcode, please print it out and bring it along for acquiring visa. It works for fifteen days and becomes invalid then after. If so, you will have to fill it up again.

2nd Step: Make payment at the bank inside the airport according to your visa requirement (15/30/90 Days)

Get the receipt.

While you can use different modes of payments (at visa fees collection counter), **we advise you to carry some cash to be on the safe side.**

On Arrival Visa Fees:

No of Days	Cost
15 Days	30 USD
30 Days	50 USD
90 Days	125 USD

3rd Step:

Proceed to the Immigration Desk with your form, payment receipts and your passport. Hand in your documents to immigration officer for visa processing. He/she issues visa to you upon his/her satisfaction.

Gratis Visa (Visa for Free)

Gratis Visa is issued **free of cost** in case of following categories of Visa applicants:

Up to **30 days for SAARC Citizens** (except Afghanistan) once in a given Visa-Year.

Non-Residential Nepalese (NRN) card holder (issued by MoFA /Nepalese diplomatic missions abroad) **Chinese Nationals**, Officials from China, Brazil, Russia and Thailand do not need Entry Visa based on reciprocal visa waiver Agreement.

Visas of all kinds including 'Gratis' issued at the Airport are Tourist Visas.

FLIGHT TICKET

For those **sponsored**, the SAHF team should have contacted you directly to assist you with your travel. If this has not happened, **kindly contact Julian Diaz at jpalmadiaz@worldbank.org** with copy to sahf@worldbank.org incase further action is needed.

GROUND TRANSPORTATION

There will be a **hotel airport shuttle available** to drive you from the airport to the hotel on **November 18th**. It will be available every 15-20 minutes. A person from the hotel will be waiting at the Airport exit with your name placard, with the Hotel name: Hyatt Regency Hotel. Please find it.

Please make sure to provide your arrival and departure dates and time to sahf@worldbank.org, to ensure pick up.

Taxis are also readily available at the Tribhuvan International Airport. There are options of Prepaid-Taxi available at the arrival area of the airport. The cost from the airport to Hyatt Regency typically runs at around **Rs 700 (~USD 7)**.

Public transportation is also available. Participants may go the Kathmandu Public Transport website for more information (<http://yatayat.monsooncollective.org/>).

INSURANCE POLICY

The workshop organizers cannot accept liability for personal injuries sustained, or for loss of, or damage to, property belonging to conference participants or their accompanying persons, either during or as a result of the conference. Participants are advised to arrange for insurance to cover medical, travel, and personal effects while attending the conference.

HEALTH AND EMERGENCY

Here are a few tips to ensure you remain healthy while you are in Nepal:

- Eat and drink safely
- Prevent bug bites
- Keep away from animals
- Reduce your exposure to germs
- Avoid sharing body fluids
- Avoid non-sterile medical or cosmetic equipment

Besides, there are many hospitals and emergency services that are available readily, should something go wrong. Some of the recommended health services offered in Kathmandu that accept international medical insurance are:

Nepal Medicit Hospital

Telephone: 01-4217766; +977-9858774111

Email: ips@nepalmediciti.com

Website: <http://www.nepalmediciti.com>

CIWEC Travel Medicine Hospital

Telephone: +977-1-442-4111, +977-1-441-3163, +977-1-442-4242, +977-1-443-5232

Email: info@ciwec-clinic.com

Website: <http://www.ciwec-clinic.com>

Grande International Hospital

Telephone: +977-1-515-9266, +977-1-515-9267

24-hours emergency number: +977-1-515-9077, +977-980-120-2552

International Coordinator (Puja Shah): +977-980-120-2553

Email: puja.shah@grandehospital.com

Website: <http://www.grandehospital.com>

Norvic International Hospital and Outpatient Clinic

Telephone: +977-1-421-8230, +977-1-425-8553, +977-1-425-8554

E-mail: admin@norvic.wlink.com.np, heart@norvic.wlink.com.np

Website: <http://www.norvichospital.com>

TIME ZONE

Nepal Time (NPT) UTC +5:45hrs.

The time-zone and differences for participating countries and Kathmandu are:

Countries	Time-Zone	Kathmandu (UTC +05:45)
<i>Afghanistan</i>	UTC +04:30	1 hours 15 mins AHEAD
<i>Bangladesh</i>	UTC+ 06:00	15 mins BEHIND
<i>Bhutan</i>	UTC+ 06:00	15 mins BEHIND
<i>India</i>	UTC+ 05:30	15 mins AHEAD
<i>Maldives</i>	UTC+ 05:00	1 hour AHEAD
<i>Pakistan</i>	UTC+ 05:00	1 hour AHEAD
<i>Srilanka</i>	UTC+ 05:30	15 mins AHEAD

WEATHER IN KATHMANDU

Average Weather conditions in November in Kathmandu are as follows:

Average temperature in Kathmandu in **November is mild at 15 °C (59 °F).**

Afternoons can be fairly hot with average **high temperatures reaching 23 °C (73.4 °F).**

Overnight temperatures are generally a little **cool with an average low of 7 °C (44.6 °F).**

The variation/ range of **daily mean temperatures is 16 °C (28.8 °F).**

It is advisable that you carry your clothing accordingly. **A sweater and a jacket** are recommended for night-time.

