Civil Society Programme 2016
Global Forum on Migration and Development

“Time for Action: Doing rights-based governance of migration and development in our communities and across borders”

Civil Society Days and Common Space 8-10 December, 2016 | Dhaka, Bangladesh

PRACTICAL AND LOGISTICAL INFORMATION

A. THE GFMD VENUE
The Civil Society Days, Common Space and government programme will all be organized at the Bangabandhu International Conference Center (BICC), Agargaon, Dhaka-1207. The venue is situated in the Sher-E-Bangla Nagar area, close to the Parliament. It takes about 30 minutes to get from most hotels (see below) to the venue by car. Note however that congested traffic can slow such movement significantly.

B. VISA AND IMMIGRATION CLEARANCE
Every participant from outside of Bangladesh must secure his or her own visa. The valid visa will be required during the arrival and immigration clearance at Dhaka Hazrat Shajalal International Airport. Please click on the following link http://www.immi.gov.bd/ for specific information about rules and guidelines.
If you reside in a country where Bangladesh does not have a resident Mission, visa on arrival can be arranged upon prior information to the Ministry of Foreign Affairs (MoFA) Focal Person and the IOM Secretariat: Mr. Md. Rashedujjaman (e-mail: rashed.jaman@mofa.gov.bd ) from the Ministry of Foreign Affairs or the IOM Secretariat (email: Dhakagfmd@iom.int) in Dhaka. If you require a personal invitation letter from us for this purpose please contact: contact@gfmdcivilsociety.org.

C. HOTEL RESERVATION AND FLIGHT DETAILS
Each participant must book/ reserve his / her own hotel room, directly with the hotel. We highly recommend you to make your reservation in one of the hotels on the list below. These hotels have been selected based on location, security - UNDSS clearance, room rate and quality of services. To book a room, please write to the contact email indicated on the list, copying our local coordinating partner WARBE Development Foundation (warbe.df@gmail.com). Please mention that you are a GFMD Civil Society Delegate.
The cost of your stay at the hotel covers the cost and arrangement of pick-up and transport from the airport to your hotel and then back at the end of your stay: BUT only if you email your flight schedule to the hotel in advance.
<table>
<thead>
<tr>
<th>HOTEL</th>
<th>ADDRESS</th>
<th>CONTACT</th>
<th>EMAIL &amp; WEBSITE</th>
<th>UNDSS CLEARANCE</th>
<th>RATE (SINGLE USD)</th>
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</thead>
<tbody>
<tr>
<td>HOTEL ASCOTT DHAKA</td>
<td>House 13, Road 8, Block K, Baridhara Diplomatic Zone, Dhaka 1212</td>
<td>Nayeem Uddin +880-196963705</td>
<td><a href="mailto:nayeem@ascottdhaka.com">nayeem@ascottdhaka.com</a>, <a href="http://www.ascottdhaka.com">www.ascottdhaka.com</a></td>
<td>YES</td>
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<td>(RESIDENCE &amp; PALACE)</td>
<td></td>
<td>+880-2-9885553</td>
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<td>+880-2-9821598</td>
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<td>(depending on room)</td>
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<tr>
<td>HOTEL DE CASTLE</td>
<td>House 72, Block B, Road 21, Banani, Dhaka 1213.</td>
<td>Md. Aminul Islam +880-1914392889</td>
<td><a href="mailto:reservation@hoteldecastlebd.com">reservation@hoteldecastlebd.com</a>, <a href="http://www.hoteldecastlebd.com">www.hoteldecastlebd.com</a></td>
<td>APPLIED (IN PROCESS)</td>
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<td>+880-2-5503233.</td>
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<td>GRAND)</td>
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<td>+880-2-8900416</td>
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<td>(depending on room)</td>
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<td>HOTEL ORCHARD</td>
<td>Banani, Dhaka 1213.</td>
<td>Md. Taimur Manik +880-1929991587</td>
<td><a href="http://www.orchardsuites.com">www.orchardsuites.com</a>, <a href="mailto:reservation@orchardsuites.com">reservation@orchardsuites.com</a></td>
<td>APPLIED (IN PROCESS)</td>
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<td></td>
<td>+880-1671734637</td>
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D. INTERNET ACCESS AND USE OF PHONE
Each hotel and the venue will have access to use free wifi and Internet (Password will be available there). For dialling any Bangladeshi phone number use the International country code of Bangladesh +880.

