



# **GENERAL INSTRUCTIONS AND ADMIN GUIDELINES FOR IONS 2016 SEMINAR AND CONCLAVE OF CHIEFS**

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**PREPARED BY BANGLADESH NAVY IONS SECRETARIAT**



## **Foreword**

1. This document is intended to provide a quick and easy guidance for the attendees of IONS 2016 Seminar and Conclave of Chiefs in Bangladesh. The program is planned for four days on 10-13 January 2016. The general instructions and admin Guidelines may facilitate the preparation of guests' pre travel arrangements and hopefully will be helpful to make their stay comfortable in Bangladesh.

2. Any queries, clarification or questions in relation to the content of this document can be directed to [ions.bangladesh@navy.mil.bd](mailto:ions.bangladesh@navy.mil.bd).

## **Before Visiting Bangladesh**

3. **Immigration and Visa.** All visiting delegates will require a valid passport and a visa or visa waiver to enter Bangladesh. It is the responsibility of the visiting delegation to arrange the appropriate visa. Delegations are encouraged to contact their Embassy or High Commission in Bangladesh to determine their exact requirements.

4. **Time Zone.** Dhaka's time-zone (Bangladesh Standard Time) is Foxtrot (GMT+6). Bangladesh does not observe DST.

5. **Climate.** Winter is mild in Bangladesh. January is the coldest month when the average temperature for most of the country is about 10°C. Warmer clothing is advised besides Uniform requirement.

6. **Dresses.** For attendees following Military uniforms and dresses will be required during IONS 2016.

- Winter uniform with jacket (see picture below)
- Lounge/Business Suit for Gala Dinner
- Comfortable attire for Ice Breaking Reception and other social programs



Females are expected to wear appropriate equivalent suiting the occasion.

7. **Language.** The IONS Seminar and Conclave of Chiefs will be conducted in the English language. Should any delegation require an English translator, may choose to have a translator within their delegation. For other unofficial purposes working knowledge of English will suffice.

8. **Attendees Information form.** An attached form with all required information is requested to be duly filled and send to this secretariat for prior arrangements.

### Travel Itineraries

9. BN will provide all in country transportation for all scheduled program. As soon as flight details are known, please notify BN IONS Secretariat of your delegation's flight details so that the BN provided transport can be coordinated with your arrival and departure. However any personal or unscheduled travel might be arranged by visiting delegates on their own.

10. BN expects most delegations to arrive on Sunday 10 January 2016 before 1600, in order to attend the Icebreaking Reception in the hotel at 1930.

11. It is expected that delegations attending *seminar* and *CoC* will depart by Thursday AM 14 January 2016. Sponsored stay in hotel will expire accordingly.

### Arrival in Bangladesh

12. On arrival at the airport, the visiting delegation will be met with members of the Bangladesh Navy, who will be in Navy uniform. They will escort the delegation to the designated VIP lounge at the airport.



13. Once at the VIP lounge, the delegation will be introduced to the assigned BN Liaison Officer, who will assist the delegation throughout their time in Dhaka. The delegation may need to stay in the VIP lounge for a while till the clearance of immigration and Customs aided by BN Provost.

14. A member of the travelling delegation will be asked to identify and collect the luggage of the whole group in the Arrivals Hall while the VIP and remainder of the delegation wait in the VIP lounge. The luggage collection will be assisted by BN personnel.

15. Once the luggage is loaded into the transfer vehicle and the entire delegation has been cleared, the delegation will be led to the vehicle(s) and taken to Hotel Radisson Blu Dhaka Water Garden.<sup>1</sup>

### Accommodation and Meals

16. BN will arrange accommodation at Hotel Radisson Blu Dhaka Water Garden for the Head of Delegation plus one (1) staff officer. Additional staff members (maximum 2) can be booked under the group booking the BN holds; however, they will be required to pay for their own stay. Please contact [ions.bangladesh@navy.mil.bd](mailto:ions.bangladesh@navy.mil.bd) to obtain the latest room rates applicable to additional members of the delegation.

17. Where a delegation determines that Hotel Radisson Blu Dhaka Water Garden does not meet their requirement, alternative accommodation must be booked and paid for by the visiting delegation. Any countries choosing to stay away from Hotel Radisson Blu Dhaka Water Garden will still be provided with airport transfers, however, will not be provided transport to and from Hotel Radisson Blu Dhaka Water Garden each day.

18. Spouses are expected to share the same room with their partner. Apart from the spouse of Head of Delegation, ancillary arrangements for other spouses will be the responsibility of individual delegation. However, spouses are welcome to attend in all pre-arranged spouse program unless otherwise the program is meant exclusively for the spouse of the Head of Delegation.

19. BN will sponsor the cost of the rooms for two persons (Head of Delegation with spouse and one Aide-de-Camp or Flag Lieutenant or immediate Staff) from each delegation for the duration of **check-in on 10 January 2016 to check-out on 14 January 2016 (4 nights only)**. This offer may conditionally include an early check-in same day if required due to flight timings upon prior arrangements. Additional nights required as a result of flight schedule will need

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<sup>1</sup>[www.radissonblu.com/hotel-dhaka](http://www.radissonblu.com/hotel-dhaka)



to be paid by the visiting delegation.

20. Please note that for IONS 2016, the BN has contracted the Hotel Radisson Blu Dhaka Water Garden directly and is not using a booking agent. Room payments by the visiting delegation, where applicable, will be paid over the check-in counter at the hotel.

21. Incidental room charges, including' mini-bar, laundry, phone calls, Internet charges, room service (in room meals) and other hospitality facilities will be payable by the visiting delegation. All delegates will be required to clear any incidental bills upon check-out.

