



**ITU-TRCSL Training on
“Modern Application Design & Development for Achieving SDGs”
10-14 December 2018
Colombo, Sri Lanka**

INFORMATION FOR PARTICIPANTS

ITU-TRCSL training programme on “Modern Application Design & Development for Achieving SDGs” will be held from 10th to 14th December 2018 in Colombo, Sri Lanka. The workshop is jointly organized by the International Telecommunication Union (ITU) and the Telecommunications Regulatory Commission of Sri Lanka (TRCSL). The agenda of the programme is available at:

https://www.itu.int/en/ITU-D/Regional-Presence/AsiaPacific/SiteAssets/Pages/Events/2018/ITU-TRCSL-Training-on-Developing-Digital-Skills-for-Job-Creation/ITU-TRCS-Training_R15.pdf

1. VENUE

The training programme will be held at TRCSL Ground Floor Conference Room (We will keep you informed if there is any change).

Organization: Telecommunications Regulatory Commission of Sri Lanka

Address : No., 276 Elvitigala Mawatha, Colombo 08, Sri Lanka. [6.901510, 79.876695]

Contact : Policy & International Relations Division

Telephone : +94 112 689 345-Ext.:5201/5202, +94 11 266 5521 / Fax: +94 11 2685832

Email : pir@trc.gov.lk, jagath@trc.gov.lk, samarasinghe@trc.gov.lk

2. REGISTRATION

Registration of delegates can be done by submitting the registration form attached as Annexure 1. On-site registration and distribution of name badges will commence from 8:30 a.m. on 10th December 2018 at the registration counter.

3. HOTEL ACCOMODATION AND RESERVATION

Following hotels are recommended for the foreign participants to stay during the workshop. Room reservation should be made by the participants directly with the hotel.

I. Best Western, Colombo – 3 Star

(Website: <https://www.bestwestern.co.uk/hotels/best-western-elyon-colombo-76421>)

II. Grand Oriental Hotel – 3 Star (Website: <https://www.grandoriental.com/>)

III. Ramada Colombo - 4 Star (Website: <http://www.ramadacolombo.com/>)

IV. Taj Samudra Colombo – 5 Star

(Website: <https://taj.tajhotels.com/en-in/taj-samudra-colombo/>)

4. TRANSPORTATION

Transport from the Airport to Hotel and return will not be provided by the host.

The Airport Taxi service; is available and the taxi fare is approximately Rs. 3000/=. It takes about 30 minutes by Car/Taxi from Bandaranaike International Airport to the Hotel through High way. [URL: www.airport.lk/getting-around/taxi-rates.php]

The Hotel Travel Service: Travel arrangements can be booked through the Hotel if required. The guests may keep the Hotel informed of their travel arrangements (e.g.: Time of arrival and departure).

5. VISA & IMMIGRATION INFORMATION

Participants are required to have 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 advised to obtain visa before the commencement of their journey and they are also requested to obtain transit visas for countries en route to Sri Lanka when necessary. As the visa requirements change from time to time, it is advisable to double check your visa requirements before departure. Kindly check current visa requirements with your respective Embassies or Ministry of Foreign Affairs or travel agent before commencement of travel.

Visa supporting letter can be issued on request. Please submit the following information along with a copy of passport to local secretariat (Mr. Dilan Samarasinghe, Telecommunications Officer, PIR Division, TRCSL | email address: samarasinghe@trc.gov.lk; pir@trc.gov.lk, Telephone +94 11 266 5521) with a copy to mohan@trc.gov.lk for the visa supporting letter.

- **Name (as mentioned in Passport)**
- **Passport No.**
- **Date of Issue & Date of Expiry of Passport**
- **Nationality**
- **Date of Birth etc.**

For further information please visit www.immigration.gov.lk , <http://www.eta.gov.lk/slvisa/>

6. INSURANCE

Due to procedural difficulties and budgetary constraints, the ITU or TRCSL will not be able to bear the cost of insurance for the participants, any medical expenses or any other expenses. Therefore, we kindly request your administration/organization to make necessary arrangements for obtaining insurance and medical cover.

7. WEBSITE INFORMATION

Related information about the training programme will be available at the ITU website: <https://www.itu.int/en/ITU-D/Regional-Presence/AsiaPacific/Pages/Events/2018/ITU-TRCSL-Training-on-Developing-Digital-Skills-for-Job-Creation.aspx>.

8. INTERNET ACCESS

Internet Access over wireless network will be available during the training programme. Participants who wish to utilize wireless facility are kindly requested to bring their own laptops.

