



Information Note

Meetings of the 30th Executive Committee and 15th General Assembly of COMSTECH

Islamabad

**Islamic Republic of Pakistan
30th May-1st June, 2016**



I. WELCOME AND INTRODUCTION:

On behalf of the Islamic Republic of Pakistan, COMSTECH welcomes all participants to the Meetings of the 30th Executive Committee and 15TH General Assembly of COMSTECH.

This brochure provides information about the Meeting as well as comprehensive details about administrative procedures and meeting logistics.

COMSTECH wishes all the participants a pleasant and productive visit to the Islamic Republic of Pakistan.

II. MEETINGS DATES AND VENUES:

1. 30th Executive Committee Meeting:

(for Members of the Executive Committee of COMSTECH only)

- a. **Date:** 30th May, 2016
- b. **Venue:** COMSTECH Secretariat, 4th Floor, Conference Room.
- c. **Time:** 10:00 – 16:45 hours.

2. 15TH General Assembly Meeting: 31st May – 1st June, 2016

- a. **Registration of Delegates:** at the Hotel
- b. **Venue:** Serena Hotel, Islamabad
- c. **Date:** 31st May – 1st June 2016
- d. Delegates arrive at the venue on 09:00 hours.

III. PROGRAM OF EXECUTIVE COMMITTEE AND GENERAL ASSEMBLY:

The Draft Program for the 30th Executive Committee Meeting and 15TH General Assembly of COMSTECH is attached as **Annexure A, B**.

Any change in the programs will be communicated.

IV. CONTACT INFORMATION:

- **Contact Persons** will be Available at the **Facilitation Desks** set up at the Islamabad Airport, and listed Hotels at the Conference Site in Islamabad. **The List of Contact Organizations and persons is given in Section XII below.**

V. ARRIVAL INFORMATION:

1. Entry Requirements

Delegates are required to obtain valid visa from Pakistan Embassy/consulate in their respective countries/regions. If your country does not have Pakistan's Embassy/consulate you may get visa from the Embassy/consulate situated in your neighboring country. Visa can also be provided on arrival if information is given before 20th May 2016.

2. Arrival at Islamabad International Airport

- a. Delegates arriving at Islamabad International Airport will proceed from the aircraft to the VIP lounge where they will be received by members of the reception committee and assisted in completing entry formalities. Delegates will be driven

from airport to their hotel where they will be facilitated and transferred to their rooms by their protocol officers.

b. Arrival at Karachi and Lahore International Airports

Delegates arriving through Quaid-e-Azam International Airport Karachi, or Allama Iqbal International airport Lahore, will be received by an official at the airport (if provided timely travel information to COMSTECH). After immigration formalities they will be assisted in boarding flights for their onward journey to Islamabad.

VI. REGISTRATION:

1. All delegates will be required to carry or wear an identity badge with their photograph printed upon them. Kindly send list of all delegates together with photographs and scanned passport copies by **20th May 2016**. For online registration, please visit the website: <http://15thga.comstech.org>
2. Registration Facilities will be available at the Hotels on arrival.

VII. ACCOMMODATION / HOTELS:

1. Hotels Serena and Marriott are designated for Heads of Delegation or immediate Members of their Delegations:
2. Accommodation at other Hotel will be available for additional delegation members, if sufficient notice is given.
3. The contact details of the designated [hotel](#) is as follows:

#	Hotel Name and Contact	Room Rates for others (Tax and Breakfast Included)
a.	Serena Hotel, Islamabad Khayaban-e-Suhrawardy, Islamabad Tel : (+92) 51 287 4000 Fax : (+92) 51 2871100, 287 1092	Single: Rs. 15,500+16% Tax Additional Rs. 3,000 for Double Occupancy
b.	Marriott Hotel, Islamabad Tel: (+92) 51 2826121 Fax:(+92) 51 2820648 Mr. Yasir Farooq Cell No. +92-300-8505296 yasir.farooq@marriottislamabad.com	Single: Rs. 15,000+16% Tax Additional Rs. 3,000 for Double Occupancy

VIII. HOSPITALITY: The following will be the guests of the Government of Pakistan

- **General Assembly and Executive Committee:** [Head of Delegation + 1 Member](#)
 - **Additional persons will bear their own costs. They are requested to inform COMSTECH about the requirements for hotel reservations before 20th May, 2016.**

IX. TRANSPORTATION: This will be provided to all delegates.

1. From Airport to the Hotels
2. From Hotels to and from Meeting Venue.
3. Sightseeing, shopping or visit to universities/ R&D organizations in Islamabad can be facilitated, if desired. **For this, information may please be provided a day before the planned visit.**

X. MISCELLANEOUS INFORMATION:

1. Meeting Documents

Soft and printed copies of the Working Documents will be available at the Hotels and Meeting Venue.

