



Food and Agriculture
Organization of the
United Nations

International Seminar on
Approaches and Methodologies for
Crop Monitoring and Production Forecasting
Dhaka, 25-26 May 2016

INFORMATION NOTE

1. Workshop Venue and Dates:

First Day: Wednesday, 25 May 2016

Venue: Hotel Pan Pacific Sonargaon Dhaka
107 Kazi Nazrul Islam Avenue, Dhaka 1215, Bangladesh
Telephone: +88 (02) 5502 8008
Fax: +88 (02) 9127029
E-mail: reserve.ppdac@panpacific.com
Website: <http://www.panpacific.com/en/hotels-resort>

Second Day: Thursday, 26 May 2016

Venue: Bangabandhu International Conference Center, Dhaka (BICC)
Agargaon, Sher-E-Bangla Nagar, Dhaka - 1207, Bangladesh
Telephone: +88 (02) 9180890
E-mail: info@biccbd.com
Website: <http://biccbd.com>

2. Meeting timings

The registration Desk will open at 8.30 AM at the meeting venue, the Hotel Pan Pacific Sonargaon Dhaka, on the first day, Wednesday, the 25 May 2016. The Seminar will start with an inaugural session at 9.30 AM, followed by several technical sessions. Unless otherwise announced, the Seminar will close at 17:00 hrs on both days, with due lunch and coffee breaks.

Tentative Seminar Format is given in the Concept Note. Detailed programme will be communicated in due course of time.

3. Submission of Technical Papers and Presentation

Resource persons are expected to send their technical contributions at least five days before the event to the organizers at: Mohammad Amirul.Islam@fao.org with cc to bidhan_d4@yahoo.com and shamim.ahmed@fao.org.

4. Nomination of Foreign Participants/ Experts

Nominations and necessary government orders (if applicable) for the foreign experts need to be sent to FAO Representation in Bangladesh to the contacts detailed in point no. 14 (Last section of this information note) by 30 April 2016.

5. Registration

A registration form is attached with this Information Note which has to be filled-in by the participants and sent to the organizers preferably by 30 April 2016 with all scanned copy of passport for Visa Facilitation.

6. Visas

Where an Entry Visa is required for Bangladesh, it will be the responsibility of the participant to make the necessary arrangements to apply for Visa at nearest applicable Embassy/Consulate. The links below provide more information on visa requirement in Bangladesh.

<http://www.dip.gov.bd> ; <http://www.mofa.gov.bd>

An Official letter of Invitation will be sent to all participants from abroad in order to facilitate their Visa processing, if needed.

7. Insurance Coverage

Seminar Organizers assume no responsibility for travel or medical insurance cover. The travel related financial support provided by the organizers to the resource persons, if any, does not cover life or medical insurance. The participants who need a medical insurance cover for the period they will be in Bangladesh are advised to make personal arrangements for this.

8. Accommodation

Participants are expected to arrive Dhaka on Tuesday, 24 May 2015 and depart on Thursday (night), 26th May or Friday, 27 May 2016.

All participants are encouraged to stay at Pan-Pacific Sonargaon Hotel which is offering a special rate of US\$187.6 for single deluxe room for Seminar participants on accommodation booked through organizers. The daily rate includes room rent, breakfast and free Wi-Fi. The participants receiving financial support from FAO will automatically be booked in this Hotel. The self-funded participants can choose a hotel from list of recommended Hotel given at Annex.

The request for booking accommodation should be sent to shamim.ahmed@fao.org with cc. to bidhan_d4@yahoo.com and adnan.saleh@fao.org

9. Local Travel Arrangements

A shuttle bus from the Pan-Pacific Sonargaon Hotel will be available to pick up the participants upon arrival at Hazrat Shajalal International Airport, Dhaka, Bangladesh. The hotel will also arrange airport drop for departure from Bangladesh. Please arrange this with Hotel reception.

On the second day, the organizers will provide a transport from Pan-Pacific Sonargaon Hotel to the new Seminar Venue. The bus will leave the Hotel tentatively at 8.30 AM (exact time to be notified).

Participants staying in other hotels will reach the Seminar venue with their own transport arrangements or using the transport provided by their respective hotel.

The Participants funded by FAO will get their air-ticket from FAO and local FAO office will book their accommodation and pay their DSA as per FAO rules. Participants are expected to settle their room rent and other hotel bills before checking-out from the hotel.

10. Other Costs

Participants will be responsible for paying their personal expenses, not included in the room rent, directly to the Hotel before departure.

11. Foreign Exchange

A bank is available in the hotel corridor for foreign exchange transactions. The current exchange rate is USD 1 equals 79.50 Bangladesh Taka (approx.)

12. Weather and Time

May-June is the summer season in Bangladesh. The monthly average temperature in last five years was 28.98 degree Celsius during May. The meeting venues will

have central air-conditioning. In last five years, the monthly average rainfall in May was 260 mm in May. Bangladesh Time is GMT + 6 hours.

13. Electricity Supply

The voltage of Bangladesh is 220 volts (50 Hz). Type A, C and G adapters are recommended.

14. Contacts:

Organizational & Logistic Matters:

1. Mr. Nur A. Khondaker;
Assistant FAO Representative (Programme)
Cell no: +88017155521141
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3. Mr Bidhan Baral
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Technical Contributions:

4. Mr. Mukesh Srivastava
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5. Mr. Mohammad Amirul Islam
Lead National Consultant (AMIS)
FAO Bangladesh
Cell No: +8801727265970
E-mail: MohammadAmirul.Islam@fao.org

List of Some Recommended Hotels

1. Hotel Asia Pacific
Road #2, Baridhara Diplomatic Zone, Tel : +880 8815461,
Mobile-+880 01715619989,
Web Address www.asiapacifichotelbd.org

2. Paradise Garden (Pvt) Ltd
20, Park Road, Baridhara, Dhaka
Tel : +880 882377, 988920. Mobile : +880 01819183952
Email- pgardenonline@bdonline.com

3. Lake Castle Hotel
House#1A, Road #68/A, Gulshan -2
Tel : +880 8812812, 8814137
Web Address www.hotellakecastle.com

Registration Form
 International Seminar on
 'Approaches and Methodologies for Crop Monitoring and Production Forecasting'
 (MTF/GLO/359/BMG baby 2)
25 - 26 May, 2016, Dhaka, Bangladesh

1. First Name _____

Family name Given names

2. Country/organization: _____

3. Title and Position: _____

4. Address (postal): _____

Telephone: _____ Fax: _____ E-mail: _____

5. Number of accompanying persons (if any): _____

6. Passport Details: (kindly provide scanned copy of passport as well)

Name	Date & Place of Birth	Passport No	Date of Issue	Expiry Date	Issuing Office

7. Arrival information: Date : _____ Time : _____

Airline and flight No.: _____ From (city): _____

8. Departure information: Date : _____ Time : _____

Airline and flight No.: _____ From (city) : _____

9. Name of desired hotel for Accommodation (For those who choose Hotel other than Sonargaon)

10. Any Special Request _____

NOTE: Please send completed registration form by **30 April 2016** and send to shamim.ahmed@fao.org with cc to nur.khandaker@fao.org ; bidhan_d4@yahoo.com
 Registration need not wait for availability of flight details which can be communicated later.