

## **LOGISTICAL GUIDE FOR TRAVEL**

### **International Consultation on Women Human Rights Defenders**

**29 November – 2 December 2005**

Adopted from Amnesty International, this is a practical guide for information you may need **when you travel** to attend the International Consultation on Women Human Rights Defenders on 29 November – 2 December 2005 in Colombo, Sri Lanka. In this A-Z guide, the items are arranged alphabetically.

If there is any other information you require not addressed in this list, you can contact

- **Ophelia** Gunasekera, our local coordinator for this initiative, at mobile number **+94 714004169**;
- **Mary Jane N. Real**, WHRD-ICC Coordinator at mobile nos. **+94 779526004 or +66 1 48664436 or email address [whrd@apwld.org](mailto:whrd@apwld.org)**;
- **INFORM**, our local host, in Colombo Sri Lanka at 12 1/1 Ascot Avenue Colombo 5 Sri Lanka, **Phone: + 94 11 2809538; Fax: + 94 11 2809467; Email Address: [inform@slt.lk](mailto:inform@slt.lk)**

**We are also uploading this information, the programme, context paper and other logistical details about International Consultation on Women Human Rights Defenders at the WHRD website at [www.defendingwomen-defendingrights.org](http://www.defendingwomen-defendingrights.org)** Most of the information in the website are available not only in English but also in French, Spanish and Arabic.

## **ACCOMMODATION and VENUE**

The venue of the International Consultation on Women Human Rights Defenders is

### **Hotel Taj Samudra**

25, Galle Face Centre Road  
Colombo 3  
Sri Lanka  
Tel: (+9411) 2446622  
Fax: (+9411) 2446348

The participants will be accommodated at the Hotel Taj Samudra and the Grand Oriental Hotel. **All participants funded by APWLD and Komnas Perempuan are booked at the Grand Orient Hotel.** All participants will be accommodated in **TWIN SHARED ROOMS**.

More information on the hotels can be found on the web sites:

**Hotel Taj Samudra** <http://www.tajhotels.com/Business/Taj%20Samudra,COLOMBO/default.htm>

### **Grand Oriental Hotel**

<http://www.grandorientalhotel.com>

## **ADDRESS AND CONTACT NUMBERS**

### **Hotel Taj Samudra**

25, Galle Face Centre Road  
Colombo 3  
Sri Lanka

Tel: (+9411) 2446622  
Fax: (+9411) 2446348

### **Grand Oriental Hotel**

2, York Street  
Colombo 1  
Sri Lanka  
Tel: (+9411)2320391  
Fax (+9411)2448734

### **AIRPORT PICK-UP**

The nearest airport to the venue is the Bandaranaike International Airport in Colombo, Sri Lanka. A welcome desk will be set up by the Airport Express Pvt Ltd., which is the transport company we are hiring to provide all our transport needs during the consultation. **The welcome desk will be located immediately as you get out of customs inspection, near where the foreign exchange/banks are.** This desk will arrange your transport from the airport to the hotel.

We are trying to arrange for volunteers that also speak languages other than English to assist in the welcome desk. We encourage participants who speak Spanish, French, Arabic or other languages to assist their fellow participants in communicating with the transport service and other service providers.

Airport Express Pvt Ltd. will provide a **coach service** to take participants to their respective hotels. At the close of the consultation, the coach service will take participants to the airport. Please note that all participants **MUST** provide us with their flight details in advance and use the coach services provided. **NO taxi or bus fares will be reimbursed** from Bandaranaike International Airport to the venue and back.

**In the event that your flight is delayed or that no one is at the airport to meet you, please contact Ophelia Gunasekera, our local coordinator for this initiative, at mobile number +94 714004169.**

### **ASSISTANCE**

Should you need any assistance **before 25 November 2005**, you can contact

- For queries about **participants' matters** - Rachel at [whrdparticipants@gmail.com](mailto:whrdparticipants@gmail.com)
- For queries about visa matters – Ophelia at [inform@slt.lk](mailto:inform@slt.lk) ATTN OPHELIA
- For queries from and related to speakers and guests – Ann at [speakersandguests@apwld.org](mailto:speakersandguests@apwld.org)
- For queries about the **agenda, workshops, presentation documents and documentation matters** – Adriana at [documentation@apwld.org](mailto:documentation@apwld.org)
- For queries about **films, testimonies and other matters related to interpreters, documentors and other service providers** – Gita at [media@apwld.org](mailto:media@apwld.org)

Please copy your inquiries to Jane at [whrd@apwld.org](mailto:whrd@apwld.org)

**After November 25, you can contact**

- **Ophelia** Gunasekera, our local coordinator for this initiative, at mobile number +94

