

LOGISTICS INFORMATION NOTE

International Advanced Level “Training of Trainers” Programme on “Localizing Integrated Action on the Sustainable Development Goals (SDGs)”

Pokhara, Nepal | August 26-29, 2019

This note summarises the ToT logistics information for all participants arriving in Nepal for the *International Advanced Level “Training of Trainers” Programme on “Localising Integrated Action on the Sustainable Development Goals (SDGs)”* to be held in Pokhara, Nepal at the [Hotel Queens Park](#).

IMPORTANT!!! We ask all participants to go through this note prior to their departure.

A. DURATION

The training will be held over 4 days, starting from the morning of Monday, August 26 until the afternoon of Thursday 29, 2019 at the Hotel Queens Park, Pokhara, Nepal.

Please note that the dinner and accommodation on Sunday 25, and Thursday 29 nights are covered in your training registration fee (5 nights accommodation).

B. TRAVELLING TO NEPAL FROM YOUR HOME COUNTRY

Before travel, please check whether you require visa to enter Nepal. While traveling, please ensure to keep your arrival/departure card.

Place of stay for your arrival/departure card is: **Hotel Queens Park, Pokhara-6, Lakeside, Nepal.**

There are many airlines that offer connecting and direct flights to Kathmandu. If you require any advice related to flight you may communicate to Adhyeta International (AI) directly at info@adhyetainternational.com

C. TRAVELLING TO HOTEL IN POKHARA FROM KATHMANDU AIRPORT

There are 2 options for travel to Pokhara, see below.

For either option, please share your travel details with us so that we can manage accordingly. We can finalise this detail and share with everyone closer to the workshop date.

1. **BEST OPTION: Travel by bus: We have arranged a tourist bus to Pokhara from Kathmandu for everyone** (cost is already included in the registration fee). Please plan to arrive Tribhuvan International Airport, Kathmandu on August 25, 2019 before 2:00 PM. There will be a staff from Adhyeta International waiting for you at the airport around that time. Once we gather all the participants, then we will depart to Pokhara together by bus.
2. **2nd Best OPTION: Travel by domestic flight: Participant who arrives after 2:00 PM at Kathmandu Airport must manage themselves to go to Pokhara.** If anybody wishes to travel by themselves, there are several flights from Kathmandu to Pokhara that are available daily. The flight should not cost more than 35-40 USD. You can take Taxi from Pokhara Airport to go to hotel directly. When you show the detail of hotel to the taxi driver, he will help you to find the hotel and drop you accordingly. The Hotel Details: **Queens Park Hotel** (<http://hotelqueenspark.com/>)
Pokhara-6, Lakeside, Nepal
[+977-061-463735](tel:+977-061-463735), [464350](tel:+977-061-464350)

D. TRAVELLING AFTER THE TRAINING

All training activities will end on August 29 no later than 5 pm. Participants can leave the hotel at any time after 5 pm.

- If you plan to fly back to Kathmandu, a taxi can be booked prior to the departure from the hotel desk to Pokhara airport.
- Alternatively, we have arranged a tourist bus from Pokhara to Kathmandu (cost is already included in the registration fee). The bus will leave Pokhara in the morning of Friday August 30 and expect to arrive Kathmandu no later than 2 pm. We will drop you at Kathmandu Airport. Please plan your return flight accordingly. If you wish to stay in Kathmandu, the event organiser (AI) can help with booking, please make a request at the registration desk on August 26, 2019.

[Map of Nepal](#)



E. ACCOMMODATION

The training participants will stay in a comfortable hotel room with **2 persons sharing a room** based on gender. We will book non-Smoking rooms for all participants. The registration fee covers all your meals and accommodation from August 25 evening to August 30 morning.

If you prefer to stay in a non-sharing room, additional cost of 30 US\$ will be added to the total registration fee. Please make a request to AI for the same.

F. MONEY EXCHANGE

The current exchange rate, which fluctuates slightly on a daily basis, will be based on the following rate: US\$ 1 = approx. NRs 111

Exchanging money into NRs can be done at the airport and in Pokhara, though the exchange rate in the airport could be quite low compared to exchange providers that operate outside the airport. There are several money exchange providers near the Queens Park Hotel at Pokhara. AI also might help you to exchange money that you can exchange more money later too.

G. OBTAINING SIM CARDS

Sim Card stalls can be found at the airport and in the market of Pokhara. Usually a sim card cost around 1-2 US\$ to purchase and you can choose the package based on your needs. Any network / provider will work fine as we will be in the center of the Pokhara city. The staff will ask for your passport photo copy and photograph when purchasing the sim card.

H. REGISTRATION

We will be registering all participants at 8.00 am on Monday 26 August 2019. The first session will be started at 9:00 am. On the first day, otherwise all session start promptly at 8.30 am for day 2, day 3 and day 4.

