

## General Information

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### **Registration**

Everyone attending the conference is required to complete an official registration form, available from our website [www.cfnepal.org](http://www.cfnepal.org) or can be obtained on request from [cfnfn@himaltech.com](mailto:cfnfn@himaltech.com). As space is limited, participants are strongly encouraged to pre-register for the conference as soon as possible.

Registration for the conference opens 10 December 2006. Registration closes on 28 February 2007. Re-confirmation of participation could be done till 9 March 2007..

### **Registration Fees**

Individual	-	US \$ 150.00 per person
Institutional	-	US \$ 300.00 per person
Adopted child (Nepali)	-	Free (only 1 child)

All participants other than the accompanying adopted Nepalese child must pay the registration fee confirmed and fixed by the Conference Main Organizing Committee. Accompanying adopted Nepalese Child (one) are provided with full scholarship.

Registration fee provides for a conference program, entrance to all plenary, symposia, and concurrent sessions, including workshop, daily coffee/snack breaks, and all conference meals.

### **Conference Hotel**

The conference sessions will be at the Hotel Soaltee Crowne Plaza, one of the most exquisite and centrally located 5 star hotels in Nepal.

**Lodging**

Hotel Soaltee Crowne Plaza and Hotel De l" Annapurna the two official hotels of the International Conference. All conference activities will take place at Hotel Soaltee Crowne Plaza, but participants may organize for their accommodations at in either hotels or in other hotels according to their preferences. Participants may request the Conference (ICA) Secretariat to book their rooms in hotels and pay the bills direct to the hotel or through the Conference Secretariat.

**Registration Process**

All participants are requested to complete and forwards their registration form, and transfer the required registration fee through the **Swift Code** method, details of which are given in the link Registration Forms and Payment Method. The official registration form is available at our official website [www.cfnepal.org](http://www.cfnepal.org) or can be requested by e-mail to [cfn@himaltech.com](mailto:cfn@himaltech.com). Upon receipt of forms and full payment, the conference secretariat will send a confirmation letter. All charges incurred in the process of transferring registration fees have to be borne by the participants themselves.

**Cancellation Fee and Refunds**

Once registration fees deposited, there will be no refund whatsoever may be the reason/cause of cancellations of participation.

**Meals**

Official conference meals are part of the registration package. The conference meals begin with the welcome dinner on the evening of Saturday 10 March 10, arranged at an exotic and traditional environment and surrounding and end with the closing Dinner on Wednesday 14 March, and include all conference-arranged meals during this period. Participants are responsible for their own arrangements for any non-conference meals.

**Travel**

Participants are responsible for their own air and ground travel arrangements and expenses until their arrival in Kathmandu. All participants are requested to send the details of their flights and Kathmandu arrival time. The conference secretariat will arrange for participants airport pick-up and drop facilities. Travel cost of other than mentioned in the conference program schedule (field/site visits, sight-seeing etc.) will have to be borne by the participants themselves.

**Weather**

During this time of the year (March) the weather in Kathmandu and surrounding areas are quite cold. Participants are therefore, requested to bring few warm clothes with them.

**Language**

Though Nepali is the official language of Nepal, the official language of the conference is English.

## **Visas**

In addition to a visa issued by the embassy and consulate, all attendees traveling to Nepal should bring a valid passport or equivalent national identity document

Entrance visas are obtainable at the Kathmandu airport for those arriving by airplane. There is a counter to purchase the visas in the immigration area. The visa fee is USD .... . Tourist visas allow a stay of up to .....month initially. However, this period can be for up to another ..... months After that date, you must exit and re-enter the country or undergo immigration procedures, If your visa has not been renewed properly by the time you leave Nepal, you will have to pay a fine at the... If you plan to stay for more than two weeks in Nepal you will need to register at the nearest police station.

## **Tours**

Excursions will be arranged to historic and scenic areas in Kathmandu and nearby places. on 11 March, as a part of the conference, participants will be taken to Kathmandu valley tour followed by a dinner at the courtyard of one of the three historic cities of Kathmandu valley accompanied by a traditional, but enchanting cultural program. For the participants willing to stay longer and visit places like Pokhara, Chitwan, and other places, the conference secretarial will make necessary bookings and arrangements upon the request of the participants. For any extra activities other than mentioned in the conference program schedule, the participants will have to pay extra as per the price quoted.

## **Currency**

The official currency in Nepal is the Nepalese Rupees, which are found in 1, 2, 5, 10, 20, 25, 50, 100, 500 and 1000 denominations. Besides paper notes, 1 and 2 rupees are widely available in metal (brass) coin. Foreign currencies may be exchanged for Nepalese Rupees at airport bank, other banks in the city, in hotels or in exchange counters. The exchange mate may vary according to the rate set by country's Central Bank. All banks post the daily exchange rate on their boards.

Many credit cards are accepted at the leading hotels, travel agents, airlines offices, restaurants departmental stores and other major business places.

## **Internet & Business Center**

The conference official hotel provides "internet café" with a limited number of Internet stations for hotel guests. In addition, the hotel has a business center in which many services are available. Internet service and other business services are available on payment of the charges according to the rates fixed by the hotel. The conference registration fee or with or without package does not include these services. Participant using these services have to pay the applicable charges by themselves before checking out from the hotel.