

## **Dear Participants,**

Welcome to Sri Lanka for the South Asian Regional Workshop on Mainstreaming Disaster Risk Reduction in Development, 14-15 Nov. 2008 at Colombo, Sri Lanka. For your convenience, the following information is compiled, for any further assistance please feel free to contact any one of us as per the requirement.

### **Accommodation:**

Your accommodation has been booked in one of the prestigious hotels of Colombo in a high security area. This charming hotel welcomes you in style with soothing water fountains and an opulent lobby befitting Rajasthani royalty. Fresh and tranquil, nature blooms in every corner, while rich Indian design details transport you to a bygone era. Conveniently located close to the city's business hub and a short stroll to the city centre for museums, restaurants and more for you to discover!

**Taj Samudra**  
**25, Galle Face Centre Road,**  
**Colombo 3, Sri Lanka.**  
**Tel No. : (94 - 11) 2446622**  
**Fax : (94 - 11) 2446348**  
**Email: samudra.colombo@tajhotels.com**

(<http://www.tajhotels.com/Business/Taj%20Samudra,COLOMBO/>)

### **Contact persons:**

**Taj Samudra:** Mr. Nithianandan Durathar  
(nithianandan.durathar@tajhotels.com)

**UNDP:** Mr. Zafra Afker, Coordination Support Officer (zafra.afker@undp.org)

**DMC:** Mr.S.M.K.B.Nandarathna, Director (Training), nanda@dmc.gov.lk, Ph: 0773957904

Maj. General (Retd.) Gamini Hettiarachchi,  
Director General,  
National Disaster Management Centre,  
Colombo, Sri Lanka  
Ph. No. 0094-11-2670071, Fax No. 0094-11-2670079  
Email: dgdmcs@gmail.com

**SDMC:** Dr. Sanjay Srivastava, Head (Hydromet), sanjay.saarc@gmail.com

Dr. P. K. Champati ray, Head (GDD), champati\_ray@rediffmail.com

SAARC Disaster Management Centre (SDMC)

IIPA Campus

5-B, I.P. Estate, M. G. Road

New Delhi-110002

Ph: 0091-11-23724085, 23705583, Fax: 0091-11-23702446, 23724051

### **Airport Drop/Pick up**

Placard: If its individual arrival, the display board will have guest name, if its group arrival the display board will have SAARC work Shop – Disaster Management

Kindly mail all travel itineraries to Mr. Nithianandan Durathar from Hotel Taj Samudra on **nithianandan.durathar@tajhotels.com** so he can coordinate either group pick-ups or individual pickup depending on the information provided by you.

### **Venue of the Workshop:**

14th Nov: Inauguration & workshop at "On Golden Pond" commencing from 0830 hrs

14th Nov: Buffet Dinner at Lower Crystal room commencing from 1915 hrs

15<sup>th</sup> Nov: Workshop at Lower Crystal room commencing from 0830 hrs

**Important:** Please note the 12<sup>th</sup> of Nov 08 is a public holiday and thereby both DMC & the reservation counter at Hotel Taj Samudra will be closed.

**Presentation:** As per the technical programme, or else out of your own interest if you want to make any presentation, we would appreciate if you mail a brief summary (1-1.5 pages) and ppt files. Please be informed that normally you would get 15-20 minutes for presentation and therefore, kindly organise ppts in best possible manner in terms of content and presentation style.

In case the ppt files are not ready, in any case, we would like to have your brief summary paper in word document file before you leave the workshop venue. It will help us immensely in bringing out the workshop proceedings and preparation of the Road Map.

Please be aware that the ppt files will be circulated in pdf format to all participants, so kindly remove what you do not want to circulate among participants.

**Daily Subsistence Allowances (DSA):** Please be informed that there is no DSA to be either given by SDMC/DMC otherwise informed specifically by organisers. As per the SAARC norms, local accommodation, transport and food would be provided for the duration of the workshop. For any additional stay, participants may have to make their own arrangements. Organisers solicit your active cooperation in this regard.

Wish you a very fruitful and enjoyable stay in Sri Lanka !!!

Sincerely,

**Organisers  
(SDMC/DMC)**