



**The Second ADB-WCO Joint Sub-regional Train-the-Trainer Workshop
on Customs Valuation
21-24 October 2014, Male, Maldives**

INFORMATION NOTE (Participants)

This Information Note describes the various arrangements made for the participants of the workshop. The information contained herein may be updated from time to time. We will notify you of any changes. Please also let us know if we can provide further information other than what has been stated here.

I. Delegation Information Sheet

To facilitate logistical arrangements and for administrative purposes, please ensure that you have submitted the Delegation Information Sheet to the Workshop Secretariat.

II. Visa

Kindly also ensure that you have the required entry visa to Maldives. We have requested visa assistance from our Maldives host to facilitate the clearance on arrival.

III. Travel Arrangements

Flight bookings to Male will be arranged by the Workshop Secretariat/Resident Missions based on the nomination list submitted. Please ensure that you have received your electronic ticket/s at least three days before departure. Please advise the Workshop Secretariat of any changes to your flight itinerary.

Please retain all your boarding passes and kindly ensure they are submitted to the Workshop Secretariat upon your arrival at the Workshop venue.

IV. Arrival at Male Airport

Airport transfers will be arranged through Traders Hotel Male where the Workshop will be held. At the passengers arrival area, look for the ADB/SASEC/Customs Workshop sign carried by the Traders Hotel Male representative assigned to meet the delegates.

V. Accommodations in Male

Participants will have single room accommodation at the Traders Male Hotel, contact details are as follows:





Mr. Mohamed Sharam

Events and Sales Executive

Traders Male Hotel

Ameer Ahmed Magu, Male 20096

Republic of Maldives

Telephone: (960) 330 0888

Email: mohamed.sharam@tradershotels.com, thmd@shangri-la.com

www.tradershotels.com

Accommodation is available to participants from 20 October (check-in) to 25 October (check-out). The accommodation package includes complimentary breakfast and internet access which can also be used in the conference venue. ADB will cover only the room charges, whereas other incidental charges such as minibar, telephone, and laundry will be charged to the personal account of the guest.

VI. Workshop Venue, Schedule and Dress Code

Please refer to the latest Agenda attached for the Workshop schedule. The Workshop will be held at:

The Ballroom

2nd Floor, Traders Hotel Male

Ameer Ahmed Magu

Male, Republic of Maldives

Tel No.: +960 3300 888

Lunches and coffee breaks will be served on all workshop days. Venue for the meals during the workshop will be confirmed closer to the date.

As a memento group photo will be taken on 21 October 2014 from 09:50-10:00, please be advised that the dress code will be business attire.

VII. Workshop Preparation and Documents

We look forward to everyone's active participation and valuable inputs throughout the Workshop. Please do take time to go over the details of the agenda and the expected outputs for each session. Your contributions will be greatly appreciated. Workshop materials will be provided upon your arrival at the Workshop Venue. The Secretariat intends to minimize the unnecessary use of printed copies of background materials, so please do not hesitate to bring a laptop computer or tablet device etc to the venue. All materials will be available on flash-drives.

VIII. Daily Subsistence Allowance and Miscellaneous Travel Expense Allowance

ADB will cover roundtrip fares using the most cost-effective route for your travel to Male, Maldives. Hotel room accommodations in Male will also be covered; however, incidentals such





as room service will be on the guest's personal account. In addition, ADB will provide a daily subsistence allowance (DSA), as per ADB rules, for the duration of the Workshop to cover all incidentals. Miscellaneous travel expenses will be provided to cover travel insurance (if the participants will apply), home to airport transport and other travel expenses.

The allowances will be given on the first day of the Workshop upon submission of used boarding passes.

IX. Departure from Male

Airport transfers will be arranged by the hotel, according to your flight itinerary. We will provide details of transportation arrangements in due course.

X. Workshop Secretariat

For assistance on all matters concerning the Workshop, please inquire with the following:

Workshop Venue

Alona Mae Agustin

Email: aagustin.consultant@adb.org

Tel No.: +632 632 4444 ext. 70940

ADB Headquarters

Ms. Linel Reyes-Tayag

Email: lareyes@adb.org

Tel No.: +632 632 6460

Aileen H. Pangilinan

Email: apangilinan@adb.org

Tel. No.: +632 632 4572



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