22. The hotel will request a credit card on check-in as guarantee for the incidental costs of the room. This can be a credit card from the Embassy or High Commission or from the home country of the delegation. If a credit card is not available, sufficient cash in Bangladeshi Taka/ US Dollars must be provided to Hotel Radisson Blu Dhaka Water Garden to guarantee the incidentals of the room. This cash will be returned to the delegation if no bill is payable for the room.

23. Please be advised that any change of travel itineraries notified less than 24 hours prior to occupancy, usually results in the full charges of the hotel. Similarly, unscheduled checking out is required to be intimated well ahead as per hotel policy.

24. The following occasions/meals will be sponsored by BN:

- Cocktail (Non-alcoholic), finger foods and light dinner *for all delegates* at the Icebreaking Reception on 10 January.
- Breakfast for the Head of Delegation and spouse, plus one (1) staff officer during *sponsored stay*.
- Lunch and coffee breaks during seminar days and CoC (11, 12 and 13 January) for *all attendees*.
- Gala Dinner on 11 January for *all attendees*.
- Buffet dinner following 'Bangladesh Fair'on 12 January *for all attendees*.
- Executive breakfast for *Heads of Delegations (CoC Attendees only) on 13 January*.

25. All other meals will be the responsibility of the visiting delegation.



## **Official Program**

26. The program summary is included at the end of this document. More detailed timings will be provided with the invitation.
27. A printed program and invitations to the programmed social events will be handed to the delegation on arrival in Bangladesh.
28. A detailed spouse program will be provided closer to the date. For planning purposes, there will be scheduled activities for the spouse on 10-13 January. In general spouse programs will be planned catering all visiting spouses. Please note that, the BN will not provide any interpreters for the spouse program.
29. The BN expects that bilateral meetings will be a feature of IONS 2016. Adequate rooms will be made available at Hotel Radisson Blu Dhaka Water Garden for countries to conduct bilateral meetings. BN IONS Secretariat will coordinate bilateral meetings and a list of attending delegation heads will be provided in due course. Requirements in this regard may please be forwarded to BN IONS secretariat upon confirmation of delegation visit.

## **In-country Arrangements**

30. Additional visits outside of the official program will be the responsibility of the visiting delegation or foreign Defense Attaches accredited to Bangladesh. These visits must be notified beforehand and must accord necessary approval through diplomatic means.
31. Any medical or dental expenses, including emergency treatment, arising during a foreign delegation's visit to Bangladesh will be the responsibility of the visiting nation. However first and emergency medical support will be available at all times.
32. Where travel arrangements change at late notice, the visiting delegation must inform the secretariat via mail or phone at the earliest available opportunity so that transfers and airport facilitation can be coordinated with the new times of the delegation.

## **Departures**

33. The visiting delegation will be required to check in at the airport at least two hours before their scheduled departure time. Accordingly, the transport arranged by the BN will collect the delegation from Hotel Radisson Blu Dhaka Water Garden 2 hours and 30 minutes before the scheduled flight.



34. Once at the airport, the delegation will be escorted through Customs in a similar way as when they arrived.

### Miscellany

35. **Currency.** The local currency is Bangladeshi Taka (BDT) and USD and Euro are most acceptable foreign currencies for exchange purposes. Forex facilities will be available at the hotel.

36. **Dining choices.** The hotel provides wide array of choices during all meals. However, international cuisines are available in restaurants within 20-30 minutes driving distance from the hotel.

37. **Shopping.** Multiple international standard shopping destinations are available within 20-30 minutes driving distance from the hotel. The destinations also include items reflecting cultural heritage of Bangladesh in affordable price.

38. **Transport.** Delegation Head and spouse will be provided with **one** full time transport (5 doors SUV/Sedan) with chauffeur for the entire duration of their stay in Bangladesh. Common transport (Luxury Buses) will be arranged for group movement. Other guests will also be provided with collective transport for movements related to official program. For personal and unscheduled programs guests are discouraged to avail public transport and may use following transportation:

- Hotel transport.
- Transport arranged by local embassy.
- BN may conditionally arrange (considering the commitment) if intimated well ahead.

### Points of Contact

39. Following personnel may be contacted for any additional information and support at any time

- Commodore Mir Ershad Ali, +088 01769702120 - BN IONS secretary
- Commander Sarwat Hossain, +088 01769702122 - Deputy Secretary
- Lieutenant Commander Shahida Sultana, +088 01769702123 - Assistant Secretary

40. All correspondence should be directed to BN IONS at [ions.bangladesh@navy.mil.bd](mailto:ions.bangladesh@navy.mil.bd).



5th Indian Ocean Naval Symposium  
Seminar 10-13 January 2016  
Dhaka, Bangladesh

Program Outline

*'Fostering Partnership in IOR: Charting Course for  
Maritime Cooperative Engagement'*

**10 January 2016 (Sunday)**

Arrival of the Delegations  
Icebreaking Reception (evening social for all participants)

**11 January 2016 (Monday)**

Inauguration Ceremony and Administrative Session  
Session 1 - *Geo-strategic and Economic outlook of IOR*  
Session 2 - *Maritime Security in the IOR*  
Session 3 - *HADR*  
Gala Dinner (evening social for all participants)

**12 January 2016 (Tuesday)**

Session 4- *Maritime Cooperation and Collaboration*  
Session 5 - *Future Outlook*  
Seminar wrap up Session  
Bangladesh Fair and Light & Sound Show (social and cultural event for all participants)

**13 January 2016 (Wednesday)**

Departure of seminar attendee delegations  
Conclave of Chiefs

**13 January 2016 (Wednesday) PM / 14 January 2016 (Thursday) AM**  
Departure of CoC attendee delegations