

Meeting of ITU-T SG3 Regional Group for Asia and Oceania (SG3RG-AO)

Colombo, Sri Lanka, 1 – 4 October 2019



Practical information

MEETING VENUE

Taj Samudra Colombo Hotel

Address: No.25, Galle Face Centre Rd,
Colombo, Sri Lanka

Telephone: +94 11 2446622

Fax: +94 11 2446348

Email: samudra@tajhotels.com

Web: www.taj.tajhotels.com



Transportation to/from Bandaranaike International Airport:

It takes about 45 minutes by car/taxi from Bandaranaike International Airport to the Hotel. Transport from the Airport to Hotel and return will not be provided by the host.

Estimated taxi fare:

The Airport Taxi service is available and the maximum taxi fare is around Rs.7000 approximately. It takes about 45 minutes by car/Taxi from Bandaranaike International Airport to the Taj Samudra Colombo Hotel through High way. It is recommended you confirm the price with the driver before you depart.

REGISTRATION

Please register online no later than **Thursday, 26 September 2019** at:
<https://www.itu.int/net4/CRM/xreg/web/registration.aspx?Event=C-00006379>

Badge collection: The Registration Counter will be set up in the foyer area of the meeting room at the Taj Samudra Colombo Hotel.

Registration and distribution of badges will commence from 07:45AM to 08:45AM on Tuesday, 1 October 2019 for SG3RG-AO meeting.

Participants are required to bring their passport or other photo identification to receive their badges.

IMPORTANT: Please note that all badges must be collected personally for access control security. Badges are therefore strictly non-transferable.

VISA INFORMATION (1)

Participants 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 Lankan Embassy before departure.

For more details, please visit: <http://www.immigration.gov.lk>.

VISA INFORMATION (2)

Visa supporting letter can be issued on request. Please submit the following information along with a copy of passport to local secretariat (email address: pir@trc.gov.lk with a copy to mohan@trc.gov.lk) for the visa supporting letter.

(1) Full Name; (2) Passport Number; (3) Date of Issue; (4) Date of Expiry;
(5) Nationality; (6) Date of Birth

Focal point: For any further information you may require or if you need a personal invitation letter or official document for your travel clearances, please contact:

Name: **Mr. M.K. Jayasekera**

E-mail: mohan@trc.gov.lk

Name: **Mr. C.N. Palihawadana**

E-mail: nishanthap@trc.gov.lk

IMPORTANT: All invitation requests have to be sent to the above emails no later than **Thursday, 26 September 2019**.

HOTELS

All participants are strongly advised to book directly on the website of the hotel of their choice. The following list indicates recommended hotels as well as their websites:

Name of Hotel	Type of Room	Price (in US Dollar)	Website/Contact
Taj Samudra (5 Star)	Single	USD 135	E-mail: samudra@tajhotels.com +94 11 2446622 (Please indicate ITU-T SG3 Meeting)
	Double	USD 145	
Cinnamon Lakeside (5 Star)	Single	USD 121	E-mail: muzanif@cinnomonhotels.com +94 11 2161161 (Please indicate ITU-T SG3 Meeting)
	Double	USD 131	
Galleface Hotel (5 Star)	Single	USD 155	Website: www.gallefacehotel.com +94 11 254 1010
	Double	USD 170	

IMPORTANT: Before checking out of hotel, the participants are expected to settle all dues directly with hotel, including room charges and other expenses such as local and long-distance telephone calls, business center, laundry, room and hotel transportation services, mini-bar items, as well as for restaurant and bar services. Participants are also responsible for any charges incurred with respect to rooms remaining vacant owing to their late arrival or rescheduled departure for which inadequate prior notice is given.

HEALTH REQUIREMENTS

There are no compulsory vaccinations for Sri Lanka required by law for travellers from Western Europe to gain entry. However, vaccinations for all travellers to Sri Lanka are strongly recommended ([Tropical Medical Bureau](#)).

Some useful links:

- www.tmb.ie/destinations/vaccinations-for-sri-lanka
- www.dfa.ie/travel/travel-advice/a-z-list-of-countries/sri-lanka
- www.who.int/countries/lka/en/

IMPORTANT: ITU advises all the participants to take medical and travel insurance covering the whole period of the meeting and overseas travel. TRCSL would gladly provide basic medical assistance but neither ITU nor TRCSL will be able to meet any expenses relating to injury, accident or medical treatment of the participant during their stay in Sri Lanka.