Please contact the Information Desk set up in the Hotel Lobby.

2. Climate / Temperature

The weather in Islamabad at the end of May can be hot, with maximum and minimum temperatures ranging between 35 and 20 Degrees Celsius.

3. Time Zone

Time zone of Islamabad is UTC / GMT +5.

4. Food

Islamabad offers some of the best food in the subcontinent and it is safe to indulge if you like Pakistani cuisine. However, it is better to restrict from eating in ordinary restaurants where food could be very spicy.

5. Dress

Suits / national dress will be appropriate for all Conference Sessions and other formal functions. Casual wear for the leisure activities will add to comfort.

6. Banking and Currency

Banking hours are from 9:00 a.m. to 1:30 p.m. through Monday to Thursday and from 9:00 a.m. to 12:00 on Friday. No banking services are available on Saturday and Sunday.

Local currency is Pakistani Rupee. One US\$ is equal to approximately 105 Pak rupees. However, selling & buying price of US\$ varies on daily basis.

7. Credit Cards

All major credit cards, such as Visa, Master can be used on large shops.

8. Business Hours for Offices and Shops

All commercial markets of Islamabad are open from Monday to Saturday from 10.00 a.m. to 9.00 p.m. Shops have a variety of goods including specialized local arts and crafts. Office hours for the government are from Monday to Friday, 9:00 am to 4:00 pm.

9. Voltage

The voltage in Pakistan is 220 volts, 50 Hz.

10. Luggage Tags

Please paste your luggage tag(s) to facilitate identification at the time of arrival and departure.

11. Personal Aircraft

Those traveling on special flights/personal aircraft and requiring air space clearance must inform the Ministry of Defence/Civil Aviation Authority at least one week in advance. You may do this through your embassy/consulate situated in Pakistan.

XI. CONTACT PERSONS

Further Information concerning the meetings of 15th General Assembly and 30th Executive Committee of COMSTech may be obtained from www.comstech.org or through /contacts listed below:

ACTIVITY	CONTACT
<p>GENERAL FACILITATION / INFORMATION</p> <p>➤ COMSTech Secretariat</p> <p>a. Mr. Aftab Zaidi Director HR & Administration</p> <p>b. Dr. Qasim Jan Adviser</p> <p>c. Dr. Shaukat Hameed Khan Coordinator General</p>	<p>+92 51 9220681-3</p> <p>a. +92 308 5056865 aftab.zaidi@comstech.org</p> <p>b. +92 333 9116467 adviser@comstech.org</p> <p>c. +92 300 8555671 shkhan_cg@comstech.org</p>
<p>➤ Ministry of Science and Technology</p> <p><u>Protocol, Transport & Airport Reception Sub-Committee</u></p> <p>a. Dr. Shahzad Alam Chairman PCSIR</p> <p>b. Mr. Ayaz Malik Member Science, PCSIR</p> <p><u>Hotel Accommodation Sub-Committee</u></p> <p>c. Dr. Muhammad Ashraf Chairman PCRWR</p> <p>d. Mr. Faizan ul Hasan, Dy. Director, PCRWR</p> <p><u>Main Coordination Sub-Committee</u></p> <p>e. Mr. Amjad Hussain JSA (IL), MoST</p> <p>f. Mr. Muhammad Ashraf Additional Secretary, MoST</p>	<p>a. +92 51 9225370-1 +92 308 4444544</p> <p>b. +92 331 5553310 comstechreception16@gmail.com pcsirmemberscience@gmail.com pcsirheadoffice@gmail.com</p> <p>c. +92 51 9101275 +92 300 8322086</p> <p>d. +92 333 5136238 +92 312 5429257 faizan_ul_hasan@hotmail.com</p> <p>e. +92 51 9202225 +92 321 5123078</p> <p>f. +92 51 9206483</p>

<u>Ministry of Foreign Affairs</u>	
g. Mr. Ahmad Naseem Warraich DG (EC & OIC)	g. +92 51 9207575 +92 51 9209647
h. Mr. Irfan Mahmood Bokhari Director (OIC)	h. +92 321 4423455
i. Ms. Nasreen Fatima Dy. Director (OIC)	i. +92 333 1511185
➤ Health Care Prof. Dr. Javed Akram	+92 51 9260500 +92 300 8450505

XII. EMERGENCY TELEPHONE NUMBERS:

COMSTECH	9220681-3
Emergency Ambulance.....	1122
Edhi Ambulance	115
Police.....	1915
Fire Services.....	1122 & 16
Rescue Services.....	4451122
PIA Flight Information	114

XIII. HOSPITAL CONTACTS:

Routine medical facilities and other emergency support will be available at your Hotel and the Meeting Venue.

