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वादेवादे जायते तत्वबोधः
A global dialogue forum in Nepal

SAGARMATHA SAMBAAD 2020
Climate Change, Mountains and the Future of Humanity
2-4 April 2020, Kathmandu Nepal

Logistics note



Sagarmatha Sambaad

The Sagarmatha Sambaad is a global dialogue forum established by the Government of Nepal to deliberate on prominent issues of global, regional, and national significance. The forum is named after Sagarmatha (or Mt Everest) – the world's tallest peak – which through its sheer formidable presence and global importance evokes resolve, unity, and connectedness. The word “Sambaad” translates to “dialogue” in Nepali. As a multi-stakeholder platform, the forum aims to create understanding on wide-ranging issues, shape the discourse, and effect transformative change.

The Sagarmatha Sambaad will be held once in every two years, organized by the Ministry of Foreign Affairs, Institute of Foreign Affairs, and Policy Research Institute of Nepal. The first edition of the Sagarmatha Sambaad will be held in Kathmandu, Nepal, from 2 to 4 April 2020 under the theme “Climate Change, Mountains and the Future of Humanity”. The three-day forum will have a plenary session, thematic sessions, and public dialogues.

For details, please refer to the resources regarding the forum available at <https://sagarmathasambaad.org>.

Participants

Invitations for the first Sagarmatha Sambaad are being sent out to around 250 invitees from over 70 countries, representing a cross-section of stakeholders including heads of state, ministers, senior government officials; heads of UN agencies; noted climate scientists, experts, scholars, and researchers; entrepreneurs; influential media persons, celebrities, and activists; emerging youth, women, and community leaders; and heads of INGOs and civil society organizations.

Keynote speakers and other speakers will address the inaugural and closing sessions according to their respective protocol categories in alphabetical order. Moderators and panelists for thematic sessions will speak in the open format, without protocol precedence.

Participation is by invitation only. Invited participants are requested to **confirm their participation and register** by writing an email to invite@sambaad.org. Queries regarding registration/participation can be made at the same email address.

Venues

The inaugural session will be held at Hotel Soaltee Crowne Plaza in Kathmandu on 2 April. The thematic plenary and parallel sessions and the closing session will be held at Chandragiri Hills Resort, Thankot, Kathmandu, on 3 and 4 April.

Hotel Soaltee Crowne Plaza

Tahachal Marg, Kalimati, Kathmandu

Find on [Google Maps](#)

Kathmandu (1,300 masl) is the capital city of Nepal with a population of about 2.5 million. It offers many historical and cultural tourist attractions as well as modern urban amenities for visitors. Hotel Soaltee Crowne Plaza is around 8 km from Tribhuvan International Airport.



Chandragiri Hills Resort

Thankot, Kathmandu

Find on [Google Maps](#)

Chandragiri Hills (2,500 masl) is a popular tourist destination that offers visitors an unobstructed 180-degree view of the Kathmandu Valley with a backdrop of the majestic Himalaya extending from the Annapurna range in the west to Sagarmatha in the east. Chandragiri Hills Resort is around 11 km from Hotel Soaltee Crowne Plaza, including a 2.4 km cable car ride.



Help desk

Information help desks will be available from 09:00 to 19:00 on 1–4 April at both the venues to assist the participants.

Registered participants are requested to collect their badges at the help desks, if not handed upon arrival at the airport by officers from the Sagarmatha Sambaad’s Secretariat. For security and identification reasons, all participants are required to wear their badges during the three-day forum to facilitate free movement and easy access to the venues.

Language

The Sagarmatha Sambaad will primarily be conducted in English. However, simultaneous interpretations will be available in Chinese, French, Japanese, Nepali, and Spanish. Nepali is the national language, and English is widely spoken in Nepal.

