

## **FINAL NOTICE TO PARTICIPANTS**

### **19th AFIR Annual Meeting Conference and 7th Asia-Pacific High-Level Meeting on Insurance Supervision 20th – 22nd January 2025**

#### **1. Dates and Times to Remember**

##### **20th January 2025 Day – 1**

Registration for 7th HLM 2025: - 12:30-13:30 PM Nepa Dhuku Hall Prefunction, Radisson Hotel Kathmandu

Opening of the 7th Asia Pacific High Level Meeting on Insurance Supervision (HLM) :

- 13:30 PM Nepa Dhuku Hall, Radisson Hotel Kathmandu

Cocktail Buffet Reception: - 18:00 PM to 20:30 PM Begnas Hall, Radisson Hotel Kathmandu (ground floor, new wing)

##### **21st January 2025 Day- 2**

7th HLM 2025 session begins:

- 09:30 AM Nepa Dhuku Hall Radisson Hotel Kathmandu

Group Photo:

- 10:30 AM to 11:00 AM Water Garden, Radisson Hotel Kathmandu

Registration for 19th AMC of AFIR:

- 12:45 PM to 14:00 PM Nepa Dhuku Hall Prefunction, Radisson Hotel Kathmandu

Opening of 19th AMC of AFIR: - 14:00 PM Nepa Dhuku Hall, Radisson Hotel Kathmandu

Group Photo:

- 14:20 PM to 14:35 PM Water Garden, Radisson Hotel Kathmandu

Depart from Radisson

Hotel Kathmandu to Holiday Inn Resort, Budhanilkantha For Welcome Dinner:

- 16:55 PM (please, gather at the Radisson Hotel Kathmandu main gate by 16:55 PM)

Welcome Dinner

- 17:30 PM onwards at Holiday Inn Resort, Budhanilkantha, Kathmandu (Please, dress warmly as the Welcome Dinner will be partly outdoors.)

##### **22nd January 2025- Day 3**

19th AMC of AFIR resumes: - 09:00 AM

City Sightseeing Patan Durbar Square:

- 14:30 PM to 17:50 PM (please, gather at the Radisson Hotel Kathmandu main gate by 14:30 PM)

2. **Lunches and tea/coffee breaks** A daily conference lunch and 02 tea/coffee breaks per day on 20th, 21st and 22nd January 2025 have been arranged by the host for all the participants at Waterfall Garden, Radisson Hotel Kathmandu. (please, refer to the program schedule at <https://conference.nia.gov.np> for timings)

3. **Venue plan:**

- Ø Conference Hall: Nepa Dhuku Hall-Ground floor
- Ø Secretariat: Ante Room- Ground floor
- Ø Lunch and tea/coffee breaks: Waterfall garden- Ground floor
- Ø Registration: Nepa Dhuku Prefunction- Ground floor
- Ø Extra meeting room: Board room- 1st floor
- Ø Group photo venue: Waterfall garden- Ground floor
- Ø AFIR Cocktail Reception on 20th Jan- Begnas Hall (ground floor, new wing)
- Ø Welcome dinner on 21st Jan- Holiday Inn Resort, Budhanilkantha, Kathmandu
- Ø Half day sightseeing on 22nd Jan- Patan Durbar Square

4. **Health Desk**

A health desk will be available during the conference (20th -22nd January 2025) at the pre function area of the Nepa Dhuku Hall for any emergency medical services.

5. **Your Queries and Updates on the Website**

Please, check conference website, (<https://conference.nia.gov.np>) for updates and last minute information before your departure for the conference.

QR Code for updated program or any updates on conference:



Email to [secretariat@afir.asia](mailto:secretariat@afir.asia) for meeting and agenda related queries. Email to [punam.inbox@gmail.com](mailto:punam.inbox@gmail.com) for any registration related queries. Email to [info@rajkarnicar.com](mailto:info@rajkarnicar.com) for any hotel accommodation, transportation, conference logistics, etc. related queries.

6. **Travel Information**

For travel and visa information on Nepal, please, check the conference website and visit [www.nepalimmigration.gov.np](http://www.nepalimmigration.gov.np) or [www.welcomenepal.com](http://www.welcomenepal.com).

