IIPE NEPAL: ARRIVAL DETAILS

Dear IIPE participants,

We eagerly await your arrival in Nepal and look forward to meeting you in person! The following summary of key logistical information is provided to support your smooth arrival and pleasant stay.

You can also find this letter online at: https://www.i-i-p-e.org/iipe-nepal/participant-info/

Please print this letter and keep it with you as you travel, as it contains important and useful information.

GETTING TO THE IIPE

There are 3 options for getting to the IIPE venue:

- For those arriving on July 21 at Tribhuvan International Airport (KTM) we will provide shuttles from the airport to the venue (Soaltee West End Resort Nagarkot).
- For those arriving early and staying in Kathmandu: we will arrange for a shuttle bus at the Holiday Inn Express Hotel at noon on July 21 (see details below)
- Locals and others may come directly to the venue on their own accord

If you are arriving July 21 to Tribhuvan International Airport (KTM)
We are generating a schedule of shuttle pick-up times based on flight arrivals. If you’ve requested an airport shuttle on July 21 we will send this schedule to you in a separate email.

A representative of the IIPE will greet you outside the baggage claim in the arrival lounge at the exit gate (there is only one exit gate on the ground floor). When you get down from the lift/escalator to the arrival lounge at the ground floor, our representative will be holding a sign with the “IIPE” logo.

Shuttles will depart when all who are scheduled arrive. You may have to wait a short while as we attempt to get as many people as possible on each mini-bus.

What if I Can’t Find Anyone or I Get Lost? If your flight is late or if you do not find the IIPE representative at the airport, call the numbers listed below and we will assist you.
Contact persons for airport shuttle: Gunjan Jha. Phone and WhatsApp: +977 9862970155
Email: jhagunjan321@gmail.com (If you are unable to make a phone call, free WiFi is available in the airport).

If you would like to take the shuttle from Kathmandu to the venue:
For those who arrived early and are staying in Kathmandu, a shuttle bus is being arranged that will depart at 12pm from the Holiday Inn Express Kathmandu Naxal.

If you would like to take the shuttle bus from Kathmandu, please email Gunjan Jha jhagunjan321@gmail.com to confirm. We will only have room for those who confirm in advance.

The Holiday Inn Express Kathmandu Naxal is located in the city center of Kathmandu. Address: Tangal Marga, Naxal, Kathmandu, 44600 Nepal

To come directly to the venue:
Please arrive at the venue between 1 and 3pm (please no later than 3pm) to check-in and complete your registration.

The address of Soaltee Westend Resort Nagarkot: Shantidada - 6, Nagarkot, Nepal [Google Map link: https://maps.app.goo.gl/DezsAh9M5c8a3vEd8 ]

Contact information for Soaltee Westend Resort Nagarkot: info.swrn@soaltee.com or Tel: +977 1 6680244

CHECK-IN
Check-in will take place at the hotel lobby. You can check-in anytime throughout the day.

JULY 21 SCHEDULE

The July 21 schedule will be generally informal, as people will be arriving to Kathmandu from far away destinations throughout the day. Please note the following times:

All Day      Check-in
5:00-7:30pm  Informal Social Activities (Patiyo)
8:00-9:00pm  Dinner (Restaurant)
*Other assorted meetings will be scheduled throughout the day.

WHAT TO BRING
**General Items:** Please bring personal toiletries (toothbrush, shampoo, soap, etc) and casual clothing. Comfortable walking shoes, sunglasses, rain coat, umbrella, hat, and bug repellent are also recommended.

**Weather:** The average minimum temperature (at nighttime) in Nagarkot in July is 17°C (63°F). The average maximum daytime temperature lies around 30°C (86°F). Please be sure to bring warmer clothes for the mornings and evenings. July is also the rainy season in Nepal so be sure to bring a rain jacket and/or umbrella.

**Workshop / Plenary items:** If you will be giving a workshop or plenary presentation please bring any necessary resources. The IIPE will be able to provide basic resources, including projectors for videos and PowerPoint presentations, chart paper, markers, and paper. We suggest saving presentations (PowerPoints, etc) to a USB or thumb drive to be easily loaded onto computers. Please bring any necessary adapters to connect your computer to the projectors. You should also plan to bring any special resources you require as we cannot guarantee to have resources available. We also request that you bring copies of handouts you would like to share. For workshops, we suggest 20 copies. We will not have access to a copier during the week so it is important that you bring these resources with you.

**Short Checklist: Items to Bring**
- toiletries
- casual clothing
- rain coat & umbrella
- light jacket / sweater
- comfortable walking shoes
- sunglasses, hat
- bug/mosquito repellent
- cultural items to share
- adaptors to connect computers to projectors
- handouts and materials for your workshop / plenary

**A QUICK NOTE ON FOOD**

The venue will work with us to accommodate everyone’s needs. The venue will cater both vegetarian and non-vegetarian foods each day. We will contact you individually should there be any concerns about your diet. For those with food allergies: individuals must take care in asking and not eating what they may be allergic to.

**EMERGENCY CONTACT NUMBERS**

In case of emergency, we recommend you provide the following phone numbers to your friends or family members.
A FEW LAST DETAILS

Please also note this letter and all other required forms and participation information are available online at https://www.i-i-p-e.org/iipe-nepal/participant-info/

We look forward to seeing you very soon and wish you safe and happy travels!

Warm regards,

The IIPE Nepal Organizing Team