E. TRANSPORTATION
Transport between the airport and the hotel on arrival and for departure is already included in the hotel rates mentioned above. This will be by AC HIACE Microbus, Tourist Coach or Tourist Bus. Transport between these hotels and the conference and any other GFMD venue will be arranged and available on a strict schedule which will be shared with you ahead of the opening of the Civil Society Days on 8 December, and as needed through the next three days. For security reasons we recommend that you do not use rickshaw, motos or local buses, and exercise caution in any movement in the city or elsewhere, especially at night. As already described in invitations to participants and on pages 4 + 5 of this document, it is the responsibility of each participant to exercise appropriate vigilance, common sense and judgment on security matters. As a first matter, this includes the personal responsibility of each participant to keep aware of whatever relevant developments or advice may be accessible from news, the hotel, government authorities or other sources.

F. LANGUAGE AND CULTURE
The official language - Bangla (or, Bengali) has its roots in Sanskrit. Dated even before the birth of Christ, Bangla was widely spoken in the deltaic region and now spoken by more than 200 million people all over the world. While Bangladesh has a sizable population globally exposed and placed and urban youth has growing knack for contemporary globalized music, people at large hold a committed appreciation for folk tunes and lyrics that embody the depth and variety of Bangladeshi culture. This includes the cultural traditions and products brought by
the ethnic minorities. A living cultural tradition is clothing which is embodied in different kinds of very skilfully produced products like saree – the primary clothing for Bangladeshi women. English is widely spoken and understood, especially in urban areas. As for the Government, Bangladesh is a unitary parliamentary democracy. Islam is the largest religion in Bangladesh, adhered to by about 87% of the population. Hinduism is followed by about 12% of the population.

G. CURRENCY AND CREDIT
The currency of Bangladesh is Bangladeshi Taka (BDT).
On 21 October, the exchange rate with US dollar was 79.00 (1 USD = 79.00 BDT). There are many money exchange units at the airport, in Gulshan, Banani Baridhara and Motijheel, e.g.:
- *Tisa Money Exchange Services*, Irving Aviation Ltd. Iqbal Center (1st floor), 42, Kemal Ataturk Avenue, Banani, Dhaka 1213, Tel: +88 01678 006535, +88 01841 006535.
- *Eastern Money Changer*, 33, Metropolitan Shopping Plaza, (Ground Floor), Gulshan 2, Dhaka-1212, Bangladesh. Tel: +88-01781 447760, +88 01939 366956.
In hotels, shopping malls and most restaurants you can use credit cards (VISA or Mastercard) for payments.

H. USE OF ELECTRIC AND ELECTRONIC ITEMS/ GADGETS
In Bangladesh the standard voltage is 220 V. The standard frequency is 50 Hz. So, participants from abroad (except participants from South Asian countries) generally need to use adaptors to use their electronic devices. Multifunctional adaptors are also available in most hotels, but we encourage participants to bring their own to avoid problems.

I. DETAILED MAP OF DHAKA
SAFETY, SECURITY + HEALTH INFORMATION

A. PARTICIPANTS’ RESPONSIBILITY + WAIVER

It is the responsibility of each participant to exercise appropriate vigilance, common sense and judgment on health and security matters. As a first matter, this includes the personal responsibility of each participant to keep aware of whatever relevant developments or advice may be accessible from news, the hotel, government authorities or other sources.

To complement, but never substitute for your own vigilance, common sense and judgment on health and security matters, ICMC has contracted and is paying for the global assistance programme of International SOS to be accessible, free of charge, to every civil society delegate from outside Bangladesh in this year’s GFMD. Detailed information about these services and how to access them is available in documents describing the International SOS “Global Assistance Programme” and “Frequently Asked Questions” (FAQs). Please note that this is an information and logistics resource only, not an insurance programme. Neither ICMC nor any of its programmes, donors or affiliated entities can be held liable for any such costs. We will ask you to sign the security note upon registration to acknowledge and accept your responsibility in this regard.

