



ADMINISTRATIVE CIRCULAR

SAARC Perspective Workshop on

“The Past, Present and Future of High Voltage DC (HVDC) Power Transmission”

30 September - 01 October 2015

Avari Hotel, Lahore, Pakistan



SAARC Energy Centre

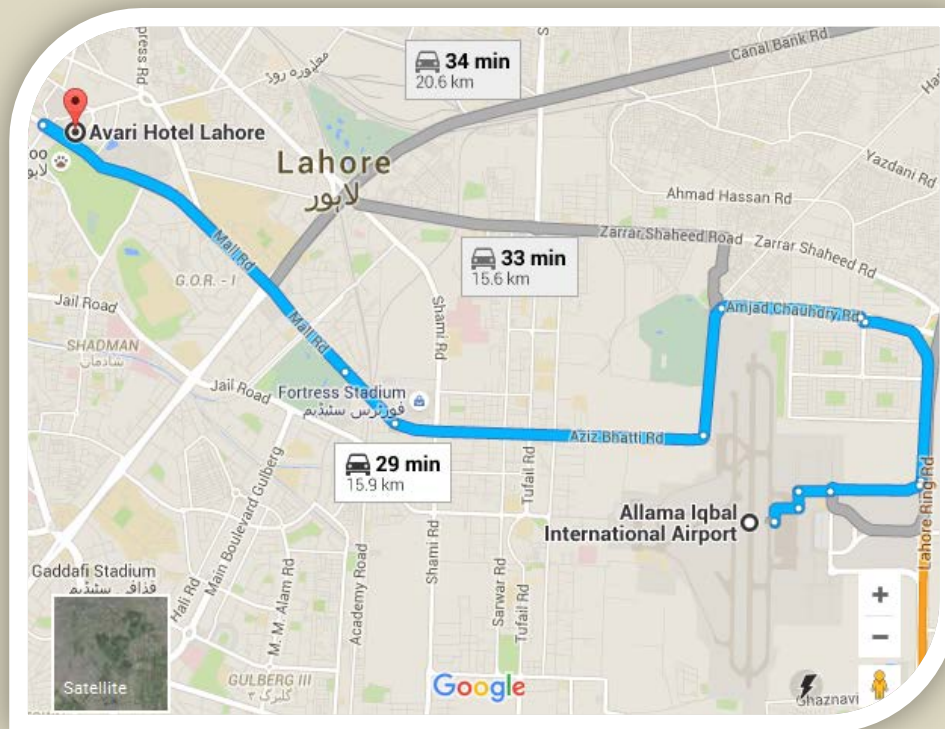
697, Street No 43, E-11/4 (NPF), Islamabad, Pakistan

www.saarcenergy.org; info@saarcenergy.org

SAARC Perspective Workshop on “**The Past, Present and Future of High Voltage DC (HVDC) Power Transmission**” is being organized at Avari Hotel, Lahore, Pakistan on 30 September - 01 October 2015.

1. LOCATION OF AVARI HOTEL, LAHORE, PAKISTAN

Avari Hotel is located at 29 minutes’ drive from Allama Iqbal International Airport, Lahore, Pakistan.



Address of Avari Lahore Hotel, 87 Shahrah-e-Quaid-e-Azam, Lahore 54000, Pakistan.

Tel: (+92-42) 3-6366366; UAN: 111 AVARIS (111 282 747); Toll-Free: 0800-88888

Fax: (+92-42) 3-6365367 E-mail: lahore@avari.com

A hotel representative will be present at the Allama Iqbal International Airport, holding a placard (as per sample placed below) to receive the delegates. In case of facing any problem in tracking the representative / hotel rooms, the delegates may please contact the hotel at Tel: (+92-42) 3-6366366 or Mr. Rehan Yousaf, Admin. Officer, SEC at Cell: (+92) 321-5693781.

