**ITU-TRCSL Symposium on Cloud Computing**

 **28 - 30 July 2015**

**Colombo, Sri Lanka**

**PRACTICAL INFORMATION FOR PARTICIPANTS**

International Telecommunication Union (ITU) -Telecommunications Regulatory Commission of Sri Lanka (TRCSL) Symposium on Cloud Computing would be held on 28-30 July 2015 in Colombo, Sri Lanka. The event will be jointly organized by the International Telecommunication Union and hosted by Telecommunications Regulatory Commission of Sri Lanka (TRC)

**1. Venue & Hotel Accommodation**

**Taj Samudra Hotel Colombo**



For the convenience of the participants, it is recommended to stay in the following assigned hotel. Room reservation should be made directly by the participants with the hotel. For any assistance Local Secretariat can be contacted. The details are mentioned below:-

**Taj Samudra Hotel Colombo**

25, Galle Face Centre Road ,Colombo 3. Sri Lanka

www.tajhotels.com

**Contact:**

**Manoj Pulukkody|Relationship Cordinator - MICE |Taj Hotels Sri Lanka**
M +94 718685083| T +94 11 544 6622 / F+ 94  11 2544 122

Email: Manoj.Pulukkody@tajhotels.com

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| **Room Type** |  **Room Rates per night nett** |
| **Deluxe Standard Room** | Single: USD 170 | Double: USD 182 |
| **Luxury Room**  | Single: USD 195 | Double: USD 208 |

**Note**:

* The prices are subject to availability and subject to change.
* Airport pick- up available upon prior intimation. Managed by TRCSL
* Breakfast included in room rates.

**2. Visa and Immigration Requirements**

Immigration must be in possession of a valid passport or travel document with a minimum validity of six months beyond the period of stay and need to check visa requirements before entering the country. Participants are also advised to obtain, before the commencement of their journey, and where necessary, transit visas for countries en route to Sri Lanka. As the visa requirements change from time to time, it is advisable to check your visa requirements with the nearest Sri Lanka Embassy before departure.

**Visa supporting Letterwill be issued on request.Please submit the following informationalong with a copy of passport to the local secretariat /coordinator through your administration.**

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| **Full Name** |  |
| **Passport Number** |  |
| **Date ofIssue** |  |
| **Date of Expiry** |  |
| **Nationality** |  |
| **Date of Birth** |  |
| **Place of getting Visa (Sri Lanka High Commission/Embassy office address** |  |

**3. Meeting Website information**

Related information about the symposium and documents will be available at the ITU

website.<http://www.itu.int/en/ITU-D/Regional-Presence/AsiaPacific/Pages/Events/2015/July-CloudComputing/home.aspx>

For any information on the documentation please contact:

**Mr. Sameer Sharma , Senior Advisor , ITU, Regional Office , Bangkok, Thailand.**

**Phone :**+66 2 575 0055**, Email:** **sameer.sharma@itu.int**

ITU and TRCSL encourage the use of electronic documents during the meeting. Participants are encouraged to carry their Laptop computers for the meeting.

**4. Registration**

The registration counter will be set up in the foyer of the meeting hall commencing at 08.30 hours on 28th July 2015 at the meeting venue.

**4. Weather**

The month of July experiences slightly wet climate. The temperature in July is 28 cO. It may fluctuate between 25 cO30 cO.The chance of rain during the month of May 75%. To see daily weather forecast please visit following website. http://www.meteo.gov.lk.

**5. Practical Information about Colombo**

Colombo is the capital city of Sri Lanka. Colombo is a busy and vibrant pace with a mixture of modern life and colonial building. It is also popular tourist destination.

Famous landmarks in Colombo include [Galle Face Green](http://en.wikipedia.org/wiki/Galle_Face_Green), [Viharamahadevi Park](http://en.wikipedia.org/wiki/Viharamahadevi_Park), [Beira Lake](http://en.wikipedia.org/wiki/Beira_Lake), [Colombo Race Course](http://en.wikipedia.org/w/index.php?title=Colombo_Race_Course&action=edit&redlink=1), [Planetarium](http://en.wikipedia.org/wiki/Planetarium), old parliament building, Independence Arcade, Mount Lavinia beach as well as the National Museum.

**6. Language**

Sri Lanka is the Official Language English.

**7. Time Zone**

GMT + 5.30 hours

**8. Banks & Currency**

The Unit of currency is Sri Lankan Rupees Which comes in denominations of 1,2,5,10,20, 50,100,500,1000,2000 and 5000. Please use authorized money changes and banks to change currency. They will issue a certificate of exchange which is required at the time of re-conversion of any unused currency. The currency may be exchanged at the airport on arrival. Foreign Exchange Rate is approximately SLR 132.00. Most hotels and departmental shop accept credit cards.

**9. Arrival and Transportation:**

It takes about 30 minutes by Car/Taxi from Katunayaka International Airport to the Hotel through highway. The normal route takes one hour and it does depend on the traffic.

TRCSL provides Airport pick-up and drop to/from hotel subject to prior intimation.

**10. Insurance**

Due to procedural difficulties ITU & TRC are not able to bear the cost of insurance for the participants, any medical expenses or any other expenses. ITU-TRC therefore request your Administrations/organizations to kindly make necessary arrangements for insurance and medical coverage of your participants before travel.

**14. Contact Information:**

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| **ITU Secretariat**ITU Regional Office Bangkok 10210 Thailand.Mr. Sameer SharmaSenior AdvisorInternational Telecommunication UnionRegional Office for Asia-Pacific, Bangkok ThailandTel : +66 2 575 0055Fax:sameer.sharma@itu.int[www.itu.int](http://www.itu.int/) & [www.itu150.org](http://www.itu150.org/) | **Local Secretariat**Telecommunications Regulatory Commission of Sri Lanka (TRCSL)Policy, International Relations & Licence Administration DivisionNo 276, ElvitigalaMawatha, Colombo 08, Sri Lanka. www.trc.gov.lkMr. Mohan JayasekaraDirector (Head of the Division)Tel. +94 11 2676206, +94 11 2689345 (Ext.: 5200)Fax. +94 11 2689341, 2685832, Email: mohan@trc.gov.lkMr. JagathRatnayakeDeputy DirectorTel. +94 11 2682564, +94 11 2689345 (Ext.: 5202)Fax. +94 11 2689341, 2685832, Email: jagath\_r@trc.gov.lkMr. W.K.N. PradeepDevelopment Officer+94 11 2689345 (Ext.: 5205)Fax. +94 11 2689341, 2685832, Email: pradeep@trc.gov.lk |