



ADMINISTRATIVE DETAILS

The Sri Lanka Navy and U.S. Indo-Pacific Command look forward to hosting you at the 2023 Indo-Pacific Environmental Security Forum (IPESF) in Colombo, Sri Lanka, taking place **14-17 August 2023** at the Shangri-La Colombo. The Speaker and facilitator training is the afternoon the day before the event, on Sunday, 13 August 2023. Speakers and Facilitators please arrive in time to attend the training. (See speaker guidance).

Below is some basic information to help you prepare for your trip. We hope you will find what you need here, but if not, please don't hesitate to contact us so we can assist! Phone/WhatsApp: 415-314-5530 or Email: Hannah.thompson@telluscivicscience.com.

1. ONLINE REGISTRATION

Register online for the IPESF via Eventbrite: <https://www.eventbrite.com/e/588324613757>. Complete the form and submit your information. You will receive an automated e-mail with an IPESF ticket and registration confirmation.

2. IPESF VENUE and LODGING:

The 2023 IPESF event is at Shangri-La Colombo Hotel with accommodations provided on site.

Shangri-La Colombo
1 Colombo - Galle - Hambantota - Wellawaya Highway #2
Colombo, WP 00200 Sri Lanka
Phone: [+94 117 888 288](tel:+94117888288)

For more information on Shangri-La Colombo Hotel please visit the hotel website at:
<https://www.shangri-la.com/colombo/shangrila/>

The Forum will be in the Lotus Ballroom and the Spice rooms on the hotel's 1st Floor.

For foreign partner participants, U.S. Embassy Colombo will book your hotel rooms directly through a rooming list based on your arrival and departure date/time. For individuals that are funding their own travel, please follow these directions to book your room reservations:

You can use the below link to make your room reservations.

http://www.shangri-la.com/reservations/booking/en/index.aspx?hid=SLCB&group_code=IPE130823&check_in=20230810&check_out=20230820

Alternatively, you can search for the rate by the below steps.

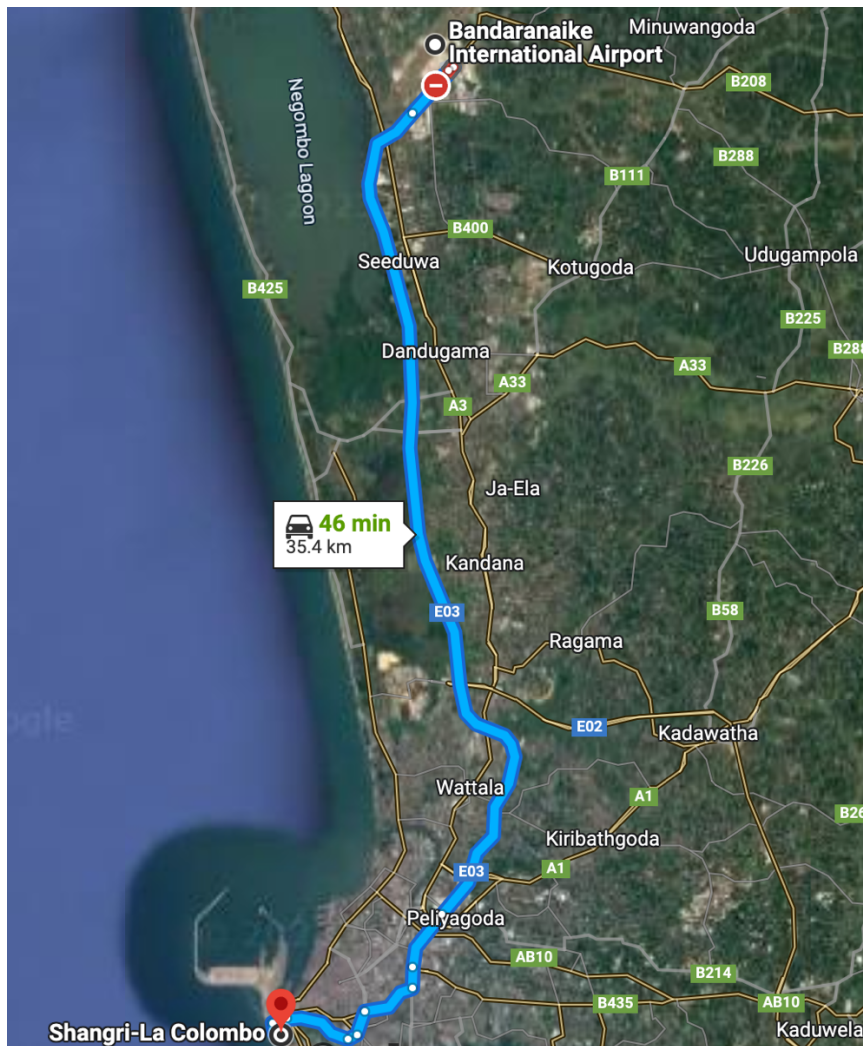
- 1) Visit <https://www.shangri-la.com/>



- 2) Insert hotel name, check-in date, check-out date, and total number of guests.
- 3) On next column, click "Special Code" > choose "Group" > key in Group Block code IPE130823
- 4) Click "Search" and rates will display accordingly.