<p style="text-align: center;">SAARC Workshop</p> <p>1. Mr. _____</p> <p>2. Dr. _____</p>
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2. CONTACT OFFICIALS FOR THE WORKSHOP

a. Mr. Salis Usman

Program Coordinator

SAARC Energy Centre, Islamabad.

Email: salis@saarcenergy.org

Phone No. (+92-51) 222 8802 & 4 (Ext 110)

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b. Ms. Sehrish Mubeen

Asst. Manager (MP&M) / Staff Officer (Tech.) to MD,

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c. Mr. RehanYousaf

Administrative Officer,

SAARC Energy Centre, Islamabad.

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Phone No. (+92-51) 222 8804 (Ext 113)

Cell No. (+92) 321-5693781

Note: Mr. Salis Usman & Mr. Rehan Yousaf will be available in Lahore, Pakistan from 28 September to 2 October, 2015.

3. INFORMATION REGARDING HOTEL ROOMS

SAARC Energy Centre has already reserved accommodation in Avari Hotel, Lahore for the foreign delegates who have confirmed their participation for the Workshop.

4. TRAVEL ITINERARY

Kindly furnish your travel itinerary to SEC (salis@saarcenergy.org, adminofficer@saarcenergy.org and info@saarcenergy.org), if you have not already done, so that you are received at the Allama Iqbal International Airport, Lahore, Pakistan and transported to The Avari Hotel, Lahore on complimentary basis.

5. RESOURCE PERSONS

Resource persons are requested to deposit their original boarding passes to SAARC Energy Centre representative on 30 September 2015.

6. IMPORTANT INFORMATION

- Prior to travelling, each delegate/participant is required to obtain SAARC Visa Exemption Sticker or standard visa pursuant to the Pakistan's Rules and Regulations.
- SEC will provide hospitality maximum for three nights; delegates are advised to arrive in Lahore in the afternoon on 29 September 2015 and depart on 2 October 2015.
- Delegation from each Member State will be required to deliver a 10-15 presentation on the national transmission system, prevailing power interconnections and development plans with respect to power interconnections of their country. Delegates are requested to send their presentation by Monday, 21 September 2015 at salis@saarcenergy.org, adminofficer@saarcenergy.org and info@saarcenergy.org.
- On 30 September 2015, the Workshop is scheduled to start at 0930 hrs whereas registration will be done at 0900 hrs.
- SEC has made arrangements for Dinner Reception for all the delegates and local dignitaries on 30 September 2015 from 1900 hrs. Dinner venue will be communicated later on.
- Please indicate in case you have any specific meal requirements so that hotel management is apprised about it.
- No workstation/computer shall be available; delegates are requested to bring their own laptops (if required), however, all presentations will be loaded on the laptop installed in the Workshop Venue, for this purpose.
- Local hospitality by SEC covers the following:
 - Pick and drop from/to the airport
 - Room rent
 - Meals according to the details provided in the next section
 - Two mineral water bottles in the rooms replenished daily
 - In room tea/coffee maker
 - Daily newspaper in room
 - Use of temperature controlled swimming pool and gym
 - Fruit basket in each room replenished on daily basis
 - 3 pieces of laundry / pressing per day
 - 24 hours Internet Wi-fi access

All other incidental expenses at hotel for facilities such as usage from mini bar, room service, food in restaurant, telephone calls, etc. will be the personal responsibility of the delegate.

7. MEALS ARRANGEMENT

Date	Venue				
	Breakfast	Tea/Coffee 1	Lunch	Tea/Coffee 2	Dinner
29 September					
30 September					
1 October	✓	✓	✓	✓	✓
2 October					

8. GENERAL INFORMATION

- The temperature is expected to remain between 25-35 °C in Lahore, Pakistan during these days.
- The Currency of Pakistan is Pakistani Rupee (PKR). 1 US Dollar is approximately equivalent to PKR 104. Currency and foreign exchange rates can be calculated at <http://www.oanda.com/currency/converter/>.
- You may find further useful information about Lahore, Pakistan at http://www.tourism.gov.pk/lahore_punjab.html.