I. PAYMENT OF WORKSHOP FEES

Course fee structure is showed in the table below:

Type of Registration	Special Price	Regular Price
Nepal Participants	US\$ 275.00 (First 10 seats only)	US\$ 325.00
SAARC Countries Participants	US\$ 325.00 (First 10 seats only)	US\$ 350.00
International Participants(other than Nepal and SAARC Countries)	US\$ 350.00 (Sign up before June 30 th)	US\$ 375.00 (Sign up after June 30 th)

On the course fee, USD 100 is induced as registration fee (non-refundable). Thus, for ensuring your participation you are requested to deposit your registration fee USD 100 by the date stated on the invoice (please check mode of payment on the next page). The remaining amount shall be paid in cash on your arrival at training venue on Monday 26. We will issue a receipt of payment after all course fee is received.

Please note:

- Special price for each category is limited to the first 10 seats only. We will confirm your course fee after receiving your application.
- The course fee is exclusive of 13% VAT. If any participant need a VAT bill they must be ready to pay extra 13% in the course fee (This case may be applied only for Nepali participants if they need VAT bill).

Mode of Payment for Course Fee

Payment from participants from Nepal should be paid to AI's bank account with the following bank detail:

Account Name: Adhyeta International Pvt. Ltd.

Account Number: 0310455778701001

Bank Name: Sunrise Bank Ltd.

Bank Branch: Sankhamul, Kathmandu, Nepal

(Kindly mention your name and country when depositing the registration fee)

Payment from participants from Bangladesh will be paid to IPTM's bank account with the following bank detail:

Account Name: Institute of Professional Training and Management [IPTM]

Company Account Address: 1/C, Green Corner, Green Road, Dhaka-1205, Bangladesh.

CD Account No.: 0011100015228

Name of Bank: Southeast Bank Limited

Name of Branch: Dhanmondi, Dhaka

Branch Address: Navana New Berry Place [1st floor], 4/1/A, Mirpur Road, Sobhanbag, Dhaka, Bangladesh.

(Kindly mention your name and country when depositing the registration fee)

Payment from participants from Thailand and other international countries should be paid to IPTM's Thailand Account with the following bank detail:

Account Name: Professional Training and Management (Thailand) Co., LTD.

Account Type: Saving FCD/USD

Account Number: 800013241596

Name of Bank: Krung Thai Public Bank Limited

Name of Branch: Nana Nua

Branch Address: Head Office, 35 Sukhumvit Road, Bangkok 10110

Routing No.: 007895

Swift Code: KRTHTHBK (For International Participants Only)

(Kindly mention your name and country when depositing the registration fee)

Please inform your bank that all fees involved in this transaction must be deducted at source.

J. TRAINING STYLE

The training will be conducted in an interactive, engaging and informal manner, with time for discussion, debate and brainstorming. The entire training will be conducted in English language and fully IT based. We regret that we are unable to provide translations or interpretation into any other language.

K. WIFI CONNECTION AND POWER PLUG SOCKET

There is wi-fi connection in the meeting room and in the hotel. However, adaptor plugs to charge your equipment are your responsibility. We **do not provide adaptor plugs**. Please see Nepal power plug socket types below:



Type C: This socket also works with plug E and F



Type D: This socket has no alternative plugs



Type M: This socket has no alternative plugs

More info: <https://www.power-plugs-sockets.com/nepal/>

L. MEALS & ACCOMMODATION

Registration fee covers 5 nights' accommodation and all meals from Monday August 26.

We will try our best to accommodate your dietary requirements in all meals and refreshments served during the training. Those who are vegetarian or have Halal food requirements will be accommodated to the best of our ability.

M. WEATHER

The weather conditions in Pokhara during August make it a good trip destination. The average temperatures will be between 20.0°C and 28.0°C with possible thunderstorm and rains. The weather forecast site is available [here](#)

N. ATTIRE

The dress code will be informal, smart casual and comfortable for the entire training.

O. CONTACT NUMBERS AND EMAIL ADDRESSES

In case of emergency or assistance needed, please contact the provided numbers below.

Mr. Kiran Chalise Cell: +9779851247511, Email: kiran@adhyetainternational.com.np

Mr Rabin Malla, cell: +977- 9851076232, Email: rabin@adhyetainternational.com.np

P. PERSONAL ITEMS TO BE PREPARED

We would like to recommend that you bring along the following items for personal use and comfort:

- Refillable Water Bottle
- Cloth bag for shopping
- Hat or umbrella and sunscreen (for field trip day)
- Sunglass for bright sun
- Adaptor plugs for your equipment(s).
- A light jacket for possible cool weather days
- Comfortable walking shoes or sandals

Note: Please feel free to bring your electronic devices for collaborative learning.

Q. DISCLAIMER

The organisers will not be liable for any injury or loss sustained by the participants due to personal accident or illness, loss of baggage or other personal property, cancellation of flights or any other unforeseen incidents resulting from natural or man-made causes during travel to and from or during the workshop.

The organisers are unable to provide any form of travel and medical insurance to participants. We encourage overseas participants to consider purchasing these type of insurances at their own cost.