



**38TH ANNUAL GATHERING / 11TH AIBD
GENERAL CONFERENCE & ASSOCIATED MEETINGS
25 - 27 JULY 2012 - Kathmandu, Nepal**



CONFERENCE INFORMATION

1. GENERAL

The 38th Annual Gathering / 11th AIBD General Conference & Associated Meetings be held from 25 to 27 July 2012 in Kathmandu, Nepal.

2. VENUE

The Conference will be held at:-

Soaltee Crowne Plaza Hotel
Tahachal, Po Box 97, Kathmandu, Nepal
Tel: +977 1 4273999
Fax: +977 1 4272205
Website: www.crowneplaza.com/kathmandu

3. CONFERENCE REGISTRATION

Registration for delegates will be opened from **Tuesday, 24 July 2012 at 09:00** onwards. You are kindly requested to collect your conference bags/documents from the AIBD and the Organizing Committee Secretariat from **24 July 2012** onwards.

4. HOTEL ACCOMMODATION

Accommodation for the delegates and accompanying persons at the Hotel Soaltee Crowne Plaza, Kathmandu will be borne at their own expenses.

Any confirmed **booking cancelled from five (5) days** to one day (24 hours) prior to arrival date shall attract **one night's retention charge** on 'Room Only' basis plus applicable taxes.

Any confirmed booking cancelled on the day of arrival shall attract entire stay's retention plus applicable taxes on 'Room Only' basis.

Any request of cancellation must be provided in writing. The hotel will not consider or process any verbal cancellation request.

Check in time: 2 pm. Check out time: 12 noon. 50 % will be charged for late check out till 5 pm, after that full room charge will be applicable.

5. IMMIGRATION REQUIREMENTS

All delegates must hold passports that are valid for at least six months beyond the time of their arrival in Kathmandu. It is advisable that all delegates obtain appropriate entry visas to Nepal from a Nepalese diplomatic or consular mission at their point of origin or en route to Nepal.

People of these countries do not get visa on arrival at the immigration entry points of Nepal:

1. Nigeria
2. Ghana
3. Zimbabwe
4. Swaziland
5. Cameroon
6. Somalia
7. Liberia
8. Ethiopia
9. Iraq
10. Palestine
11. Afghanistan

To grant or not to grant visa is the right of Nepal Government:

- a) All powers to grant or not to grant visa to any foreigner shall be vested in Nepal Government.
- b) Nepal Government may allow entering Nepal to the citizen of any friendly country without visa on the basis of reciprocity.

Please check more details at <http://www.immi.gov.np/visa>.

6. CUSTOM REGULATIONS

Narcotic drugs as well as arms and ammunition may not be brought into Nepal; they are strictly prohibited. Offenders are subject to strict and severe punishment in line with local laws and regulations.

7. HEALTH

Basic medical services are available at the hotel. Immunization certificates are not normally required for entry into Nepal. In the event of a medical emergency during the GC, please contact the AIBD Secretariat who will facilitate transport to the nearest hospital. Delegates are requested to have sufficient medical insurance as any emergency medical care will have to be paid directly by the delegates.

8. FOREIGN EXCHANGE AND CURRENCY

The exchange rate is approximately 1US\$ = 77.97 Nepalese rupees (NPR). Foreign currencies are exchangeable at the commercial banks, airport and/or at the Hotel. The Nepalese currency unit is the Rupee. Bank notes are available in denominations of most commonly used 5, 10, 20, 50, 100, 500, and 1000 Rupees. International credit cards and travellers cheques are accepted in major establishments.

9. AIRPORT TAX

a. Tourist Visa

Visa Facility	Duration	Fee
Multiple entry	15 days	US\$ 25 or equivalent convertible currency
Multiple entry	30 days	US\$ 40 or equivalent convertible currency
Multiple entry	90 days	US\$ 100 or equivalent convertible currency

b. Gratis (Free) Visa

- Gratis visa for 30 days is available only for nationals of SAARC countries. However, for extension of visa for SAARC nationals, the rule is same as that of other nationals.
- Indian nationals do not require visa to enter into Nepal.

For Visa Extension:

Tourists can stay for a maximum of 150 days in a visa year (Jan 1 to Dec 31) extending the visa at the rate of 2 US \$ per day. However, a minimum amount of 30 US\$ has to be paid for a period of 15 days or less.

(For further information, please check: www.immi.gov.np)

An airport departure tax of USD 12 (approx. 935 NPR.) is levied by the airport authority for travellers on international flights. The tax must be paid in USD or Nepalese rupee.

10. AIRLINE AND FLIGHT INFORMATION

Many international airlines operate regular services to and from Kathmandu. Delegates are advised to secure their return bookings prior to their departure from Kathmandu. If this is not possible, they should make firm return bookings immediately upon arrival in Kathmandu. Delegates can liaise directly with the Hotel Business Centre if any assistance is required in this matter.

International Flight Services:

Air Arabia (G9)	Air China (CA)	Bahrain Air (2B)	Biman Bangladesh (BG)
China Southern (CZ)	Dragon Air (KA)	Druk Air (KB)	Etihad Airways (EY)
GMG Airlines (Z5)	Gulf Air (GF)	Indian Airlines (IC)	Jet Airlines (9W)
Jet Lite (S2)	Korean Airlines (KE)	Nepal Airlines (RA)	Pakistan Airlines (PK)
Qatar Airways (QR)	Silk Air (MI)	Thai Airways Int. (TG)	

Please check with nearby travel agency for the schedule of flights.

11. AIRPORT TRANSFER

The Host will provide local return airport-hotel transfers to all delegates during their arrival, departure.

12. WEATHER

In Kathmandu, July is monsoon month with temperatures averaging around 30 degrees Celsius. Temperature will be maintained in the conference room where the meetings are to be held.

13. INTERNATIONAL DIRECT DIALLING

Kathmandu is linked via satellite to all major countries of the world. International call can be made from any private business or hotel phone.

Country code-Nepal: 977, City Code: Kathmandu: 1

14. IMPORTANT TELEPHONE NUMBER

Fire: 105, Police: 100, Ambulances: 977 1 4244121, 4230213, International Flight Services: 977 1 4470311, 4472835, Ext 400 Red Cross: 977 1 4228094, Directory Enquiries: 197 (free of cost); Immigration Office: 977-1- 4433934 / 4429660 / 4438862 / 4438868; and Public Hospital: 977 1 4221119, 4223807, Night Taxi Service 977 1 4244485, 4224375

15. ELECTRICITY

Most hotels use 220 volts 50 cycles and a two-pronged plug. It is better to check before using an appliance.

16. TIME

The time in Nepal is 5:45 hours ahead of the Greenwich Mean Time (GMT).

18. WORKING LANGUAGE OF THE MEETING

Meeting will be held in English.

19. CONTACT

For any further information you may require or if you need a personal invitation letter or official document for your visa application, please contact:

Asia-Pacific Institute for Broadcasting Development (AIBD)	Nepal Television
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**WE LOOK FORWARD TO WELCOMING YOU
AT THE GENERAL CONFERENCE
IN KATHMANDU, NEPAL**