B. SECURITY AT AIRPORT, HOTEL AND VENUE

The Bangladesh government has communicated that they are taking necessary precautions to ensure security for participants in the GFMD Civil Society Days. This will result in increased security measures at the airport, hotels and the venue.

C. SPECIAL SECURITY MEASURES DURING COMMON SPACE - 10 DECEMBER 2016

Given the presence of the Prime Minister of Bangladesh as well as a number of ministers and dignitaries from Bangladesh and abroad, strict security measures will be enforced for the opening of Common Space (10 December). Participants and other guests will not be allowed to bring mobile phones, laptops, cameras, and handbags to the conference venue during the morning part of 10 December, i.e. the inaugural ceremony. (For the rest of the Civil Society Days, i.e. 8 and 9 December participants will be able to carry electronic devices and belongings.)

D. VENUE ACCESS + PROCEDURE TO OBTAIN SECURITY ID BADGE

As in all prior GFMDs, participants are required to obtain and carry special GFMD security ID badges in order to be admitted to GFMD venues. All Civil Society Days participants will collect their badge at registration in the conference venue and are further advised to wear their ID badges at all times during the meeting. The badges are personal and cannot be exchanged. There will be no facilities to issue duplicate ID Badges at the conference venue.

For your personal ID badge, you must submit by 15 November to contact@gfmdcivilsociety.org a passport photo with the following specifications:

- Recommended Resolution: 480 pixels by 400 pixels (or above)
- Dimension: 1.5 inch X 1.25 inch (approx 4cm x 3cm)
- Format: JPEG or .JPG or .PNG
- File Size: less than 2 MB
- Background: Single color/white
- Please name it according to your own name (as in passport)
E. SECURITY IN THE CITY
Security protocol services will be arranged for transportation of participants between the conference venue and hotel during the Civil Society Days and Common Space, with a firm schedule of time and pick-up and drop-off locations. Outside of programmed activities in conference and hotel venues, participants can move with caution and upon their own responsibility. Upon leaving the hotel, each participant must inform the hotel reception where s/he is moving. Hotel transportation and taxis are available in each of the listed hotels. At all times, participants are fully responsible for and requested to take care of their own valuable items, such as purses, wallets jewellery and electronic devices.

F. CLIMATE AND PRECAUTIONARY MEASURES FOR HEALTH
December is the winter season of Bangladesh, with an average temperature of 20 degrees Celsius (68 degrees Fahrenheit). The cold weather may also raise problems of mosquitoes-which generates increased risk for dengue fever, or malaria. Participants are generally advised to use anti-mosquito repellent, and to check with their own health care provider or source for further advice on any personal health risks and measures for prevention and protection.

G. IMPORTANT CONTACT NUMBERS

International SOS : +1 215 942 8226
- Website: https://www.internationalsos.com

Police stations:
- Gulshan Police Station: +88-02-9895826, +8801191001144.
- Sher-e-Bangla Nagar Police Station: +88-02-9124154, +8801199867888.
- Banani Police Station: +88-02-9894032, +8801769058054.

Hospitals:
- Emergency ambulance: 199
- Apollo Hospital: Emergency: +880-10678.
- United Hospital: Emergency: +880 01914 001234
- Square Hospital: Emergency: +880-10616
- Dr. Wahab’s Chamber: +88-01778-630677.

Ministry of Foreign affairs
- MOFA (Ministry of Foreign Affairs)
- Segunbagicha, Dhaka – 1000. Foreign Secretary: 9562122, 9562723 (Office) 9857122 (Res).

BICC centre

Local organizers:
A. ATTIRE
Official dress code is observed during all GFMD meetings.

B. MEALS
During both Civil Society Days 8 + 9 December, coffee and tea will be provided during breaks in the morning and afternoon, plus lunch and dinner, to all participants at the appropriate venues.

During Common Space 10 December, lunch will be provided to participants.