United Nations/Pakistan International Workshop on
Integrated Use of Space Technologies for Food and Water Security

Islamabad, Pakistan, 11 - 15 March, 2013

GENERAL INFORMATION FOR PARTICIPANTS

1   Transport and Accommodation

1.1   Flight Arrangements

Participants who are being provided by the meeting cosponsors (UN-OOSA, ISNET and SUPARCO) with funding support for travelling to the workshop should have already been contacted regarding issuing of air tickets. Please note that <u>any changes to the original air travel arrangements will be at the participant's expense</u>.

1.2   Airport Arrival

Participants of the workshop will be provided with transportation from the Islamabad International Airport to their hotels. A representative of the Local Organizing Committee (LOC) will be in the airport arrival area with a small placard with the workshop's logo and title on it to meet participants.

If your travel arrangements are not made by UN-OOSA or ISNET, please make sure that you send your flight details to sh.una@suparco.gov.pk (including any last minute changes in schedule / flight delays) so that representative of LOC will be available to meet you.

Please contact Ms. Tasleem Raheel of the Local Organizing Committee (see section 3 below for contact details) if you miss a representative of LOC at airport due to late arrival or any other reason.

1.3   Hotel Accommodation for Participants

Participants who are provided with funding support by the meeting cosponsors will be accommodated in the *Islamabad Serena Hotel*. LOC has made a booking for you there and will cover your hotel accommodation for the duration of the workshop. If you arrive earlier or leave later due to an arrangement <u>made by the co-sponsors ofthe meeting</u>, your extended stay will be covered.

Participants are responsible for any additional charges (telephone bills, laundry, room service etc.) in the hotel as well as for any extension to their stay.

The address of the hotel is:
> **Islamabad Serena Hotel**
> Khayaban-e-Suhrawardy, Islamabad
> Tel : (92) 51 287 4000
> Fax : (92) 51 287 1092
> Website: http://www.serenahotels.com/serenaislamabad/default-en.html

Please use the link below to see a location of the hotel in Google Maps:
https://maps.google.com/maps/ms?ie=UTF&msa=0&msid=204213987834662655919.0004d635ce7767afa2e88

Participants and speakers who are self-funded are responsible for making their own hotel arrangements. LOC recommends that all international participants of the meeting should stay at the Islamabad Serena Hotel to facilitate administrative arrangements. SUPARCO has negotiated with the hotel a special rate for all participants of the meeting which is USD 150 per night including taxes. The accommodation package includes local newspaper, Internet access, WiFi/LAN port, mini bar (beverages only) and daily buffet breakfast at Zamana Restaurant.

Self funded participants are requested to seek hotel room reservation through the local coordinator of the workshop, Ms. Tasleem Raheel (sh.una@suparco.gov.pk), to avail this special discount.

Bus transportation from the Serena hotel to the venue of the workshop will be provided during the event. The bus will depart fifteen minutes prior to the start of the workshop programme (at 09:00 AM on the first day). A representative from the Local Organizing Committee will be present in the hotel lobby in mornings to coordinate the departure. The coordinator receiving you at the airport will also give you any updated details about the bus departure.

1.4   Living Expenses

Participants, who are being provided by co-sponsors with funding support for living expenses, will receive during the Workshop an allowance to cover their living costs for the duration of the Workshop. **Please note that, in order to receive the finance aid, you are requested to provide a photocopy of your passport (only page(s) with your name and signature) and a photocopy of your original air tickets. Please note that it is also required to submit all the air ticket stubs and boarding passes that the airlines returned to you after checking in.** If participant(s) stays for a shorter period of time, the amount of payment will be adjusted accordingly.

2   Workshop Information

2.1   Workshop Venue

The workshop will be held in the auditorium of the COMSTECH Secretariat. The address is as follows:

> COMSTECH Secretariat
> 33 Constitution Avenue, G-5/2, Islamabad
> Telephone: 92 51 9220681-3
> Fax: 92 51 9211115, 9220265, 9205264
> E-Mail: comstech@comstech.org
> Website: www.comstech.org

Please use the link below to see a route from Serena hotel to the workshop's venue:
https://maps.google.com/maps/ms?msid=204213987834662655919.0004d63699bff1d32d90e&msa=0&ll=33.720378,73.102298&spn=0.015242,0.021844

2.2   Registration Details

Participants' registration to the workshop will take place on Monday, 11 March 2013, from 09:00 to 09:45 at the meeting venue. Each participant will receive a badge which should be worn visibly throughout the entire period of the workshop.

2.3   Work Period

The event will be held from Monday 11 March to Friday 15 March, from 09:00 to 18:00. Please refer to the workshop's web page on the Internet (at the URL http://www.unoosa.org/oosa/en/SAP/act2013/pakistan/index.html) for further details (please note that programme might be slightly modified later on).

2.4   Presentations

All speakers have been scheduled to make presentations of 20 minutes in length, followed by a discussion at the end of each technical session. Please see the programme at the

workshop's web page for the schedule of your presentation. Since there are still a few unconfirmed speakers, the programme might be slightly modified by the time of the workshop.

For those who, due to time limits, are not scheduled for oral presentation, we have arranged poster sessions. Therefore, please bring a hard copy of your presentation with you (maximum 10 pages of A4 format) for posting it on boards outside the meeting room, and be ready to answer questions from the viewers at real time.

Please review the tentative programme carefully to verify date, time and title of your presentation. If there is any discrepancy, please inform us (sergei.chernikov@unoosa.org and lorant.czaran@unoosa.org) as soon as possible.

If you wish to use PowerPoint, please bring a copy of your presentation on USB memory stick.

If you have not already done so, please provide us with your abstract and brief biographical details for the use in the programme (please send this to lorant.czaran@unoosa.org and sh.una@suparco.gov.pk).

2.5   Documents

An up-to-date programme will be distributed during the workshop at the time of registration. The proceedings will be published electronically after the workshop.

2.6   Working Language

The working language of the workshop is English.

2.7   Facilities, Materials, and Equipment

The workshop room will be equipped with a PC and projector. The LOC will provide photocopying, printing, fax and office supplies for the workshop.

3   Contacts

United Nations Office for Outer Space Affairs

Mr. Sergei Chernikov (sergei.chernikov@unoosa.org, tel: +43 1 26060 4948) and Mr. Lorant Czaran (lorant.czaran@unoosa.org, tel: +43 1 26060 4158) - all matters related to the programme and organisation.

Ms. Ayoni Oyeneyin (ayoni.oyeneyin@unoosa.org, tel. +43 1 26060 4953, fax: +43 1 26060 5830) - All matters related to travel and administrative arrangements.

Local Organising Committee

Ms. Tasleem Raheel   sh.una@suparco.gov.pk
                                        Mobile phone: 0301 2585007 and 0333 3831413

4   Useful Information

Dress code in the country: Both men and women are expected to be modestly dressed. While covering the head or face is not required, women are expected to wear loose, non-revealing dress.

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Have a nice travel to Islamabad!
We are looking forward to working with you towards a productive and enjoyable workshop!

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