

ILO/ACTRAV/KTUF/Solidarity Centre Workshop on “Promoting a Rights-Based Approach to Labour Migration in Origin and Destination Countries”

Kuwait City: 30 June – 1 July 2010

Administrative Note

Confirmation of Attendance

In order to facilitate the organization of this Workshop, it would be greatly appreciated if the confirmation of attendance of the delegates be submitted as soon as possible to:

ILO Regional Office for Asia and the Pacific
11th Floor, United Nations Building
Rajadamnern–Nok Avenue
PO Box 2-349 Rajdamnern
Bangkok 10200 (Thailand)
Fax: +(66 2) 288 3044 or +(66 2) 288 3062
Email: BANGKOK@ilo.org (attention: Ms Prayoonsri Likhitdechakakdi)

Workshop Venue

The Workshop will take place at the Kuwait Trade Union Federation, Salmiya – Block 11 (Maidan Hawally) Abdullah, Al-Faraj Street, PO Box 5185 Safat – Postal Code 13052, Kuwait, Tel: +(965) 5636389, 5616745, Fax: +(965) 5627159, Email: ktuf@hotmail.com, Website: www.ktuf.org.

More information on the Workshop is available at ILO website:
www.ilo.org/asia/whatwedo/events/lang--en/WCMS_141126/index.htm

Travel and Daily Subsistence Allowance

The ILO will cover travel, accommodation, lunch, coffee/tea breaks and subsistence costs for the duration of the Workshop. An allowance of US\$50 will be paid, in accordance with the relevant ILO rules, for other meals and incidentals. Arrangement will be made for the participants to arrive Kuwait City on 29 June and leave on 1 July evening, if not possible due to flight availability, then at the earliest available flight on 2 July 2010. Any deviation in the journey made by the participants before or after the Workshop or upgrades will be at the participants' own cost.

Bangladesh, India, Indonesia, Pakistan, Philippines and Nepal: Participants from these countries are requested to contact the respective ILO Offices in their countries for the air tickets, as relevant ILO Country Offices will be requested to assist in the issuance of air tickets to the participants.

Hotel Accommodation

Single room accommodation has been block-booked for each ILO-funded international participant on 29 June – 1 July 2010 at the Hyatt Hotel, Maidan Hawally, Cairo Street, Shaab Roundabout, Near Shaab Park, Kuwait City, Kuwait, Tel: +965 563 4200, +965 563 4762-5, Fax: +965 563 4858, +965 565 9277, Email: info@kuwaithyatt-hotels.com

The hotel bill for **room only** will be settled by the ILO for the ILO-funded international participants. All other personal expenditure incurred at the hotel (including room upgrading, mini-bar and room services) are at the participants' own account. **Participants are requested not to book into any other hotels.**

Travel Documents & Visas

Participants should make your own arrangements in order to obtain passports, visas and other travel documents as well as any required inoculation or vaccination certificates. However, KTUF will assist in obtaining the visas which will be sent directly to your address, hence participants are requested to urgently **send clear readable photocopies of their passports to arrive KTUF at the latest by 9 June 2010.**

The ILO does not reimburse the cost of obtaining passports, visas, vaccinations, airport taxes, excess baggage, and airport transfer.

Getting to the Hotel

Upon arrival at the Kuwait City airport, participants should proceed directly to the Hyatt Hotel, Maidan Hawally, Cairo Street, Shaab Roundabout, Near Shaab Park, Kuwait City, Kuwait, Tel: +(965) 5634200, +(965) 5634762-5, Fax: +(965) 5634858, +(965) 5659277, Email: info@kuwaitcityhotels.com.

Sickness or Accidents Insurance

Before proceeding to attend the Workshop, you are advised to obtain insurance coverage, either at your own expense or at the expense of your nominating organization, for sickness, accident, or temporary disability, death and third party risk covering the entire duration of the Seminar, and the journey to and from the host country. The ILO cannot accept responsibility or liability for such contingencies. In case of accident or sickness during the Seminar, you should endeavour to notify the organiser immediately.

Meals and Coffee Breaks

Lunch and coffee/tea breaks will be provided by the ILO throughout the duration of the Seminar.

Currency Exchange

The local currency for Kuwait is "Dinar". Currency exchange can be done upon arrival at the airport or at the hotel reception counter.

Weather

The weather in Kuwait in June is very hot with average temperatures ranging between 35°C - 40°C. Kindly note that the Workshop venue is central air-conditioning system.

Emergency Contact

In case of emergency please contact:

ILO Bangkok: Ms Christine Nathan
Senior Specialist in Workers' Education
Tel: +(66) 0 2288 1764
Fax: +(66) 02288 3062, +(66) 288 3044
Email: nathan@ilo.org or BANGKOK@ilo.org

In Kuwait: Kuwait Trade Union Federation
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