



Dear Delegate,

Greetings from Bangladesh!

Civil Aviation Authority of Bangladesh (CAAB) will be hosting the 30<sup>th</sup> COSCAP-SA Steering Committee Meeting (SCM) to be held at Le Méridien Dhaka, Bangladesh from 24-26 January 2023.

We, the Organizing Committee wishes to share some important information with you which would be helpful for you to arrange the travel to this capital city of Bangladesh.

### **Venue and the Recommended Hotels for Accommodation**

The venue of the SCM is Le Méridien Dhaka, close to the Hazrat Shahjalal International Airport and connected to the central business district. We have identified few recommended hotels closer to the venue hotel. Details of these are published in <https://coscapsa30scm.info/> under Programs. However, it is the choice of the delegate to choose accommodation with individual convenience.

Delegates are advised to obtain visa in advance of their trip from the Bangladesh Embassy or Diplomatic Mission in their respective country or nearest Bangladesh Embassy or Diplomatic Mission. For more details, kindly visit <https://coscapsa30scm.info/visa-information>. If you want any help regarding visa arrangements, kindly contact Organizing Committee for COSCAP-SA, SCM via [kabircaab@gmail.com](mailto:kabircaab@gmail.com) to Mr. S M Lutful Kabir.

### **Transport Facilities**

CAAB, being the host of SCM would receive you at the Hazrat Shahjalal International Airport on your arrival. Kindly post your travel itinerary to Organizing Committee via [kabircaab@gmail.com](mailto:kabircaab@gmail.com), mentioning your confirmation to attend the SCM for this purpose. CAAB would also provide transport for the delegates during the meeting from 24-26 January 2023 to-and-fro between the venue and accommodation, provided the delegate stay at one of the recommended hotels. CAAB would provide transport to drop you at the airport on your departure. Kindly provide your departure details and the details of the hotel where you need to be picked up for departure to [kabircaab@gmail.com](mailto:kabircaab@gmail.com) in advance.



### **Welcome/Farewell Dinner and Excursion**

CAAB invites you to join the welcome dinner to be held on 24 January 2023 evening at the Sky Ballroom on the 16<sup>th</sup> floor of Le Méridien Dhaka. Transport will be available, if required, provided you stay in one of the recommended hotels.

You would be privileged to join the excursion tour to the Liberation War Museum on 25 January 2023 afternoon which is a museum located 15 km away from the venue hotel which commemorates the Bangladesh Liberation War that led to the independence of Bangladesh. You should wear a comfortable dress for this journey. The tour to Liberation War Museum would be followed by the Farewell Dinner at Sky Ballroom on the 16<sup>th</sup> floor of Le Méridien Dhaka. Transport will be provided back to Le Méridien Dhaka and your accommodation if staying in a recommended hotel.

### **Weather in Dhaka in January**

Daytime temperatures usually reach 26°C in January with low heat and humidity, falling to 12°C at night.

We look forward to welcoming you in Bangladesh.

Organizing Committee