

INTERNATIONAL TELECOMMUNICATION UNION

ITU Regional Radiocommunication Seminar 2018 for Asia & Pacific (RRS-18-Asia&Pacific)
Thimphu, Bhutan, 23-28 July 2018

GENERAL INFORMATION

A. THE MEETING

1. Venue

Hotel: Namgay Heritage Hotel

Address: Jangchhub Lam

City: Thimphu

Tel: +975-2-337113 Fax: +975-2-337112

email: namgayheritagehotel@gmail.com / nhhmanager@gmail.com

Contact point at the venue

Name: Ms. Sita Bhattarai

Post: Manager

Email: nhhmanager@gmail.com

Phones: +975-77407809

2. Local contact person

Name: Mr. Karma Jamyang

Post: Sr. ICTO

Entity: Ministry of Information and Communications

Email: kjamyang@dit.gov.bt

Phone: +975-2-323215

Mobile: +975-17171988

3. Accommodation and hotel reservations

The Ministry of Information & Communications (MoIC) has secured special rates with a number of hotels nearby, details of which are given in the table on the next page, where there is also a map showing the location of each hotel in relation to the meeting venue (indicated by an arrow).

Delegates are kindly requested to inform us of the reservations made, by e-mail to kydorjee@dit.gov.bt, using the form (see *Annex*) provided for this purpose.

It is important that reservations be made as early as possible. **All reservations must be made** by contacting the hotels either by phone or by e-mail. Contact details of the hotels are given in the table on the next page. Should you subsequently find that you would be unable to attend the meeting, the reservation must be cancelled sufficiently ahead of time.

Map of the Venue



List of Hotels- (To be announced soon)

4. Flights and ground transportation

Paro International Airport is the only international airport in Bhutan. It is located in the beautiful Paro Valley which is 54 kilometers (1 hour drive) from nation's capital Thimphu. Delegates have the following option for travelling from the airport to their hotel:

Airport Transfer: The airport is served by a large number of taxis which can be found outside the arrivals hall. For a ride to Thimphu, rates are around USD 19 (Nu. 1200).

B. GENERAL INFORMATION

1. Visa formalities

Indian, Bangladeshi and Maldivian nationals can obtain a visa at the port of entry on producing a valid passport with a minimum of 6 month validity (Indian nationals may also use their Voters Identity Card (VIC)).

All other visitors must obtain a visa clearance prior to travel to Bhutan. MoIC shall facilitate the visa processing for all the delegates attending the ITU-RRS-18-Asia&Pacific.

- a. Foreign Delegates should download and fill up the visa application form available for download from <http://www.mfa.gov.bt/wp-content/uploads/2014/07/bhutan-visa-application-form.pdf>
- b. Foreign Delegates should send the visa application along with a copy of photo-page of their passport by email to Mr. Thuenzang Choephel at tchoephel@dit.gov.bt on or before **20 June 2018**.
- c. MoIC will make the visa application fee payment for all the Foreign Delegates amounting to USD 40 (Nu. 2500) to obtain their visas.
- d. Foreign Delegates will be required to refund the visa application fee on the 1st day of the workshop during registration.
- e. MoIC shall send the electronic visa to the foreign delegates once processed.
- f. At your point of entry you will be required to show your electronic visa, the visa will then be stamped into your passport.

You may contact Mr. Thuenzang Choephel at tchoephel@dit.gov.bt for any clarification on the visa application process.

2. Vaccinations

No vaccination certificate is required for entering the country.

3. Language

The National language of Bhutan is Dzongkha [dzɔŋkʰa]. Most of the Bhutanese speaks English.

4. Measuring System

The official measuring system in Bhutan is the International Metric System.

5. Driving sense

In Bhutan vehicles circulate on the right side.

6. Electricity supplying

Bhutan is a carbon neutral destination. Their energy is clean and green generated by hydro power. All hotel rooms including meeting venue runs 220/240V/50Hz with round hole two-pin and three-pin power outlets.

The most common type of electric plug-in are C and D. Type G is found in some of the hotel rooms.

Type C



Type D



Type G



It is recommended that you bring flat-to-round pin converters for your electronics if necessary, however, most hotels offer multi plug sockets.

7. Climate

Thimphu experiences dry winter months (December through February) and almost no precipitation until March, when rainfall averages 20 millimeters a month and increases steadily thereafter to a high of 220 millimeters in August for a total annual rainfall of nearly 650 millimeters. Temperatures in July typically range from 15° to 27°C.

8. Currency

Bhutan's currency is the Ngultrum (Nu.). Foreign currency can be exchanged into local currency in the airport and banks. It is highly recommended to exchange foreign currency into local currency in the airport upon arrival to make the payment for local transportation.

ATMs are located within all main towns throughout Bhutan, where money can be withdrawn using a Visa or MasterCard. For concerned travelers a list of ATM locations throughout Bhutan can be found here: <http://www.bob.bt/contact-us/atm-locator/>.

In addition, POS (Point of Sale) services are available nationwide, meaning visitors can pay by credit card at most hotels and handicrafts stores. While the dollars and euros are generally accepted, foreign currency can be exchanged into local one in banks and other authorized establishments. The most commonly accepted credit cards are American Express, VISA, Diners Club and MasterCard.

Exchange rates are liable to fluctuate. As reference, the dollar exchange rate was:
USD 1 = Nu. 65

Pictures of bills and coins:



More pictures of bills available on

<https://www.rma.org.bt/CONTEMPORARYCIRCULATIONBANKNOTESTp.jsp>

9. Shopping – VAT refunds

VAT is not applicable in Bhutan.

10. Business hours

Banks and exchange offices:

Monday to Friday from 09:00 to 17:00 hours

Company offices:

Generally from 09:00 to 17:00 hours

Shops and businesses:

In the major cities, Monday to Sunday from 10:00 to 8:00 hours.

Shops close for a day once a week.

Cafes, patisseries and pizzerias:

Most of the cafes open from 11:00 to 8:00 hours.

Restaurants:

Lunch is served from 12:00 hours and dinner from 18:00 hours.

Many fast-food establishments are open round the clock.

11. Other useful information

You can find further information on the city of Thimphu and Bhutan on the following Web page: <http://www.tourism.gov.bt/>

Annex

Hotel Reservation Form

SL	Name of the Participant	Hotel Name & Address	Check-In Date	Check-Out Date
1				
2				
3				
4				