



## LOGISTICS NOTE-I

### Asian Electoral Stakeholder Forum -IV August 27-28, 2018 Colombo, Sri Lanka

Dear Distinguished Participants,

The Election Commission of Sri Lanka and the Asian Network for Free Elections (ANFREL) look forward to your participation at the 4th Asian Electoral Stakeholder Forum which will be held at Hotel Galadari - Colombo, Sri Lanka on 27<sup>th</sup> - 28<sup>th</sup> of August, 2018. The conference program will begin at 9:00 am on the 27<sup>th</sup> of August with the registration of participants. The program on the 28<sup>th</sup> of August which will be followed by a dinner. Kindly read carefully the important logistical information below to help assist your smooth trip to Colombo.

Feel free to email us at [aesf@anfrel.org](mailto:aesf@anfrel.org) for any questions or concerns.

\*Note: If you have not yet done so, please register your participation at <https://goo.gl/forms/Qn1ICXJKx5F3E4h62>

### Travel to and from Colombo

#### Air Travel

Participants be responsible for arranging their own air tickets to and from Colombo, Sri Lanka. As the Forum will start on the morning of the 27<sup>th</sup>, participants are strongly encouraged to arrive on the 26<sup>th</sup> of August 2018 and depart on the evening of 28<sup>th</sup> after the conclusion of the program.

To help assist you during your arrival in Colombo, please send a copy of your itinerary information to [aesf@anfrel.org](mailto:aesf@anfrel.org) after making your flight arrangements.

The airport in Colombo is Bandaranayake International Airport, also known as Katunayake International Airport (CMB), located in 28 kms from the conference venue.

#### Visas

Participants can obtain the visa in advance via ETA online system and please find the website link bellow: <http://www.eta.gov.lk/slvisa/> . The system will send you your eVisa to your email once you submit the application to the system.

Please arrange your visa in advance to avoid delays to your travel. If you need assistance in applying for your visa, the conference organizers will assist you by providing a letter to accompany your visa application.

To facilitate this process, please notify the organizers of your visa requirements when you register online and kindly provide your passport and itinerary details where requested in the form or by email to [aesf@anfrel.org](mailto:aesf@anfrel.org).

\*Note: All visitors, are required to have a passport valid for a minimum of 6 months from the date of entry into Colombo and a return or through ticket. Please remember to bring with you all documents required for your travel, such as passport, tickets, and AES Forum invitation letter.

### **Airport Transfers**

Pick-up and drop-off from/to the airport in Colombo will be arranged by the AESF management. A representative from the EC Sri Lanka and/or ANFREL will be waiting at the airport lobby carrying a sign board.

Contact information of the EC/ANFREL representatives will be sent to confirmed participants prior to the date of the conference. Please save these contact details in case of any changes during transit or difficulty locating the welcoming delegation at the airport.

### **Conference Venue & Accommodation**

The AES Forum will be held at the Hotel Galadari. A group reservation for accommodations has also been made at the Hotel Galadari for Forum participants. If you have already filled out the online registration form, your name has been sent to the hotel and a room will be reserved for you based on the travel itinerary details you provided. If you plan to stay elsewhere or need to change these plans, please email [aesf@anfrel.org](mailto:aesf@anfrel.org) as soon as possible.

The hotel address and location is as follows:

#### **Hotel Galadari**

No. 64 Lotus Rd,

Colombo 01

Tel: +94112 544 544

<http://www.galadarihotel.lk/>

<https://goo.gl/maps/M12HT8jz>



### **Meals**

All breakfast, lunches, and dinners during the conference on 27-28 will be provided for the participants by the conference organizers.

Note: Kindly inform us through the registration form, or through email, of any dietary restrictions.

## **General Information**

### **Language**

Sri Lankans speak mostly in Sinhala and Tamil. English is the most commonly spoken foreign language. Many Sri Lankans, particularly in tourist areas, speak at least a basic level of English.

\*Note: The AESF IV sessions will be conducted in English

### **Currency**

Sri Lanka's unit of currency is Sri Lankan Rupees (LKR). While your expenses in Colombo are expected to be at a minimum, please make sure to bring enough USD for your travel from your home country and for transiting in a 3rd country, etc.

Banks and ATMs can be found in Colombo, if you require additional money during your stay. Please note that when exchanging USD to LKR, only new, clean (unmarked/uncreased) dollar bills are accepted in money changer booths.

### **Weather**

August has a relatively high temperature averaging at 28°C (roughly 82°F). Its average high temperatures are around 30°C (86°F) and it receives low temperatures averaging 25°C (77°F). August also receives about 114 mm of rainfall and has an average of 11 rainy days.

### **Local Cultural Matters**

As the culture of Sri Lanka is somewhat conservative, all due respect should be paid to proper ways of dressing and acting while in public. Dressing respectfully by covering up and not showing too much skin will go a long way to show respect for the local people.

### **Time**

Colombo, Sri Lanka is UTC +5.30.

### **Electricity**

For Sri Lanka there are two associated plug types, types D and G. Plug type D is the plug which has three

round pins in a triangular patterned plug. Type G has three rectangular pins in a triangular pattern. Sri Lanka operates on a 230V supply voltage and 50Hz.

### **International Calls**

The international dialing code for Sri Lanka is +94.

### **Health & Medical Needs**

For any basic medical needs, you may contact the hotel reception or ANFREL/EC staff member and they will assist you in contacting medical help. For more serious matters, Lanka Hospital (24 Hour Emergency Line: +94115430000) is a private hospital located in Colombo preferred by many internationals

### **Emergency Contact Numbers**

Police Emergency Hotline 118 / 119  
Ambulance / Fire & rescue 110  
Accident Service-General Hospital-Colombo 011-2691111  
Tourist Police 011-2421052  
Police Emergency 011-2433333  
Government Information Center 1919  
Report Crimes 011-2691500  
Emergency Police Mobile Squad 011-5717171  
Fire & Ambulance Service 011-2422222

For more information, please feel free to contact, Mr. Tharindu Abeyratne.

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