



Inter-Parliamentary Union
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Parliament of Sri Lanka



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Regional Meeting of Young Parliamentarians of the Asia-Pacific **The role of young parliamentarians in advancing inclusive and peaceful societies and combating violent extremism**

Colombo, Sri Lanka, 25-26 April 2017

Practical information Note

VENUE AND DATE

The Asia-Pacific Meeting of Young Parliamentarians will be held at Hotel Hilton, Colombo, Sri Lanka on 25-26 April 2017. There will be an excursion organized by the Parliament of Sri Lanka for the participants on 27 April 2017.

Agenda Outline

24 April	Arrival of delegates
25 April	Meeting sessions
26 April	Meeting sessions
27 April	Post meeting touristic excursion
28 April	Departure of delegates

PARTICIPATION

The Meeting is open to young members of national parliaments under 45 years of age. Parliaments are invited to send a gender-balanced delegation of a maximum of four members. They are encouraged to include their youngest members in their delegation. Parliamentary staff members may also attend.

IPU Associate Members and Observers that work on youth-related matters are also invited to take part in the Meeting, as are international and regional youth associations, organizations, and parliaments.

ORGANIZATION OF PROCEEDINGS

In keeping with standard IPU practice, all participants will have equal speaking rights. In order to ensure that the discussions are as vibrant and dynamic as possible, the following rules will apply:

- There will be no list of speakers on any agenda item.
- Participants are asked to not read out prepared statements, but rather engage in lively discussions. Subject to arrangements that chairpersons of sessions may make to suit the circumstances, oral contributions may not exceed three minutes. Participants may speak several times on each item, particularly to respond to other statements.
- The Meeting sessions will include presentations by experts and resource persons, debates and interactive discussion panels in moderated plenary sessions. There will also be a number of breakout sessions in groups.

LANGUAGES

A limited number of interpretation booths will be available for rent for those national delegations that wish to bring their own team of interpreters. Requests for additional simultaneous interpretation booths may be made **in advance** of the meeting, directly to the Parliament of Sri Lanka at the contact information below. These will be provided on a first-come first-served basis.

REGISTRATION

The parliaments and organizations invited to the Meeting are requested to register their participants **no later than 5 April 2017** using the enclosed registration form.

An accompanying colour photograph should also be sent electronically to prepare name badges for the delegates. Photos should be 2x2 inches with a resolution of 300dpi in JPEG (jpg) format, and a maximum size of 200 KB. The file name must contain the name of the participant, title and their country. Please send the form and photos by email, fax or post to the IPU and the Parliament of Sri Lanka at:

Inter-Parliamentary Union

5, chemin du Pommier
case postale 330
1218 Grand-Saconnex
Geneva, Switzerland
E-mail: postbox@mail.ipu.org
Tel.: +41 22 919 41 50
Fax: +41 22 919 41 60

Parliament of Sri Lanka

Foreign Relations and Protocol Office
Parliament of Sri Lanka
Sri Jayewardenepura, Kotte.
Tel: +94112777277
Fax: +94112777275
E-mail: cpa@parliament.lk

VISAS

Entry visas are required except for citizens of countries that have visa exemption agreements with Sri Lanka. Delegates participating in the Meeting are kindly requested to contact Sri Lankan missions in their respective countries to obtain visas if necessary.

Visas can also be obtained online at www.eta.gov.lk. Those who wish to make use of this facility will have to pay a visa fee.

HOTEL ACCOMMODATION

Delegates will bear the costs of their air transport, accommodation and subsistence.

The Parliament of Sri Lanka has made block bookings at a negotiated rate at Hotel Hilton for the Meeting. Room reservations can be made through the host Parliament Secretariat using the Hotel-Travel Form. This form must be completed and sent to the IPU Secretariat and host Parliament on or before 5 April 2017.

The cost of accommodation is the responsibility of the delegate and is payable directly to the hotel.

The contact details of the hotel are:

HILTON COLOMBO

2, Sir Chittampalam A Gardiner Mawatha,
Colombo 2, Sri Lanka.
Tel: +94-11-249-2492
Fax: +94-11-254-4657
Email: colombo.reservations@hilton.com
www.colombo.hilton.com
Contact Person: Mr. Dhanuka Ranasinghe, Manager-Sales

INFORMATION DESK

The host Parliament Secretariat will run an information desk at the hotel. The delegates are requested to register there and collect ID badges and all other relevant documents by the time of check-in to the hotel.

TRANSPORT

Transport will be provided by the organizers upon arrival and departure to and from Bandaranaike International Airport in Katunayake.

All participants are kindly requested to send hotel and travel details to the IPU Secretariat and the host Parliament Secretariat using the Hotel–Travel form mentioned above. The delegates will be met on arrival at the airport.

The organizers will also provide transport for all official receptions and the excursion to Kandy.

SECURITY

The national authorities will take all necessary security measures. Participants are required to wear their identity badges at all times when they are at the meeting venue and at all other official functions during the Meeting.

FIRST AID SERVICE

During the meeting, first aid facilities will be provided at the venue. All other medical facilities will be at the participants' own expense. Delegates are advised to take out comprehensive **medical insurance policies** to cover medical emergencies, including for the cost of evacuation to other countries within the region.

INSURANCE

It is recommended that participants take out their own insurance policies against all risks.

CLIMATE

The weather in April is quite variable with warm sunny days and occasional rain showers. The temperature can range between 26°C to 34°C and there is an average rainfall of 253mm.

DRESS

Business dress or national dress is appropriate for meetings and evening events.

ON-SITE SERVICES

The following services will be available on the premises of the main venue:

- Restaurants, cafeteria and bar services will be provided at the participants' expense
- First-aid service
- Coffee breaks
- Lunches

CURRENCY REGULATIONS

Most major international currencies can be exchanged at the airport, hotel and nearby banks. Major credit cards are accepted in the hotel and most shops.

The official currency is the Sri Lankan Rupee (LKR) and the rate is roughly LKR 148.50 to 1 US dollar.

OTHER USEFUL INFORMATION

- Time Zone: local time is GMT +05:30 hours.
- Weights and measures: metric.
- Electricity: 220-240 volts. Electrical sockets (outlets) used in Sri Lanka are Type D (same as in Europe).
- Telephone: country code 94.

TOURIST EXCURSION

On 27th April 2017, a post Meeting tour to Kandy will be arranged for the participants by the host Parliament and those who wish to participate at this tour should indicate their consent in the registration form.

Since the excursion will include a visit to the Temple of Tooth Relic, the most sacred religious place for Buddhists, the participants are requested to wear appropriate white dresses (sleeveless and short attire will not be allowed).