

6 September, 2010

Dear Participants,

Greetings from ICIMOD!

Thank you for accepting our invitation to participate in the International Symposium on “Benefiting from Earth Observation: Bridging the Data Gap for Adaptation to Climate Change in the Hindu Kush-Himalayan Region” which is being held from 4-6 October in Hotel Soaltee Crowne Plaza, Kathmandu.

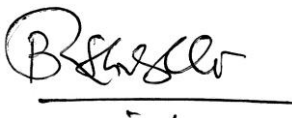
I am pleased to inform that the event has received overwhelming responses and drawn eminent personalities, policy and decisions makers both from the region and beyond. We believe your active participation and contribution in the symposium will mark an important milestone in meeting the goal of the symposium. The event is first-of-its-kind in the region and we do sincerely hope that the event will help promote a regional cooperation and synergize efforts with international partners in bridging data gap for improved scientific knowledge and understanding for adaptation to climate change in the Himalaya. I am also pleased to inform you that coinciding with the International symposium we are organizing pre-and-post symposium events as mentioned below:

- Special Event: Youth Forum – Empowering Youth with Earth Observation Information for Climate Actions in the Himalayas, 1-6 October, 2010
- Pre-symposium workshop on Space-based Information for Disaster Preparedness and Risk Management, 2-3 October, 2010
- SERVIR Himalaya Regional Inception workshop, 7 October, 2010.

I am attaching herewith the general information for the participants for your reference. We recommend please read the information and should you have any additional query, please do not hesitate to e-mail the symposium secretariat at symposium2010@icimod.org or call us at 977-1-5003242.

I look forward to welcoming you at the symposium.

Sincerely Yours.



Mr. Basanta Shrestha
Division Head, MENRIS, ICIMOD and
Symposium Coordinator

Encl. Information for Participant

International Symposium on “Benefiting from Earth Observation: Bridging the Data Gap for Adaptation to Climate Change in the Hindu Kush-Himalayan Region”

International Centre for Integrated Mountain Development

अन्तर्राष्ट्रिय एकीकृत पर्वतीय विकास केन्द्र
International Centre for Integrated Mountain Development
Centre for Integrated Mountain Development
International Centre for Integrated Mountain Development

International Centre for Integrated Mountain Development
International Centre for Integrated Mountain Development
International Centre for Integrated Mountain Development

Direct Lines

Directorate: 5003318. Integrated Water and Hazard Management: 5003177
Environmental Change and Ecosystem Services: 5003013
Sustainable Livelihoods and Poverty Reduction: 5003040/5003141
Knowledge Management Support and Development and IT & Communication: 5003246
Mountain Environmental Natural Resources Information Systems: 5003242

ICIMOD

FOR MOUNTAINS AND PEOPLE

GPO Box 3226, Kathmandu
Khumaltar, Lalitpur, Nepal

Tel +977-1-5003222
Fax +977-1-5003299
Email info@icimod.org
Web www.icimod.org

4-6 October 2010,
Hotel Soaltee Crowne Plaza, Kathmandu

General Information for Participants

Weather in Kathmandu

It is pleasant weather in the month of October and start of the tourist / trekking season in Nepal. The temperature in the month of October varies from 28°C maximum and 12°C minimum. A light warm clothing and jacket is recommended. Dress for all events and social events are smart casual.

Symposium Venue

Hotel Soaltee Crowne Plaza Kathmandu

Post Box 97, Tahachal, Kathmandu, Nepal

General Line: +977 1 4273999 | Fax : +977 1 4278555

www.crowneplaza.com/kathmandu,

Air ticket

You are requested to make your own air travel arrangements and please inform us about your itinerary in advance. For ICIMOD sponsored participant, please arrange most economical round trip airfare from your country of residence to Kathmandu, Nepal. We shall then be informing about your Hotel accommodation.

Visa Information

For those of you requiring a visa upon arrival at the airport, please bring with you two passport-sized photographs and US\$30 cash for the visa fee. **Gratis Visa** is available for **SAARC** nationals visiting Nepal for the first time in Nepal in 2010. We request you to claim Gratis Visa if it is applicable to you.

Registration

Registration will take place on 4th October 2010 at the Registration/Information Desk in front of the Megha Malhar hall from 7:30 A.M onwards at Hotel Soaltee Crowne Plaza.

You will be provided with a conference bag enclosed with relevant information for the Symposium in your respective Hotels. Please request the front desk while checking in the Hotel or Symposium Attendees at your Hotel. You are also requested to wear your Symposium Name Tags throughout the Sessions.

For self-sponsoring participant, you can pay the symposium fee at the registration desk. The registration fee is as follows:

- International Participants – 250 USD
- Regional Participants/Nepalese from outside Nepal – 150 USD
- Local Participants – 50 USD

ICIMOD

FOR MOUNTAINS AND PEOPLE

Reimbursements (ICIMOD sponsored participants only)

- The travel cost will be reimbursed after submission of a copy of tickets, boarding pass and original receipts. (Please bring photocopies of your passports and air tickets for timely processing)
- ICIMOD shall bear en route costs, where necessary as per ICIMOD norms, upon presentation of original bills on the basis of actual hotel costs, airport tax and visa cost.
- A travel expense form is enclosed in the conference bag which needs to be signed and submitted to Ms. Liza Manandhar / Ms. Pramila Shrestha for reimbursement on the first day of the workshop.
- The meals are provided in your respective Hotels B/B arrangement including Dinner during your stay at Kathmandu and **no per-diem will be paid**.