9. HEALTH AND VACCINATION

Participants are allowed to smoke only in designated areas. The only vaccine required by international regulations is yellow fever. Proof of vaccination will only be required (six days before entering Sri Lanka) for participants arriving from countries where the disease is endemic. Participants are recommended to obtain pre- travel vaccinations against food-borne diseases, such as hepatitis A, tetanus and typhoid.

10. SRI LANKA ; TOURIST DESTINATION

Sri Lanka, an island in the Indian Ocean, is located next to the Southern most point of the Indian subcontinent. From North to South it has a maximum length of 435 km (270 miles) and at its widest point it measures 225 km. (140 miles) It encompasses beautiful tropical beaches, verdant vegetation, ancient monuments and a thousand other attractions to please all tastes.

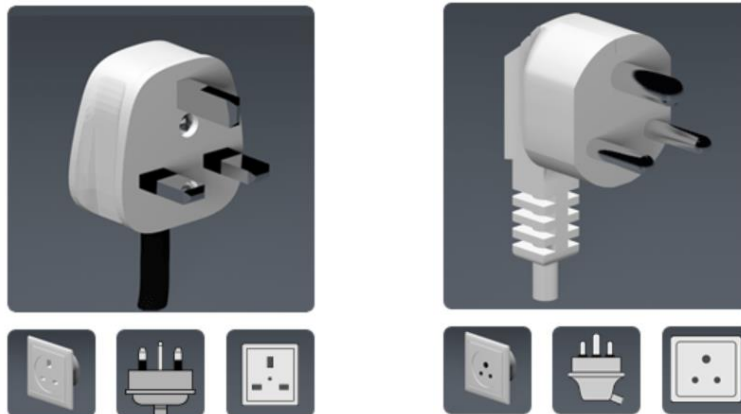
11. PRACTICAL INFORMATION

The commercial capital of Sri Lanka is Colombo, which is a fascinating city, not only for a comfortable blend of east and west, but also for a cosy mixture of the past and present. It is the commercial centre of the country and situated 34 km from the Bandarnaike International Airport at Katunayake. Famous landmarks in Colombo include Galle Face Green, Viharamahadevi Park, Beira Lake, Colombo Race Course, Planetarium, old parliament building, Independence Arcade, Mount Lavinia beach as well as the National Museum.

- **Weather:** The climate in Sri Lanka is tropical and consists of very distinctive dry and wet seasons. The average temperature of Sri Lanka usually ranges from 26 – 32 degrees Celsius which may differ due to global weather conditions as a whole.
- **Language:** The Sinhala and Tamil languages are the Official Languages in Sri Lanka and English is widely spoken.
- **Time Zone:** GMT + 5.30 hours

▪ **Electricity:**

- Voltage: 230 Volts AC @ 50 Hz
- Primary wall outlet types: Type G (BS-1363), Type D (BS-546) and Type M.



- **Currency:** The official unit of Sri Lankan currency is known as the ‘Sri Lankan Rupees’ or LKR. Notes are available in denominations of 10, 20, 50, 100, 200, 500, 1000 rupees as well as 2000 and 5000 rupee notes. Please use authorized money exchangers and banks to exchange currency. The currency may be exchanged at the airport on arrival. Foreign Exchange Rate is approximately 171.00 LKR (As of October 2018). It may fluctuate. Most hotels and departmental shops accept credit cards.

12. Contact Information

| ITU Contact | Local Contact |
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| <p>Mr. Sameer Sharma Senior Advisor International Telecommunication Union United Nations specialized agency for Information and Communications Technology Regional Office for Asia-Pacific, Bangkok</p> <p>Tel : +66 2575 5500 Fax: +66 2575 3507</p> | <p>Mr. Jagath Rathnayake Deputy Director/Policy, Telecommunications Regulatory Commission of Sri Lanka No.276, Elivitigala Mawatha, Colombo 08. Email: jagath@trc.gov.lk pir@trc.gov.lk, jagathkb1@gmail.com Tel : + 94 11 2682564, 71 4265149, Fax : + 94 11 2685832/2689341</p> <p>Mr. Dilan Samarasinghe Telecommunications Officer, Policy & International Relations Division, Telecommunications Regulatory Commission of Sri Lanka Email: samarasinghe@trc.gov.lk , pir@trc.gov.lk, Tel : + 94 11 2682564, +94 77 777 1724, Fax : + 94 11 2685832/2689341</p> |