BANKS & CURRENCY

Currency: The currency in Sri Lanka is Sri Lankan Rupees which comes in denominations of 1, 2, 5, 10, 20, 50, 100, 500, 1000, 2000, and 5000. Information related to exchange rate consult the website: <https://www.cbsl.gov.lk/>

Banks: Typical opening hours are Monday to Friday: 8:00AM to 3:00PM and Saturday: 9:00AM to 1:00PM.

ATMs: Available and work on international networks. Foreign travellers can use their credit cards to obtain cash through the cash advance or use debit cards to withdraw cash from their bank account. Participants can withdraw cash at any ATM.

Credit cards: Acceptable (VISA Card/Master Card) at most supermarkets, restaurants and accommodations but it is advised to confirm prior to ordering. In Sri Lanka, the cash payment is the most common method. However, most supermarkets, restaurants and accommodations are using Visa Card/master Card.

SERVICES AVAILABLE FOR PARTICIPANTS DURING MEETINGS

Information display: It will be located outside the main meeting room and will provide information on many issues of interest of the participants and will forward to other services, such as city tour and transfers, mail, medical care, communications, etc. It will also be the place where you should deliver or collect lost items.

Communication centre: Internet Access free of charge will be available at the event meeting room.

Security: For security reasons, all participants should be permanently using their badges during the meeting and in all social activities.

Medical Assistance: Emergency and urgency medical assistance will be available. Nevertheless, it is advised to take out international travel insurance to cover any medical expenses in case of medical treatment.

ADDITIONAL INFORMATION

Climate: Tropical. Temperatures range between 28 and 30 degrees Celsius.

Clothing: Taking into consideration the temperature in Colombo for the month of October, casual business attire is recommended.

Time zone: The standard time in Sri Lanka is 5.5 hours ahead of Greenwich Mean Time (GTM+5:30), and no seasonal time changes are made.

International access code to call in Sri Lanka: +94 11 (Area code: 11)

Official Language: Sinhala, Tamil, English

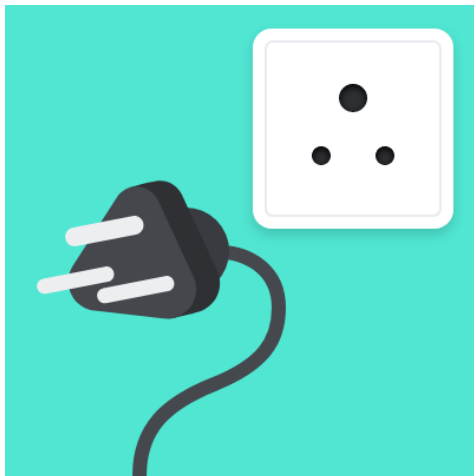
Taxes: Restaurants and Hotels charge 17% service tax rate on the bill.

Tips: It is customary to leave 10% of the service amount in cafeterias and restaurants and give a tip.

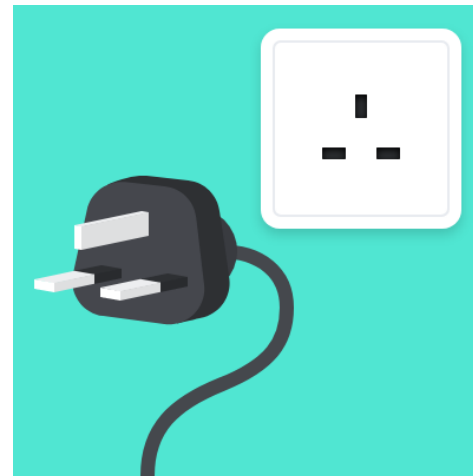
ADDITIONAL INFORMATION (2)

Electricity: The standard voltage in Colombo is 230 V and the frequency of 50 Hz.

The electrical sockets used are:



Type D



Type G

CONTACTS

Focal persons:

Mr. Mohan Jayasekera

Director, Policy & International Relations Division

Telecommunications Regulatory Commission

276, Elvitigalla Mawatha, Colombo 8, Sri Lanka

Tel: + 94 11 2676206,

Fax: + 94 11 2685832/2689341



Email: mohan@trc.gov.lk, pir@trc.gov.lk

SG3 Secretariat



Email: tsb3@itu.int