Accommodation and meals

We recommend you to book your Hotel in Kathmandu in advance. Please note that the October is tourist season and Hotel booking is often difficult. **For ICIMOD sponsored participants, please let us know your flight schedules in advance and ICIMOD will make the Hotel reservation for you.** You will be accordingly informed about your accommodation by the Symposium secretariat. We have made block bookings of different Hotels in Kathmandu. Your accommodation will be billed directly to our account.

Please note that during your stay at the hotel, each individual will be responsible for your incidental charges posted to the room account. This includes any laundry, telephone and internet charges, salon or spa charges, gift shop purchases, room service, etc. and any beverages or meals that you charge to your room from other locations within the hotel.

Notes for Presenters:

Please give your presentation file to respective theme coordinator or symposium secretariat in advance. You will be given strictly 15 minutes for your presentation and 5 minutes for discussion. We appreciate you submitting the full paper within the stipulated deadline as well for the symposium proceeding.

Notes for Poster Presenters:

Please put your poster either on 3rd October evening or 4th morning, you will be given your poster id and name and a poster stand will be assigned to you. Please note that the Exhibition and Poster Pavilion will be opened right after the inaugural ceremony on 4th October. Should you have any query with regard to poster presentation, please contact Govinda Joshi at gjoshi@icimod.org; Tel: 977-1-500322; Mobile: 9841-276-856.

ICIMOD

FOR MOUNTAINS AND PEOPLE

Notes for Exhibitors:

Please display your exhibition materials either on 3rd October evening or 4th morning, you will be assigned with a exhibition stall with your company name. Please note that the Exhibition and Poster Pavilion will be opened right after the inaugural ceremony on 4th October. Should you have any query with regard to Exhibitor stall, please contact Govinda Joshi at gjoshi@icimod.org; Tel: 977-1-500322; Mobile: 9841-276-856.

Shuttle Bus Service:

There will be shuttle bus service from Hotel – Himalaya, Hotel Greenwich Village, Hotel Grand and Hotel Ambassador to symposium venue Hotel Soaltee Crowne Plaza on symposium dates 4-6 October. The shuttle bus will leave exactly at 08:00 (sharp) in the morning and will drop you after the each days' programme. Should you have any query with regard to Exhibitor stall, please contact Liza Manandhar at lmanandhar@icimod.org; Tel: 977-1-500322; Mobile: 9841-470-177. Please note that airport pick-up and drop services are arranged by respective Hotels and please enquire at the front desk.

Ground transportation (Important)

Transport from the airport to the hotel will be provided by the respective Hotel – kindly send your flight details to symposium secretariat or Ms. Liza Manandhar (lmanandhar@icimod.org) so that transport and logistical support can be arranged in advance. For your return journey transport from hotel to the airport will also be provided. You are requested to be ready in the hotel lobby 3 hours before your departure time.

Currency

Facilities for currency exchange are available at the hotel and at banks. Several money exchange centres also exist at various places in Kathmandu. All convertible currencies are accepted. The conversion rate is US\$ 1.00 is around NRs 74.00 during October, 2010.

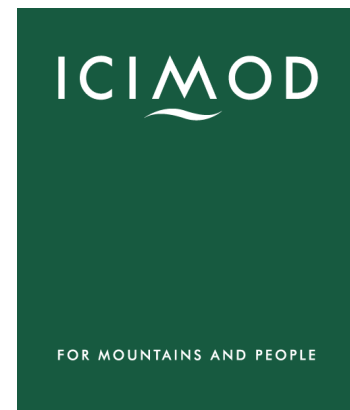
ICIMOD

FOR MOUNTAINS AND PEOPLE

Contact Information

If you require contacting theme coordinators or symposium secretariat for any assistance during your stay in Nepal, you are welcome to contact in the following contact numbers:

Thematic Session	Title	Theme Coordinator	Contact Number	Email
Thematic Session I	Space based information for disaster risk management	Mr. Amarnath Giriraj	9808030585	agiriraj@icimod.org
Thematic Session II	Remote Sensing of Cryosphere (Snow Cover Mapping And modeling)	Mr. Deo Raj Gurung	9803681002	drgurung@icimod.org
Thematic Session III	Remote Sensing of Cryosphere (Glacier Mapping and Monitoring)	Mr. Samjwal Bajracharya	9841234255	sabajracharya@icimod.org
Thematic Session IV	Spatial Decision Support System (DSS) for Ecosystem management	Mr. Sudip Pradhan	9841817840	supradhan@icimod.org
Thematic Session V	Land cover change, and carbon Stocks	Mr. Hammad Gilani	9808004710	hgilani@icimod.org
Thematic Session VI	Spatial Data Infrastructure (SDI) for climate change adaptation	Mr. Rajan Bajracharya	9851094030	rbajrachayra@icimod.org
Thematic Session VII	Tranboundary Air pollution monitoring and modeling	Ms. Bidya Banmali Pradhan	9851058805	bbanmali@icimod.org



Symposium Secretariat Contact Numbers:

Name	Contact Number	Email
Ms. Samjhana Rana Thapa	9851031325	sthapa@icimod.org
Mr. Suyesh Pradhan	9803821405	suypradhan@icimod.org
Ms. Liza Dali Manandhar	9841470177	lmanandhar@icimod.org

Contact Number of ICIMOD: +977 1 5003222

Wish you a fruitful symposium and enjoyable stay in Kathmandu!!

Map of Kathmandu

