

DHAKA INTEGRITY DIALOGUE-2
CLIMATE FINANCE AND GOVERNANCE IN SOUTH ASIA
18-19 SEPTEMBER 2017, DHAKA, BANGLADESH

PARTICIPANTS' GUIDE

VISA AND ENTERING BANGLADESH

- ☐ Please ensure that you have taken out necessary travel documents for your trip and seek security advice prior to travel from the relevant authority (e.g. Foreign and Commonwealth Office).
- ☐ **Please bring the copy of the letter issued by Bangladesh government for your on-arrival visa. For on arrival visa the visa fee is US\$ 50.00 and please ensure that you carry the required amount of cash with you.**
- ☐ Please keep the original copy of the bill for the reimbursement from TIB.
- ☐ Please note that you may also be asked to present your **return ticket** as well as your **invitation letter** at the immigration desk.

WELCOME TO BANGLADESH!

TI Bangladesh is very happy to welcome you to Bangladesh as part of the Dhaka Integrity Dialogue-2: Climate Finance and Governance in South Asia.

In case of emergency on arrival or during your stay, please contact Rezwan ul-Alam, Director, Outreach and Communication on + 880 171 3065012

GETTING IN DHAKA (AIRPORT TO THE HOTEL)

Flight details for all passengers have been provided to the hotel authorities, responsible for ensuring your safe transfer to and from Hazrat Shahjalal International Airport. An assigned person will be waiting to meet you, displaying a placard with participant's name and Best Western La Vinci Hotel in the exit hall-2. If you do not find anyone outside, please call this number: +88 01712236833 or +88 01926996550. For more assistance, please call Mr. Meftah, Manager-Admin, TI Bangladesh, Cell: 0171 4072109.

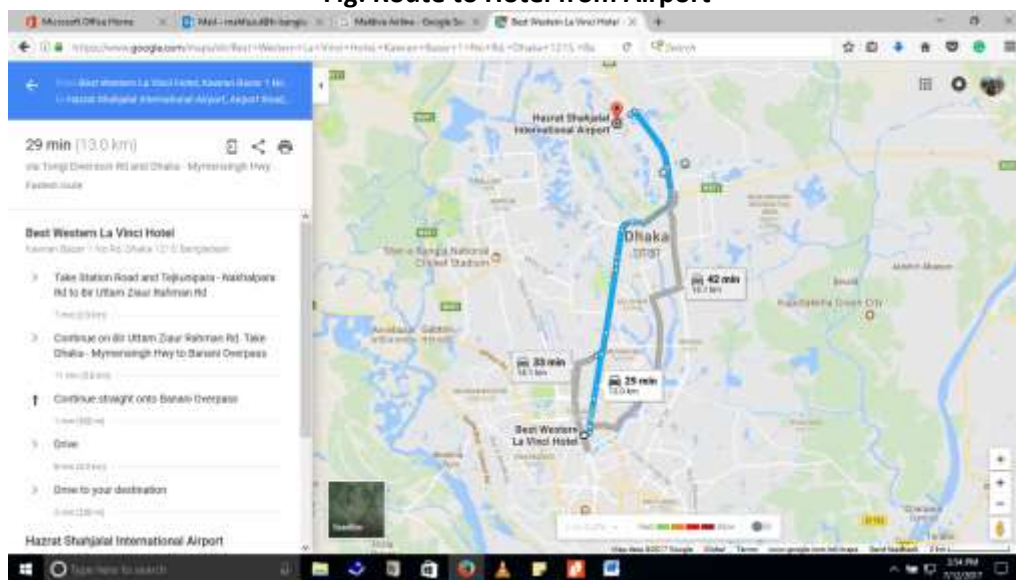
ACCOMMODATION IN DHAKA

All participants will stay at the Best Western La Vinci Hotel a three-star luxurious business class hotel, located in Karwan Bazar Dhaka. The accommodation includes complimentary breakfast, free WiFi access, airport transfer (Please do not pay any bill to driver as transportations cost has been included with the stay in Hotel). For lunch and dinner you can use the restaurant of the hotel as those would be served as per prior order as per choice of food.

The BEST WESTERN La Vinci Hotel is 13 kilometres from the Hazrat Shahjalal International Airport and is conveniently located approximately 20 minutes driving distance for Bangabandhu International Conference Centre-BICC (the event venue).

ADDRESS OF THE HOTEL
BEST WESTERN La Vinci Hotel
 54, Kawran Bazar
 Dhaka-1215, Bangladesh
 Phone: +880 2 9119352
 E-mail: lavinci@bol-online.com

Fig: Route to Hotel from Airport



TI-BANGLADESH'S CONTRIBUTION

TI-Bangladesh is contributing to this **Integrity Dialogue-2 on Climate Finance and Governance in South Asia** by providing support to items such as: Air ticket, Visa Fee, Accommodation, Food and Snacks during the stay. Transports will also be available during the shuttle between the hotel and TIB office and Bangabandhu International Conference Center (BICC).

