

Asia & Pacific Disability Forum

3rd General Assembly & Conference

February 27-29, 2008 Dhaka, Bangladesh

Dear Participant

Greetings from Asia & Pacific Disability Forum (APDF) and National Forum of Organizations Working with the Disabled (NFOWD) and Welcome to the Conference!

You will surely understand that organizing a large and high-profile event as this, especially with so many people with special needs, is quite a handful experience. There are not too many places in Dhaka city, which is fully accessible to people with disabilities, and at the same time can accommodate so many people, also with rooms available for four concurrent sessions, and yet is affordable. We tried our best to make this venue, the Bangladesh China Friendship Conference Center (BCFCC), as accessible as possible for people with disabilities, who are coming as our esteemed participants.

The administration of BCFCC tries to maintain a clean environment, following international standards. We, as hosts also are striving to make this a memorable experience for you. Thereby, in consultation with the authorities of this venue, we are requesting you to kindly follow these guidelines as mentioned below:

1. Smoking is strictly prohibited within the building, especially its rooms, corridors and staircases.
2. Also restricted is betel leaf chewing in the areas mentioned above.
3. Chewing gums are prohibited within all the rooms. Please dispose the gums in assigned places only.
4. Please do not overcrowd the elevators/lifts more than its capacity (which is clearly mentioned within) while shuttling between the Plenary and Concurrent Sessions, or during lunch and tea breaks. We are using only the Ground floor and First floor anyway!
5. If a power failure occurs while inside the elevators/lifts, please do not panic. The building has standby generators, which will switch on immediately, or within a few seconds, to take you to the next floor.
6. The BCFCC has its own safety & security System. However, in spite of all the security measures, we are earnestly requesting you to keep your personal belongings and valuables such as cameras, cell phones, travel documents, cash etc. within your own reach and safe custody at all times. Please do not leave your valuables unattended at any time. You have been provided with a baggage tag to tie with your Conference Kit. Please write your name, country and Registration Number on the Tag so that it can be identified as yours without opening the bag. For any loss or damage of your belongings, neither us, the organizers, nor the BCFCC Authorities shall be held responsible.
7. The BCFCC is quite a beautiful building, and naturally you may wish to explore around during the breaks. However, being a center of excellence, many events take place here simultaneously. If there are any other events taking place, please do not enter those, which are not open to all. We wouldn't want any intruders in our sessions, would we?
8. There is however, one more earnest request. If you are carrying a cell phone, please keep it off or in silent mode while you are in a session.

9. Finally, please do understand that, since the Head of the Government of Bangladesh will be inaugurating the Conference, the security measures on the 27th morning will be extremely tight. You will not be allowed to enter the Conference venue with any bags, cameras, cell phones, electronic devices etc., other than assistive devices or mobility devices. This restriction will be only for the inaugural session, which ends at 11:00 AM. While the session actually commences at 10:00 AM, the special security forces shall not allow anyone entry to the venue after 9:30 AM. So you must take your seats by that time positively. After the inauguration is over, we have only one hour in hand, in which time, it would not at all be possible to go back and fetch your conference kit, which you will require at the plenary session. So we have arranged a bus, with no seats, to store all your belongings, for that time.
- a. Put all your metallic and electronic belongings (that may trigger off a beep on the scanners) in your Conference Kit.
 - b. Write your Name, Country and Registration number on the baggage tag that has been supplied with the Kit, and attach the tag to your kit.
 - c. Handover the kit to one of the volunteers at the bus, which would be stationed near the building.

After the inauguration is over, we will hand them back to you. We will cross check the baggage tag with your name tag before we hand them over to you. Yes, this definitely sounds hectic and chaotic. But with your cooperation, we will manage to deliver back all your bags within time such that we all can join the plenary session within one hour. We most sincerely apologize for this inconvenience!

Hope you will enjoy the Conference.

Thank you

The Secretariat