

Information Note for Participants

A. General

1. Expert Group Meeting on Planning and Assessment of Urban Transportation Systems is scheduled to be held in Kathmandu, Nepal, from 22 to 23 September 2016.

The meeting will be organized by ESCAP and KOTI in collaboration with Ministry of Urban Development, Ministry of Physical Infrastructure and Transport and Kathmandu Valley Development Authority (KVDA).

The working language of the meeting will be English.

B. Meeting venue

2. The meeting will be held at **the Hotel Himalaya, Skyline Room on the 2nd floor.**
Address: Kupondole Height, Lalitpur, P.O. Box: 2141, Kathmandu, Nepal
Tel: +997-1-5523900
Website: www.himalayahotel.com.np

C. Meeting schedule and Registration

3. The opening of the Meeting is tentatively scheduled to start at 0930 hrs. on Thursday, 22 September 2016 at Skyline Room (2nd floor), Hotel Himalaya, Pulchowk.

The registration desk will be opened from 0900-0930 hrs. Participants are required to visit the registration desk and obtain a name badge and meeting documents.

D. Visa requirements

4. Delegates are strongly advised to check with a diplomatic or consular mission of Nepal in their country regarding visa requirements and receive appropriate entry visa.

The Government of Nepal, Immigration Office, can issue a visa upon arrival for selected countries at the Tribhuvan International Airport in Kathmandu (visa fee - US\$25 for a 15-day visa). Participants are requested to look for Visa Desk at the airport. For more information, please visit Website: <http://www.nepalimmigration.gov.np/>.

E. Local transportation

5. The hotel provides complementary airport transfers for the international participants. Please contact Ms. Sanjeeta Acharya, Tel: +977-1-5523900 or E-mail: bnqtsales@hotelhimalaya.com.np with your travel details for transfer arrangements and other information.

F. Accommodation

6. Rooms have been blocked booked for all participants from 21 to 24 September 2016. The room rate for single deluxe room is US\$ 95.00 per night (inclusive of taxes and breakfast) and US\$ 110.00 per night (inclusive of taxes and breakfast) for double deluxe room. Please confirm your arrival and departure date directly with the hotel or through ESCAP or KVDA.

All participants are required to clear all expenses directly with the hotel.

G. Daily subsistence allowance

7. For sponsored participants, ESCAP and KOTI will provide daily subsistence allowances (DSA) at the UN prevailing rate at Kathmandu.

In order to facilitate the payment of subsistence allowance on the first day of the meeting, you will be requested to submit copies of the passport (personal data and immigration stamp pages), original boarding passes, together with air tickets, to the secretariat/KOTI staff in the conference room.

Participants who are unable to stay for the entire duration of the meeting are requested to inform the secretariat as soon as possible, so that the DSA can be adjusted accordingly.

H. Arrangements for meals and coffee breaks

8. Lunches and coffee breaks will be provided for all participants during the meeting days.

I. Exchange rate and weather

9. The current Exchange rate is US\$ 1 =NRS 106.72 (as of 15 August 2016 according to Nepal Rastra Bank).

US\$ can be exchanged to local currencies at banks and the hotel also has facility to exchange the money as per the day's exchange rate.

At the time of the meeting, the high temperature is around 27°C. The minimum is 21°C. Thus, the mean temperature average in September in Kathmandu is 24°C. The meeting room will be air-conditioned.

J. Contact persons and enquiries

10. For any enquires, participants may contact the following officers:

ESCAP Bangkok: Mr. Madan B. Regmi, Tel: +66-2 288 1571 or E-mail: regmi.unescap@un.org

Kathmandu Valley Development Authority (KVDA): Mr. Bhagawat B. Khokhali, Tel: +997-9841219088 or E-mail: khokhali@gmail.com

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预览已结束，完整报告链接和二维码如下：

https://www.yunbaogao.cn/report/index/report?reportId=5_2613