**714004169;**

- Mary Jane N. Real, WHRD-ICC Coordinator at mobile nos. **+94 779526004 or +66 1 48664436 or email address [whrd@apwld.org](mailto:whrd@apwld.org);**
- **INFORM**, our local host, in Colombo Sri Lanka at 12 1/1 Ascot Avenue Colombo 5 Sri Lanka, **Phone: + 94 11 2809538; Fax: + 94 11 2809467; Email Address: [inform@slt.lk](mailto:inform@slt.lk)**

## **AUDIO-VISUAL MATERIALS/FILMS**

We are all encouraging you to show films about your work as WHRDs or anything related! So we have allocated time in the programme for a **film-showing**. Arrangements have been made for audio-visual equipment to be available during the consultation to view films that can be played in a CD/VCD or VCR player; please be aware that Colombo uses the PAL system.

For participants who have films to show, please contact Gita, our person in charge of media at [media@apwld.org](mailto:media@apwld.org) so she can work out the film schedule and logistics with you.

## **BANKING AND CURRENCY**

There are cash machines (ATM) and banks at the airport. It is best to change some currency at the airport, especially if arriving on the weekend since most banks in Colombo are closed on Saturdays and Sundays, and the hotel currency exchange counters are usually non-competitive.

Currency is regulated in Sri Lanka so the exchange rates are more or less similar for state or commercial banks. Usually, there is no commission charged for currency exchange; but there are service charges for travellers' checks.

The Sri Lankan Currency is the Rupee (Rs.). The exchange rates are approximately:

GB£1 = 177 Rs.

US\$1 = 100 Rs.

EU€1 = 121 Rs.

## **CLOTHING AND WEATHER**

November and December is mostly sunny and bright, although it rains sometimes. The weather at this time of year is 26° C. So please bring clothes for warm weather, and an umbrella or rain gear, just in case it rains.

The WHRD-ICC is hosting a welcome dinner on 29 November; the WHRD-ICC and Madame Kum-Sil Kang, Ambassador on Women's Human Rights, Republic of Korea is also hosting a farewell dinner on 1 December 2005. The Urgent Action Fund is also hosting cocktails on 30 November 2005.

So please don't forget to bring your party-dress!!!

## **DOCUMENTS**

**Please bring all relevant WHRD documents with you to Colombo as no extra copies of documents can be made on site, except for the official documents .**

There are photocopying services in and around the hotel, which you can avail of at your expense.

*(Details in the programme and logistics notes included in the consultation kit)*

## **ELECTRICITY/ELECTRIC PLUGS AND SOCKETS**

The electrical system in Colombo operates on 240 volts. You will soon discover that Colombo uses a variety of sockets and plugs for electric appliances. So bring a universal adapter, since in most cases it works!

## **EMERGENCY**

In cases of emergency, you can contact:

- **Ophelia** Gunasekera, our local coordinator for this initiative, at mobile number **+94 714004169**;
- **Mary Jane N. Real**, WHRD-ICC Coordinator at mobile nos. **+94 779526004 or +66 1 48664436 or email address [whrd@apwld.org](mailto:whrd@apwld.org)**;
- **INFORM**, our local host, in Colombo Sri Lanka at 12 1/1 Ascot Avenue Colombo 5 Sri Lanka, **Phone: + 94 11 2809538; Fax: + 94 11 2809467; Email Address: [inform@slt.lk](mailto:inform@slt.lk)**

## **EXHIBITS**

Space has been arranged for participants to show their organisational materials, posters, publications, arts and crafts. So make sure to bring some! The organisers will be responsible for providing the tables for the exhibit, but will not be responsible for looking after the materials and products for sale. Please ensure that you have a staff assigned for this.

## **HEALTH**

If possible, participants are advised to be up-to-date for the following immunizations:

- Hepatitis 'A' and 'B';
- Typhoid;
- Malaria: Malaria tablets should generally be taken starting 1 week before entering malarial areas, during the stay, and for at least 4 weeks after leaving the malarial area. Please consult with your doctor or travel health advisor on the most appropriate treatment available in your country.

## **INSURANCE**

A minimum travel insurance that covers both health and accident has been arranged for the participants who have confirmed their attendance. However, it is best if you are able to arrange your own medical and accident insurance in addition to this.

## **KIT**

The consultation kit will be given to each participant upon registration. Each jute bag, in shades of mauve/purple, contains the programme, logistical note, maps, and other documents needed for the consultation.

All documents in the consultation kit are available either in English, French, Spanish or Arabic.

Each participant will get the documents in the language they are comfortable with as they have specified in the application form.

