



Inter-Parliamentary Union
For democracy, For everyone



Parliament of Sri Lanka

South Asian Speakers' Summit on Achieving the Sustainable Development Goals

Promoting regional parliamentary cooperation for sustainable, equitable and green economic growth

Colombo (Sri Lanka), 11-12 July 2018

Organized by the Inter-Parliamentary Union (IPU) and the Parliament of Sri Lanka

GENERAL INFORMATION NOTE

1. VENUE & DATE

The 2018 South Asia Speaker's Summit on Achieving the Sustainable Development Goals will be held at the Hilton Hotel, Colombo (Sri Lanka) from 11 to 12 July 2018. Jointly organized by the Inter-Parliamentary Union (IPU) and the Parliament of Sri Lanka, the Summit will follow up on the conclusions of the 2016 and 2017 events, held in Dhaka (Bangladesh) and Indore (India) respectively. The meeting will be followed by a post conference tour on 12 July 2018.

10 July	Arrival of Delegates
11 July	Opening / Sessions
12 July - Morning	Sessions / Closing
- Evening	Conference tour
13 July	Departure of Delegates

2. PARTICIPATION

The meeting is open to Speakers of Parliament from Afghanistan, Bangladesh, Bhutan, India, Maldives, Myanmar, Nepal, Pakistan and Sri Lanka. Speakers and Presiding Officers of parliament (or both parliamentary chambers in the case of bicameral parliaments) are invited to attend the event. The Speakers or Presiding Officers may be accompanied by the Secretaries General or Clerks and one accompanying official. The IPU President, IPU Secretary General and IPU Secretariat staff will also attend.

3. ORGANIZATION OF PROCEEDINGS

As per established practice, all participants will have equal speaking rights. The debates will take place in English. Delegations who wish to have interpretation into their own language are kindly requested to make their own arrangements.

4. EXPECTED OUTCOME

At the close of the Summit, a brief outcome document will be issued. It will contain a summary of conclusions and recommendations of the meeting.

5. DOCUMENTS

Written texts of the presentations will be distributed to participants as they become available. As far as possible, the IPU Secretariat will make available background documentation relevant to the issues under discussion.

Participants wishing to distribute documentation to their colleagues will be required to provide it in sufficient quantities during the meetings.

6. LANGUAGES

The Summit will be conducted in English.

7. SEATING ARRANGEMENTS

Each delegation will be allotted three seats. Delegations composed of both Speakers from bicameral parliaments will be allotted six seats. Additional seating will be made available in the meeting room for persons accompanying parliamentary delegations.

8. REGISTRATION

Parliaments invited to the Summit are requested to send their list of participants to the following addresses **no later than 10 June 2018** using the enclosed registration form:

Contact / Address in Sri Lanka :	CC: Inter-Parliamentary Union
Mr. S. A. U. Kumarasinghe Chief of Protocol (Parliament) Foreign Relations and Protocol Office Parliament of Sri Lanka Sri Jayewardenepura, Kotte, Sri Lanka	5 chemin du Pommier case postale 330 1218 Grand-Saconnex Geneva - Switzerland
Tel: +94 (11) 277 7277, +94 (11) 277 7288 Fax: +94 (11) 277 7275, +94 (11) 277 7501 E-mail: cpa@parliament.lk	Tel: +41 22 919 41 50 Fax: +41 22 919 41 60 Email: postbox@ipu.org

9. HOTEL RESERVATIONS

The Parliament of Sri Lanka has made block bookings at the Hilton Hotel for the duration of the Summit. Room reservations should be made directly with the hotel

using the hotel registration form, and a copy of the reservation sent to the Host Secretariat.

The cost of accommodation is the responsibility of delegates and is payable directly to the hotel. The cost of meals (breakfast, lunch, dinner), except for the lunch on 11 and 12 June and hosted dinners, is also the responsibility of delegates during their stay in Sri Lanka.

HILTON COLOMBO

2, Sir Chittampalam A Gardiner Mawatha,
Colombo 2,
Sri Lanka.

