



6TH South Asian Conference on Sanitation (SACOSAN-VI Secretariat)

**11-13 January 2016
Dhaka, Bangladesh.**

Administrative note

Bangladesh Visa:

Participants are requested to ensure their visa from respective Bangladesh Embassies in their country before arrival. Participants from those countries do not have Bangladesh Embassy SACOSAN VI Secretariat will make arrangement to get on arrival visa. But all necessary required documents (like photos, visa fee, invitation letter, international Passport etc.) need to provide to the SACOSAN VI Secretariat (sacovi2015@gmail.com) much ahead of the conference date for processing on arrival visa arrangement. A desk from SACOSAN-VI secretariat will be at the arrival lounge for facilitation of visa & immigration processes. Please bring two recent passport size photo and all document with you.

Accommodation

SACOSAN-VI Secretariat is requesting all the respected participants to arrange their accommodation in the listed hotels for a valid reason. The secretariat has rearranged a list of standard hotels with agreed discounted rate for SACOSAN VI participants. The participants are advised to book the hotel rooms as soon as possible. If still anybody need any further assistance on the accommodation issue please feel free to contact:

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Transportation

Under the agreement with the Hotels (listed attached) it was agreed by the Hotel management to provide drop and pick support (airport to hotel) for the participants and guests of SACOSAN VI. You can communicate the same with the hotel while you confirm your booking.

To attend the conference participants SACOSAN Secretariat will arrange a free shuttle service for the participants from hotel to the conference Venue and back to hotel. There are much traffic in Dhaka in the morning to avoid it you should take your seat in shuttle by 7.30 sharp. It could take more time to reach the venue in rush hours if you start after 7.30. Participants are requested to arrange their local travels by themselves for personal sightseeing and shopping purposes but it is requested not to move from hotel alone at late night.

Press Briefing

A Press Briefing session regarding SACOSAN-VI conference will be held on 10th January 2016 at 3:00 PM in Department of Public Health Engineering (DPHE) Conference Room. DPHE is located at 14, Shahid Captain Monsur Ali Sarani, Kakrail, Dhaka-1000 and a sketch map is attached. It is expected that all the country focal persons of SACOSAN-VI will be present in the Press Briefing session. So, they are requested to make plan for their arrival date and time accordingly.

Inaugural Session

Honorable president of People's Republic of Bangladesh will grace the inaugural ceremony of the SACOSAN VI. The participant will not be allowed to carry any Bag, laptop, mobile or any other devices in the inaugural venue. The entrance will be closed 30 min. before the arrival of the Chief Guest. No participants will be allowed without an official invitation card. Please keep your Individual invitation card of inaugural session for security check. All country focal persons are requested to collect their own country delegate's invitation card from SACOSAN VI Secretariat on 10th January 2016. Please also note that the card is not transferable. After the departure of the Hon'ble Chief Guest and onwards you can carry all belongings with your own risk.

Registration

On line registration is open now; it is requested to all **please make sure your participation by on line registration and it should be confirmed by January 05, 2016** through www.sacovi.gov.bd. On spot registration will be open at 1:00 PM to 17:00 PM on January 11, 2016 at BICC and will be continued. Registration materials will be distributed during registration at registration desk. Participants are requested to collect the materials from the desk.

Meals/Refreshment: SACOSAN VI secretariat will provide a free lunch, tea and snacks for the conference participants in each conference day. A closing dinner will be organized by the Hon'ble Minister, Ministry of Local Government, Rural Development and Co-operatives, Government of the People's Republic of Bangladesh for guests and participants on 13th January 2016 at evening followed by a cultural program.

Mobile/Internet/Wi-Fi

Participants of SACOSAN-VI can get local mobile SIM card from the airport at their own cost. The selected hotels are covered with Wi-Fi and the conference venue is also covered with Wi-Fi facilities except the session rooms. Password of Wi-Fi at venue will be provided from registration desk, participants are requested to carry their Wi-Fi enabled devices.

Sightseeing

SACOSAN-VI secretariat will arrange two days field visit and sightseeing program from 14 to 15 January 2016 at eight different places. Interested participants may enjoy the field visit program. Participants will be provided food and transportation facilities during the field visit program. For stopover, SACOSAN-VI secretariat will arrange hotel for accommodation but the participants will have to pay the hotel rent. Participants may also enjoy other tourist places which will be arranged by themselves at their own cost. SACOSAN-VI secretariat will provide necessary guidelines if requested. (SACOSAN-VI secretariat *suggests some local sightseeing places in*

Dhaka i.e. Bangabandhu memorial Museum, Liberation War Museum, Central Shahid Minar, Ahasan Monjil, Lalbag fort, Parliament Bhaban, Hatirjheel, Jamuna future park, Bahsundhara shopping complex etc.)

Cultural Program

A cultural program will be held on 13th January 2016 at the venue in evening after the closing ceremony of the conference. Artists of Bangladesh Shipokola Academy will perform the cultural program.

Any Special

Participants those have any special medications and will be needed any urgent attention may contact with following person of SACOSAN-VI Secretariat.

Mohammad Golam Muktedir
Executtive Engineer
SACOSANVI Secretariat, Dhaka
Cell phone: 880-1552384505
Email: miltonbuet@yahoo.com

Weather

Bangladesh has a subtropical monsoon climate characterized by wide seasonal variations. On average, the coolest month is January. During this time the temperature in Dhaka ranges from 10-15 degree Celsius. It can drop up to 5-6 degree Celsius at night time and early morning. Sweaters, warm cloths and coats should be essential in your belongings.

Currency

1 US dollar is equivalent to BDT (Bangladesh Taka) 79. Dollars can be exchanged at existing rates at any money exchange centre.

Field visit

Participants are requested to filled up a form for Field Trip that will be provided with registration materials and submit it at the registration booth within January 12, 2016, 2nd day of the conference. SASOSAN VI has arranged two days (14-15 January) field visit opportunity for the international participants only. Seats are limited, so it is requested to all to submit the form earlier and book your seat for field trip.

If you need more information regarding conference please visit the SACOSAN VI website www.sacovi.gov.bd