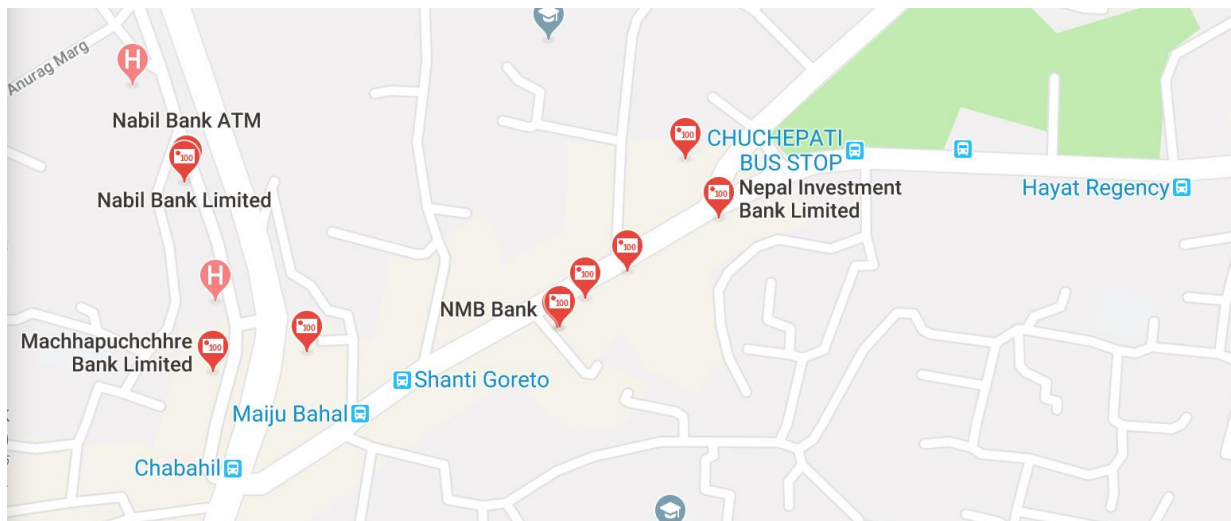
FOREIGN EXCHANGE AND BANKS

The official unit of currency in Nepal is the Nepalese Rupee. The approximate **exchange rates are: 1 USD = 114 NPR; 1 Euro = 125 NPR.** Please note the exchange rates will vary depending on where you change your currency.

Exchange service is available in commercial banks and in major and local hotels including Hyatt Regency. Local Money Exchangers are available in tourist areas such as Boudha, Thamel, Patan, Basantapur as well which provide competitive rates.

The ATM machines in Nepal accept foreign cards such as VISA, Mastercard, Discover, Uno, etc. at a certain charge.

Some of the banks are in close proximity to Hyatt Regency, Kathmandu:



INTERNATIONAL DIRECT DIALING

International calls can be made from any private business or hotel phone.

To call Nepal from any other country, the country code for Nepal is +977.

IMPORTANT CONTACT NUMBERS IN KATHMANDU

Dial <u>100</u> for Emergency.
Dial <u>101</u> for fire.
Dial <u>102</u> for ambulance service.
Dial <u>103</u> for traffic control.
Dial <u>197</u> for telephone inquiry.
Dial <u>1144</u> for tourist police hotline number.

FOCAL POINTS

WBG Focal Points

- **Ms. Arati Belle**, Disaster Risk Management Specialist (Regional Coordinator - SAHF)
abelle@worldbank.org
- **Mr. Julian Jose Palma Diaz**, Disaster Risk Management Specialist jpalmadiaz@worldbank.org

WMO Focal Points

- **Mr. Markus Replik**, Director Development Partnerships, MReplik@wmo.int
- **Ms. Lorena Santamaria**, Project Officer, Development Partnerships
lsantamaria@wmo.int

EMBASSY CONTACT INFORMATION

Afghanistan	<i>Afghanistan Embassy is not present in Kathmandu. The closest embassy to Kathmandu is:</i> Embassy of the Islamic Republic of Afghanistan 5/50F, Shantipath, Chanakyapuri, New Delhi – 110 021 Phone: +91 2688 3601, +91 2688 3602, +91 2410 0412, +91 2410 3331
Bangladesh	Basundhara 3, Ring Road, Kathmandu 44601, Nepal Phone: +977 1-4390131
Bhutan	<i>The Royal Bhutanese Embassy is not present in Kathmandu.</i> <i>The closest one is:</i> Royal Bhutanese Embassy Chandragupta Marg, Chanakyapuri, New Delhi – 110 021 Phone: +91 2688 9807 – 9, +91 2688 9230
India	Kapurdhara Marg 336, Kathmandu 44600, Nepal Phone: +977 1-4410900
Maldives	Chaudhary House Sanepa-2, Lalitpur, Kathmandu Nepal Phone: +977 1-552 1994
Pakistan	Pushpanjali Marg, Kathmandu 44600, Nepal Phone: +977 986-9496676
Sri Lanka	Gairi Marg, Kathmandu 44600, Nepal Phone: +977 1-4720623

OTHER INFORMATION

In Nepal, the power plugs and sockets are of type C, D and M. The standard voltage is 230 V and the standard frequency is 50 Hz. Please remember to bring plug adapter to plug into power sockets.