7. **Visa on Arrival**

For visa information, visit [www.nepalimmigration.gov.np](http://www.nepalimmigration.gov.np). If you need an official invitation letter for visa or other purpose re: 19th AFIR Annual Meeting Conference and 7th Asia-Pacific High-Level Meeting on Insurance Supervision 20th – 22nd January 2025, email your request to [info@rajkarnicar.com](mailto:info@rajkarnicar.com)

Visa is required for all nationalities except Indian nationals. VISA can be obtained on arrival at Tribhuvan International Airport except for citizens from on arrival visa denied countries (Nigeria, Ghana, Zimbabwe, Swaziland, Cameroon, Somalia, Liberia, Ethiopia, Iraq, Palestine and Afghanistan, Syria and Refugees with travel document).

Indian nationals are required to present some form of ID, i.e., passport or voter's card.

**Please, ensure to bring with you the followings for on arrival visa application**

- 1) Please, bring your original passport and two passport-size photos
- 2) Please, bring loose cash for your visa fee upon arrival.
- 3) Recommend that you bring photo-copies of your passport.

The following table indicates the fee required for various duration of Tourist VISA. Children below 10 years are exempt from the visa fee but proof of age is required. Nationals from SAARC countries, who are entering Nepal for the first time, are exempt from any fee for up to 30 days VISA (but VISA application is still required).

Period (Duration)	Visa Fee
15 days (Multiple Entry)	USD 30.00
30 days (Multiple Entry)	USD 50.00
90 days (Multiple Entry)	USD 125.00

More visa information is available at [www.immigration.gov.np](http://www.immigration.gov.np).

If you fail to bring passport-size photos, please, contact **Mr. Sachin Sharma, Mobile number +977 9851147720** Email: [info@rajkarnicar.com](mailto:info@rajkarnicar.com)

## 8. Airport Transfers for Arrivals and Departures

Participants staying at Radisson Hotel Kathmandu will be provided complimentary airport arrival and departure transfers by the hotel as per the flight details provided to the hotel.

Airport transfers are payable by the participants who are staying in other hotels than Radisson Hotel Kathmandu. However, the airport hospitality team at the airport will assist you to get a paid airport cab. When you arrive at Tribhuvan International Airport and pass beyond the customs point, look for the

conference airport hospitality desk. Airport hospitality desk will be available on 18th January 2025 and 19th January 2025 from 8:00 am till 12 :00 am midnight. **Contact person: Mr. Sachin Sharma, Mobile number +977 9851147720.**

Please, coordinate the date and timing for your airport departure transfer with your hotel front desk after your arrival and check in if you require a departure transfer to the airport.

## 9. Hotel Check-in Procedure at Official Hotels

The normal check-in time is 3 pm and check-out time is 12:00 noon. Check-in before 3 pm and check-out after 12 noon will incur an extra charge unless you have worked out a special arrangement with the hotel. **Coordinator for Radisson Hotel Kathmandu: Ms. Neha Raya, mobile number +977 9861814147**

## 10. On-site Delegate Registration

Delegate registration will be open at the Radisson Hotel Kathmandu. Please note the timings as shown below. **Contact person: Ms. Nabina Maskey, mobile number +977 9841183562**

20th January 2025: From 12:30 pm to 13:30 pm at Nepa Dhuku Hall Pre function area

21st January 2025: From 12:45 pm to 14:00 pm at Nepa Dhuku Hall Pre function area

## 11. Welcome Dinner Transfers on 21st January and City Sightseeing Tour on 22nd January 2025

Welcome Dinner Transportation to and from Radisson Hotel Kathmandu to Holiday Inn Resort has been arranged for the participants on 21st January 2025. Buses will leave from Radisson Hotel Kathmandu at 16:55 pm on 21st January. Likewise, Transportation for the City sightseeing tour followed by refreshments at Patan Museum Café has been arranged for 22nd January 2025 and buses will leave Radisson Hotel Kathmandu at 14:30 PM. **Please, contact the travel desk or Mr. Sachin Sharma, Mobile number +977 9851147720**

## **12. Conference Secretariat – Ante Room at Nepa Dhuku Hall Prefunction area**

The conference secretariat will be fully functional and open at the venue during the following days and timings.

20th January 2025: 10:00 am to 18:00 pm

21st January 2025: 08:30 am to 17:00 pm

22nd January 2025: 08:30 am to 14:30 pm

## **13. Wi-Fi Internet**

The hotel guest room rates include the Wi-Fi internet for the usage in your hotel room for those delegates who are booked at the venue hotel (Radisson Hotel Kathmandu). Shared wifi will also be available in the Nepa Dhuku Hall during the conference from 20th -22nd January 2025.

**BON VOYAGE!!**