Visa

Participants are advised to obtain appropriate entry visas to Nepal from Nepali diplomatic or consular missions. Alternatively, a visa can also be arranged by the Sagarmatha Sambaad’s help desk upon arrival at the Tribhuvan International Airport, Kathmandu, if the participants request this in advance from the Secretariat (invite@sambaad.org) no later than 15 March 2020 along with copies of passport, photographs, and travel itineraries. Participants are also advised to contact the Secretariat if they have any visa-related queries.

Local hospitality

The Government of Nepal will extend local hospitality including accommodation, meals, and local transportation as follows for different participants:

Heads of state/government: + 3 additional officials (1 + 3) will be extended local hospitality for 4 nights/5 days, including accommodation, meals, local transportation, and security and protocol courtesies.

Ministers: + 1 additional official (1 + 1) will be extended local hospitality for 4 nights/5 days, including accommodation, meals, local transportation, and security and protocol courtesies.

Other speakers/moderators/panelists: Will be extended local hospitality for 4 nights/5 days, including two-way international air-ticket, accommodation, meals, and local transportation.

Other invited participants: Will be extended local hospitality for 4 nights/5 days, including accommodation, meals, and local transportation.

Security and protocol

Heads of state/government and ministers will be accorded security and protocol courtesies as per the protocol guidelines of the Government of Nepal.

A liaison officer will be attached to each government delegation for overall coordination related to the visit and participation of the dignitaries in the Sagarmatha Sambaad. The names of the liaison officers will be communicated in due course.

Side meetings and events

The visiting dignitaries can set up bilateral meetings with their Nepali counterparts by mutual arrangement prior to the visit. Meeting rooms will be available at both the venues for bilateral and multilateral meetings with participating dignitaries from other countries. Meeting halls will be booked by the Secretariat upon request by the interested delegation on a first-come, first-served basis.

Accommodation and meals

Details of the accommodation for heads of state/government and ministers will be communicated in due course. Other speakers/moderators/panelists will be accommodated at Chandragiri Hills Resort, Thankot, Kathmandu. The rest of the invited participants will be accommodated at Hotel Soaltee Crowne Plaza, Kathmandu.

Breakfast, lunch, and dinner will be covered for all participants. Halal food will be arranged for Muslim participants.

Local transportation

Heads of state/government and ministers will be provided necessary motorcade for transportation as per standard the Government of Nepal's protocol or as per specific security needs. Special shuttle transportation services will be provided for all participants to and from the airport, venues, all side-events venues (if any), and other meeting venues.

Delegations intending to use privately owned vehicles and/or official embassy vehicles are requested to provide the registration numbers of the vehicles and the names of drivers to the Secretariat.

Other expenses

Additional expenses including international telephone calls, alcoholic beverages, luxury items, mini bar, etc. will **not be covered** by the local hospitality. These have to be settled directly with the hotel or the relevant service providers before checking out.

Air travel

Participants are advised to arrange their travel to Kathmandu by regular commercial flights as far as possible. Tribhuvan International Airport's flight information is available [here](#).

Kathmandu has direct flights from many cities including Abu Dhabi, Bangalore, Bangkok, Beijing, Chengdu, Dhaka, Dammam, Doha, Dubai, Guangzhou, Hong Kong, Istanbul, Jeddah, Kuala Lumpur, Kunming, Mumbai, Muscat, New Delhi, Osaka, Paro, Sharjah, Shanghai, and Singapore.

In case of special chartered flights, flight clearance needs to be obtained following the regular procedure. A request in the form of a note verbale with detailed information must be submitted to the Sambaad Secretariat no later than 7 days before the arrival date.

Currency and exchange rate

The Nepali rupee (NPR) is the currency of Nepal. The exchange rate is USD 1 = NPR 113.74 (as of 10 January 2020). International credit cards are accepted at the venues and other major hotels and outlets. Participants are requested to carry Nepali currency for easy transactions while going around the city. Exchange facilities are available at the airport, banks, or any other authorized money changers. There are ATM machines within the premises of Hotel Soaltee Crowne Plaza that accept international cards.