## **REGISTRATION FEES**

Self-funded participants will be required to pay US\$150.00 to cover the actual costs of lunch, tea breaks, airport transfer, kit and other expenses for the three-and-a half day consultation.

Please bring the amount in cash and pay upon registration.

## **TESTIMONIES/CASES**

**We are arranging for Hina Jilani, UN Special Representative of the Secretary General on Human Rights Defenders to be able to listen confidentially to the testimonies and cases of the WHRD participants, especially those at risk.** This will enable her to consider these cases in her reports and communication to governments for possible actions. We are awaiting her confirmation to be available for this.

Due to limited time, this opportunity is **by appointment**, planned to take place concurrent with the break-out sessions in the afternoon of the 1<sup>st</sup> and 2<sup>nd</sup> days of the consultation. **We will assign a person at the registration desk to take your appointment.**

## **TIME DIFFERENCE**

Colombo is six (6) hours ahead of Greenwich Mean Time (GMT).

## **VISA/IMMIGRATION**

Individual participants will be responsible for obtaining their own visas for entry in Sri Lanka. For those participants who require visas for Sri Lanka, we suggest applying for a tourist visa as the first and easiest option. If this is not possible, please apply for a visa using this invitation letter from the WHRD-ICC Secretariat.

Should you encounter any problems with you visa application, please contact the

- WHRD-ICC Secretariat at [whrd@apwld.org](mailto:whrd@apwld.org) and [whrdparticipants@gmail.com](mailto:whrdparticipants@gmail.com) or
- Ophelia at INFORM ATTN OPHELIA [inform@slt.lk](mailto:inform@slt.lk) or her mobile number +94 714004169.

Those that **HAVE APPLIED** for visas on arrival:

- **Please make sure that you have received your copy of the LANDING ENDORSEMENT LETTER issued by the Sri Lankan Immigration Office with your name, passport number, nationality and approval number.**
- **Please double check and make sure that your passport number indicated in the landing endorsement letter and your actual passport are the same. If not, please inform us immediately: Gita at [media@apwld.org](mailto:media@apwld.org) and [whrd@apwld.org](mailto:whrd@apwld.org) or Ophelia at her mobile number +94 714004169**
- **Highlight your name and passport number in your copy of the landing endorsement letter. Each participant must carry a copy of the landing endorsement letter when you travel to Colombo. DO NOT LEAVE YOUR HOME AND TRAVEL TO**

**COLOMBO WITHOUT YOUR COPY OF THE LANDING ENDORSEMENT LETTER.**

- **Please make sure that you have a passport valid for 6 months prior to travel and a valid return ticket.**
- **When you arrive at the Colombo airport, identify yourself to the immigration officer through a name tag that you are attending the International Consultation on Women Human Rights Defenders;**
- **please hand in to the immigration officer the following documents:**
  - your copy of the landing endorsement letter,
  - your passport, and
  - return air ticket.

**On this basis, the immigration officer will stamp your passport a visa on arrival and allow you entry in Sri Lanka.**

**Those that NEED NOT APPLY for a visa on arrival:**

Nationals of the following countries **may obtain visas upon arrival at the airport in Colombo and DO NOT need to apply in advance:**

01. Albania	21. Estonia	41. Luxembourg	61. Slovakia
02. Armenia	22. Finland	42. Macedonia	62. Slovenia
03. Australia	23. France	43. Maldives	63. South Africa
04. Austria	24. Georgia	44. Malaysia	64. South Korea
05. Azerbaijan	25. Germany	45. Moldova	65. Spain
06. Bahrain	26. Greece	46. Netherlands	66. Sweden
07. Bangladesh	27. Hong Kong	47. New Zealand	67. Switzerland
08. Belarus	28. Hungary	48. Nepal	68. Taiwan
09. Belgium	29. India	49. Norway	69. Tajikistan
10. Bhutan	30. Indonesia	50. Oman	70. Thailand
11. Bosnia-Herzegovina	31. Iran	51. Pakistan	71. Turkey
12. Brunai	32. Ireland	52. Philippines	72. Turkmenistan
13. Bulgaria	33. Israel	53. Poland	73. U.A.E.
14. Canada	34. Italy	54. Portugal	74. U.K.
15. China	35. Japan	55. Romania	75. Ukraine
16. Croatia	36. Kazakhstan	56. Russian Federation	76. U.S.A.
17. Cyprus	37. Kyrgystan	57. Saudi Arabia	77. Uzbekistan
18. Czech, Republic	38. Kuwait	58. Serbia-Montenegro	78. Vietnam *
19. Denmark	39. Latvia	59. Seychelles	
20. Doha Qatar	40. Lithuania	60. Singapore	