Tel: +94 (11) 249 2492 / Fax: +94 (11) 254 4657

Email: colombo.reservations@hilton.com

www.colombo.hilton.com

Contact person: Mr. Dhanuka Ranasinghe, Manager-Sales

Rates

Room Type	Room Only Rate	B&B Rate (Single)	B&B Rate (Double)
Standard Room	US\$ 125+30.28%Taxes	US\$ 135+30.28%Taxes	US\$ 145+30.28%Taxes
Deluxe Room	-	US\$ 150+30.28%Taxes	US\$ 160+30.28%Taxes
Executive Room	-	US\$ 195+30.28%Taxes	US\$ 205+30.28%Taxes
Corner Suite	-	US\$ 245+30.28%Taxes	US\$ 255+30.28%Taxes

Hon. Speakers who reserve Standard Rooms will be upgraded to Corner Suites / Executive Rooms free of Charge, and others who reserve Standard Rooms will also be upgraded to Delux Rooms free of charge.

10. REGISTRATION AND INFORMATION DESK

The Host Secretariat will run an information desk at the Hilton Hotel. Delegates are requested to register there and collect their identity badges, invitations and all other relevant documents upon check-in.

A registration and information desk will also be available to participants at the meeting venue. The desk will operate from 8 a.m. to 6 p.m. on 11 and 12 July 2018.

For the purpose of preparing identity badges, delegates are kindly requested to send by email to the Host Secretariat a passport-size photograph of themselves set against a white background. A profile of the delegate may also be enclosed.

11. TRANSPORTATION SERVICES

Arrival and Departure:

In order to ensure an efficient reception service, all participants are kindly requested to provide dates, flight numbers and their arrival and departure time to the Host Secretariat. Delegates will be met on arrival at the airport. Arrival and departure

transfers from and to Bandaranaike International Airport in Katunayake will be arranged by the organizers. Transport will also be provided for all official venues, receptions and field visits by the Host Secretariat.

12. VISAS

Entry visas are required except for citizens of countries which have visa exemption agreements with Sri Lanka. Therefore all delegates attending the Summit are kindly requested to travel either with SAARC visas or contact the Sri Lankan Mission in their respective countries to obtain visas where necessary. Delegates may also apply for the relevant visas online by visiting www.eta.gov.lk and paying the respective online visa fees.

13. SECURITY

All necessary security measures will be taken by the national authorities. Participants are required to wear their identity badges at all times when they are at the meeting venue and at all other official functions during the Summit.

14. MEDICAL FACILITIES

During the summit, first aid facilities will be provided at the venue. All other medical facilities will be at the participants' own expense.

15. INSURANCE

It is recommended that participants take out their own comprehensive insurance policies covering all risks.

16. CLIMATE

The weather in July is quite variable with warm sunny days and occasional rain showers. The temperature can range between 25°C to 30°C and there is an average rainfall of 125mm.

17. PRESS

Journalists wishing to report on the summit are requested to obtain accreditation from the Host Parliament. Access to the Meeting Hall will be restricted to official delegates only. There will be a media centre at the venue. Photographers and camera crews registered as members of their parliament's delegation will be permitted to cover meetings.

18. DRESS

Business dress or national dress is appropriate for meetings and evening events.

19. CURRENCY

Most major international currencies can be exchanged at the airport, hotels and nearby banks. Major credit cards are accepted in hotels and most shops.

The official currency is the Sri Lankan Rupee (LKR) and the rate is roughly LKR 155 to 1 US dollar.

20. RECEPTIONS

After the conclusion of the first day of the Summit (11 July 2018), a dinner will be hosted by the Speaker of Parliament of Sri Lanka in the honour of the visiting dignitaries. It will take place in the Hon. Speaker's Official Residence, Parliament Road, Battaramulla. Presiding Officers or Speakers and Secretaries General of all Parliaments of South Asian countries are invited to the dinner.

21. OTHER USEFUL INFORMATION

- Time Zone : Local time is GMT +05.30 hours
- Weights & Measures : Metric
- Electricity : 220-240 Volts. Electrical sockets (outlets) used in Sri Lanka are type D
- Telephone : Country code 94