Weather and time zone

Nepal Standard Time: GMT + 05:45

During early April, the temperature in Kathmandu is expected to be between 13°C and 25°C. The temperature is expected to be slightly lower at Chandragiri Hills. Weather forecasts indicate that there will be clear, sunny days during the Sambaad. However, there are chances of showers during the period.

Click [here](#) for updated and detailed information regarding weather in Kathmandu.

Dress code

Formal/business attire is expected for all events.

Electricity supply

Power supply in Kathmandu and other parts of the country is 220–240 volts, 50 Hz. Power plugs and sockets easily adaptable in Nepal are types C, D, and M.

Medical services

Participants are advised to independently purchase appropriate travel and medical insurances prior to travelling.

Emergency medical units will be stationed at both venues with standby essential first-aid facilities, paramedics, and ambulances.

For major nearby hospitals and ambulance services, see the contact section at the end.

Telecommunication services

Mobile SIM cards can be purchased at the airport in Kathmandu and at other outlets. A passport copy (personal information page) and photographs are required to purchase SIM cards.

Media Information

Media facilities

The Secretariat will offer facilities for media coverage of the Sagarmatha Sambaad. Media representatives will be provided with a designated media working area (media centre) and IT support desk.

Throughout the forum, information will be disseminated to the media via live stream, media releases, video clips, press meets, etc.

Media pass and security

Media persons/agencies wishing to cover the Sagarmatha Sambaad are requested to register by writing an email to media@sambaad.org. Accredited media persons can collect passes/badges from the help desks at the venues.

A valid media badge/pass must be worn visibly by media persons at all times throughout the forum. To avail media passes, please email photos, names, and other details of media persons to media@sambaad.org.

Since the venue areas are limited and restricted, access to certain events will be arranged on a limited, pre-allocated pool basis. Only journalists with both a special pool card and a valid media accreditation badge will be given access. Each pool card is valid for one person only. Information about pool cards can be obtained at the press information desk in the media centre. Journalists can acquire access to various pool events only when accompanied by pool assistants.

Media-related information for delegations

Participants should contact the media centre to arrange press briefings, photo opportunities, or interviews. Rooms for bilateral meetings and separate interviews are available and can be booked on a first-come, first-served basis. The media centre will serve as the starting point for access to the media event.

Contacts

Secretariat
Sagarmatha Sambaad Secretariat
Narayanhiti, Kathmandu

P +977-1-4223195
E info@sambaad.org (general inquiry)
invite@sambaad.org (invitation and registration)
W www.sagarmathasambaad.org

Venues

Hotel Soaltee Crowne Plaza
(2 April – Inaugural session and accommodation)
Tahachal Marg, Kalimati, Kathmandu, Nepal
P +977-1-4273999
W <http://soalteehotel.com>

Chandragiri Hills Resort
(3–4 April – Plenary and parallel sessions, closing ceremony, and accommodation)
Thankot, Kathmandu, Nepal
P +977-1-4312515/4312195
W <http://chandragirihillsresort.com/>

Hospitals

Tribhuvan University Teaching Hospital
Maharajgunj, Kathmandu
P +977-1-4412404 (1028)

Norvic International Hospital
Thapathali, Kathmandu
P +977-1-4258554, +977-1-4101600, +977-1-4218230

Grande International Hospital
Dhapasi, Kathmandu
P +977-1-5159266, +977-1-5159267, +977-9801202550

Others

Police (emergency): 100
Department of Immigration: +977-1-4223509/4222453
Tribhuvan International Airport: +977-1-4472256/4472257
Tourist Police (Bhrikuti Mandap): +977-1-4226359/4226403
Paropakar Ambulance Service: +977-1-4260859
Night taxi: +977-1-4224374

Disclaimer: *This logistics note provides only preliminary information and is subject to change. It will be updated regularly in the lead up to the Sagarmatha Sambaad.*