

## Administrative Note

### Regional Symposium on Deployment of Workers Overseas: A Shared Responsibility

**Dhaka, Bangladesh: 15-16 July 2008**

#### Confirmation of Attendance

In order to facilitate the organization of this Symposium it would be greatly appreciated if the attached Nomination Form is completed, as a confirmation of attendance of the delegates, and submitted by **25 June 2008** to:

The Regional Director  
ILO Regional Office for Asia and the Pacific  
11<sup>th</sup> Floor, United Nations Building  
Rajdamnern-Nok Avenue  
PO Box 2-349 Rajdamnern  
Bangkok 10200 (Thailand)  
Fax: (66-2) 280 1735 or (66-2) 288 3062  
Email: BANGKOK@ilo.org (**attention: Ms. Prayoonsri Likhitdechaskdi**)

**In addition, participants are required to send the e-version of their photographs to our ILO Dhaka Office in Bangladesh through email address: [DHAKA@ilodhaka.org](mailto:DHAKA@ilodhaka.org) for the preparation of name badges.**

#### Participating Countries

Participants from 9 countries will be invited to attend this Regional Symposium namely: Bangladesh, India, Indonesia, Malaysia, Nepal, Pakistan, Philippines, Sri Lanka and United Arab Emirates.

#### Venue of the Symposium

The Venue of the Symposium is the Dhaka Sheraton Hotel, 1 Minto Road, Dhaka 1000, Bangladesh, Tel (880-2) 833-0001 or 835-8060, Fax (880-2)-831-2975, Email: [Sales@sheraton-dhaka.com](mailto:Sales@sheraton-dhaka.com).

#### Travel

The ILO will cover travel and subsistence costs, in accordance with the relevant ILO rules, for the duration of the Symposium for one (1) Government delegate, one (1) Employer representative and one (1) Trade Union representative of all the participating countries – as selected by the respective Groups of the ILO's Governing Body.

ILO-sponsored government, employers' and workers' participants coming from the following countries: Malaysia, Republic of Korea and United Arab Emirates are advised to purchase their own most direct route round trip economy class (excursion or special fare) air tickets. The air ticket purchased will be reimbursed upon the presentation of the original official bill/receipt at the Symposium venue. Any deviation in the journey made by the participants before or after the Symposium or upgrades will be at their own cost.

**All other participants are requested to liaise with the ILO Office in their country to obtain the necessary air tickets.**

#### Travel Documents

Participants should make their own arrangements in order to obtain passports, visas and other travel documents, as well as in relation to any required inoculation or vaccination certificates.

The ILO does not reimburse the cost of obtaining passports, visas, vaccinations, airport taxes, excess baggage and transport between airports, air terminals and hotels.

### Visas

Appropriate visa or visas needed for the journey must be secured well in advance of the Symposium. A request for visa authorization, containing full travel schedule and travel document information (passport number, place and date of issued, expiry date, nationality, date of birth), needs to be sent as soon as possible to the ILO Dhaka Office in Bangladesh (attention: Mr. Shahabuddin Khan, Email: [skhan@ilodhaka.org](mailto:skhan@ilodhaka.org) or [DHAKA@ilodhaka.org](mailto:DHAKA@ilodhaka.org); Fax: (880-2) 811 4211) for onward transmission to the responsible authority in Bangladesh for visa clearance.

### Sickness or Accident Insurance

Before proceeding to attend the Symposium, participants are advised to obtain insurance coverage, either at their own expense or at the expense of their nominating organization, for sickness, accident, or temporary disability, death and third party risk covering the entire duration of the Symposium and the journey to and from the host country. **The ILO cannot accept responsibility or liability for such contingencies. In case of accident or sickness during the Seminar, participants should endeavour to notify the organiser immediately.**

### Arrival in Dhaka

Travel arrangements are made so as to ensure that you arrive in Dhaka by **14 July 2008**. In case you make changes to your booking, please inform Mr. Shahabuddin Khan, Tel: (880-2) 8114705; Fax: (880-2) 8114211, Email: [skhan@ilodhaka.org](mailto:skhan@ilodhaka.org), of the exact date, time and flight number of your arrival. **Participants are required to arrive in Bangladesh on 14 July and depart at the end of the meeting, in the evening of 16 July or the earliest available flight on 17 July 2008.**

### Getting to the Hotel

Upon arrival at the Zia International Airport, participants should look for the representative from Dhaka Sheraton Hotel holding the ILO banner outside the immigration gate, where they will be met and transferred to the Hotel. The hotel will charge US\$10 for pick up and drop at the airport.

### Accommodation

Single room accommodation (breakfast included) has been reserved for each participant for the nights 14 to 16 July at the **Dhaka Sheraton Hotel**, 1 Minto Road, Dhaka, Bangladesh, Tel (880-2) 8330001 or 8358060, Fax (880-2) 8312975. Lunch and dinner will be provided for 15 July, while lunch only will be provided for 16 July. A daily allowance will be paid to the eligible international participants to cover other meals and incidentals. The hotel bill for **room only** will be settled with the hotel by the ILO for the participants. If, on arrival, participants would like to upgrade their room, they should arrange this with the hotel directly. Any additional cost for the upgrade and any other personal expenses (including mini-bar and other consumption in the room) incurred at the hotel should be settled by participants upon check-out.

**Participants are requested not to book into any other hotels.**

### Daily Subsistence Allowance

A daily allowance will be paid to the eligible international participants as per ILO rules. The following allowance will be paid:

- 14 July 2008: US\$75/day (arrival day);
- 15 July 2008: US\$30/day (breakfast, lunch and dinner provided);
- 16 July 2008: US\$50/day (breakfast and lunch provided).

### Climate

During July, due to monsoon, the weather in Dhaka will be rainy, with an average temperature of around 28°C.

### Currency

The Bangladeshi currency is the Taka. 1US Dollar is currently equivalent to approximately 68.30Taka (however, this value is subject to fluctuations).

**In case of any need for clarification, please contact:**

#### **ILO Bangkok Office:**

Ms. Prayoonsri Likhitdechakadi  
Tel (66-2) 288-2234  
Fax: (66-2) 280-1735 or 288-3062  
Email: [prayoonsri@ilo.org](mailto:prayoonsri@ilo.org)

#### **ILO Dhaka Office:**

Mr. Shahabuddin Khan  
Tel: (880-2) 8114705  
Fax: (880-2) 8114211  
Email: [skhan@ilodhaka.org](mailto:skhan@ilodhaka.org)

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