PER DIEM/DAILY SUBSISTENCE ALLOWANCE AND REIMBURSEMENT

Per diem: Euro 30 for at least 24 Hrs, equivalent to BDT 2,880 (Conversion rate: Euro 1=BDT 96).
 (Conversion rate as per dated 11th Sept 17)

As per policy of TIB per-diem (BDT 2,880) will be distributed as follows:

Breakfast (5%)	: BDT 144.00
Lunch (25%)	: BDT 720.00
Dinner (25%)	: BDT 720.00
Snacks (5%)	: BDT 144.00
Incidental Allowance	: BDT 1,152.00

TIB has organised meals on different times and allowances will be paid for meals beyond TIB arrangement.

- ☐ **Actual cost during the travel from participant's country to Bangladesh (e.g local conveyance) will also be reimbursed. TIB will pay the return conveyance based on the conveyance for travelling to Bangladesh. Visa fee will also be reimbursed as per receipt. *Please note that, TIB will not pay any bill without actual receipt except local conveyance.***

- **All bills will be given to the international participants on 18-19 September 2017 at Bangabandhu International Conference Centre (BICC) venue during Tea-Lunch break of the programme. Participants are requested to keep all the bill and voucher with them and to submit to Payment Desk at BICC.**

PRIMARY INFORMATION ABOUT BANGLADESH

WEATHER

Being a subtropical country Bangladesh is derived by monsoon climate and which is characterized by high rainfall, temperatures and humidity. Approximately 80% of Bangladesh's yearly rainfall occurs in June to October month. So participants are requested to carry umbrella and some primary medicine in case of flue.

Weather forecast from 17-23 September 2017



However, during your stay the weather would be cloudy/rainy/sunny with some occasional rain. The average temperature ranges would be between 28°C – 30°C. On the other side, both the event venues have central air-conditioning system which will give some cold feeling.

CURRENCY

Currency rate varies in Bangladesh in Banks and in exchange houses. However, As on 11 September 2017, the exchange rate from Bangladesh Bank is:

Currency	Buying	Selling
EUR	100.162	96.5457
USD	83.3240	80.3330

Participants are recommended to carry US Dollar for easy money exchange. You can exchange the currency from the airport or can also ask the reception of the hotel La Vinci where you will be staying for better rate of exchange.

GENERAL SAFETY

Please carry the photocopy of passport, visa copies and other carry the valuables carefully especially money. Please avoid large gatherings and political rallies. Please ask TIB colleagues if you need any guidance related to local issues in order to get proper information and stay safe!

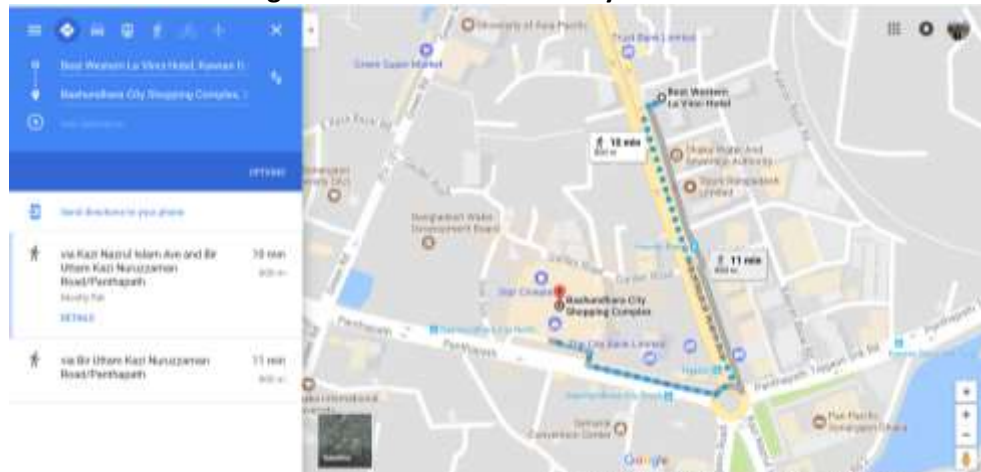
LOCAL SIM AND WIFI

You can use roaming mobile services. However, if you need to purchase local mobile sim, please request TIB colleague (**Mr Meftah on 0171 4072109**) for support. Hotel has free wifi and Both Viber and Skype can be used from hotel.

TOURS IN AND AROUND DHAKA

You can visit the Bashundhara City which is very near to your hotel. It's a 19 storied high building complex has shops, mega stores, theme park, cinema hall, food court, health club and swimming pool. Multi-screen movie theatres with digital sound system screens are available to watch both local and international films. You can visit the international food court where you can enjoy different cuisines and fast food.

Fig: Rout for Bashundhara City from hotel



HOSPITALS NEAR HOTEL

There are hospitals near La Vinci Hotel. Address and phone number for nearest hospital is given below:

Square Hospital: 18F, Bir Uttam Qazi Nuruzzaman Sarak, West Panthapath, Dhaka 1205
 Phone: (880-2)8144400, +8801713141447 (24hr Emergency and Ambulance service: 8144466, 8144477, 8144488); Mobile: 01713377773-5, Email: info@squarehospital.com; Web: www.squarehospital.com

CONTACT US: Emergency Contacts and Cell Phone Numbers

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|---|-----------------|
| • Abdul Ahad, Director-Admin & Finance, TIB | +88 01755555331 |
| • Muhammad Zakir Hossain Khan, Senior Programme Manager-CFG | +88 01713065546 |
| • Mohammad Zahidul Islam, Senior Programme Manager-O&C | +88 01714092864 |

Looking forward to welcoming you in Bangladesh
