

ILO Regional Seminar on Role of Trade Unions in Facilitating the Transition from the Informal to the Formal Economy

Colombo, Sri Lanka, 3-5 August 2016

Administrative Note

1. Venue of the Seminar

The Seminar will take place during 3rd-5th August 2016 at **Mount Lavinia Hotel** (No 100, Hotel Road, Mount Lavinia, Colombo, Sri Lanka., Tel: +94 11 2711711, Email: info@mountlaviniahotel.com).

The Regional Seminar will be held at **Maitland State of the hotel**.

2. Accommodation

A Single room (including breakfast) will be booked at **Mount Lavinia Hotel** for each funded international participant. ILO will directly settle the bill of your room but will not cover the use of the mini bar, laundry and international phone calls. WiFi will be available in the rooms.

3. Daily Subsistence Allowance (DSA)

Each participant will receive a daily subsistence allowance (at adhoc rate) in accordance with the relevant ILO rules to cover dinners and other incidental expenses being incurred during the Seminar. Please note that the ILO will provide lunches during the Seminar, and the DSA will be paid in Sri Lankan Rupee at the UN exchange rate in times of payment.

4. Travel

The ILO will send the economy class round air tickets to the funded international participants, which are most direct routes from the countries of origin to Colombo, Sri Lanka.

For international participants from Afghanistan, Bangladesh, China, India, Indonesia, Nepal, Pakistan, and the Philippines, relevant ILO Country Offices are requested to assist the issuance of air tickets to the participants from these countries.

For international participants from Cambodia and Maldives, air tickets for participants are arranged by ILO Regional Office in Bangkok.

5. Travel Documents

Please note that the participants should make their own arrangements in obtaining passports, visas and other travel documents as well as any required vaccination certificates. The ILO does not reimburse the expenses incurred from passports and visas obtained, vaccinations, airport taxes paid and excess baggage charge, and costs of local transport from your country and in Sri Lanka. **Please be informed that the participants can apply the visa online at www.eta.gov.lk**

6. Sickness or Accidents Insurance and Medical Services

Before travelling from your country, all the participants are advised to get health insurance coverage at either at your own expense or by your union's cost. The ILO cannot accept responsibility or liability for such

contingencies (sickness, accident, or temporary² disability, death and third party risk). In case of any accident or sickness during the Seminar, the participant should notify the organiser immediately. The hotel can call for a doctor or arrange a visit to a hospital upon the patient's request with service charges.

7. Arrival at Bandaranike International Airport & Getting to the Hotel

Airport pickups and airport transfers will be arranged by Kangaroo Cabs to all international participants.

8. Currency Exchange

The local currency for Sri Lanka is "Sri Lankan rupee (SLR)". Exchange of currency can be made upon arrival at the Bandaranike International airport. The UN operational rate of exchange is s SLR147.88 against USD1 as of July 2016 (it is subject to frequent fluctuations).

9. Weather in Mount Lavinia

In August the average temperature in the Mount Lavinia area would be at the range of 25°C - 30°C. Air conditioning will be available in the meeting room.

10. Emergency Contact

In case of emergency, please contact:

Ms Pramo Weerasekera ; Mr Asitha Seneviratne
Programme Assistant
ILO Country Office for Colombo
Mobile No: +94-(0)77-3760107 ; +94-(0)77- 2001219
Office Tel : +94-(0)2-592525
E-mail: pramo@ilo.org ; asitha@ilo.org