SETTLING ACCOUNTS: The U.S. and Sri Lanka will not cover additional costs associated with room service, mini bar, in-room phone calls, hotel laundry, resort activities, etc. Each participant is responsible for all bills, including in-room telephone calls, mini-bar, laundry, and room service. These charges are to be settled prior to departure. The hotel accepts all major credit cards.

The hotel is 35.4 km away from the airport, approximately a 45-minute drive.



3. CONFERENCE FEE:



There is no fee to attend the conference for invited participants.

4. TRAVEL and VISAS:

In preparation to travel to Sri Lanka for the IPESF, you must send a copy of your passport and travel itineraries to the IPESF event coordinators (hannah.thompson@telluscivicscience.com and lynda.arakelian@telluscivicscience.com). **at least 3 weeks prior to your departure. Passports must be valid for six months from expected date of departure from Sri Lanka.** We will send reminder emails one month prior to the event. The Sri Lanka Navy must provide all your information to Sri Lanka immigration, and the IPESF event coordinators need to provide your information to Shangri-La Colombo so it is imperative that you send a copy of your passport and travel itineraries as soon as possible.

Foreigners visiting Sri Lanka must have either an Electronic Travel Authorization (ETA) or a visa to enter Sri Lanka. **Please be sure to coordinate with your local embassy on any visa questions and requirements.** The following is required:

- Approval notice from Sri Lanka's [Electronic Travel Authorization System](#)
- Onward/return ticket
- Proof of sufficient funds

The [Electronic Travel Authorization System](#) is available online or at the port of entry. **Visitors are strongly urged to use the online system to avoid lengthy delays at the airport.** The online application, fees, and other relevant information are available [here](#). This travel authorization allows entry for up to 30 days.

<https://eta.gov.lk/slvisa/>

5. COVID-19 Requirements:

Please be aware of the following:

- All visitors to Sri Lanka are no longer required to produce a COVID-19 vaccination certificate at the Sri Lankan airport or any seaport.
- Visitors who test positive for COVID-19 while in Sri Lanka should isolate for 7 days in a private hospital, hotel or at their place of residence.

Wearing a mask is optional.

NOTE: Be sure to check your own country and airline requirements around COVID-19 testing and foreign travel.

6. CLIMATE:

Sri Lanka has a tropical climate and August is no exception. Sri Lanka's commercial capital, Colombo, has average temperatures of 28° - 29° C (82° - 84° F) has little monthly temperature variation. The high temperature in August may be 30° C (86° F), and the low temperature perhaps 25° C (77° F). August also receives about 114 mm of rainfall, and averages eleven rainy days. **Please consider bringing an umbrella or light raincoat.**



7. DRESS CODE:

The IPESF first day dress code is business for civilians and uniforms for the military during the plenary sessions and afternoon classroom workshops. For days 2-4 the dress code is business casual for civilians and for military. For the workshops in the field, please bring clothing and attire that can get dirty and wet. A clothing checklist for each field workshops will be provided in July. There will be an informal icebreaker on 14 August, and the dress code is casual for all attendees (shirt, pants, and closed toe shoes).

8. AIRPORT PROCEDURES:

a) Arrival



Step 1: Please disembark the aircraft and follow signs leading to Passport Control.

Step 2: Proceed to Immigration to present your passport and travel documentation.

Step 3: Proceed to the Baggage Claim area to pick up your baggage.

Step 4: Once you have your baggage, proceed through the customs inspection green line. Please declare any food you are carrying, and other items that are mentioned on the Customs Declaration Form, by marking “YES.” Fines can be applied for false declarations. If you have nothing to declare, go through the Green Channel.

Step 5: Transport from the Airport to the Hotel – U.S. Embassy Colombo has arranged transport from the airport to the hotel if passengers are arriving on August , 12th, or 13th. If you cannot get flights arriving on the 12th or 13th please advise the travel team ASAP. If you are arriving on the 12th or 13th, please exit the transit terminal, turn left and walk to the end of the pick up area to the “Bus Parking” area. There will be a driver with a sign reading “IPESF”.

If you are not arriving on the 12th or 13th you can reserve airport-hotel transport through the Shangri-La by contacting the hotel concierge at +94764795235 / +94769967532 or concierge.slcb@shangri-la.com.

If you booked transport through the Shangri-La, exit the transit terminal and head to the Shangri-La kiosk in the arrivals area. Note that transport through the Shangri-La is \$75/per person each way. If the kiosk is unattended, look for someone holding up a Shangri-La sign. They will arrange for your vehicle.



You can also request an Uber ride to the Shangri-La using the online app. The transfer to the hotel is \$75 if booked through the Shangri-La, and the transfer through an Uber is ~\$10. There are taxis at the airport, but we do not recommend this option. If you do want to use the taxi service, **MAKE SURE that the taxi has a meter.**

Once you have booked your flights please advise the team if you will be taking the bus transportation provided or booking your own transportation.

Step 6: Arrive at Shangri-La Colombo Hotel and Check-In.

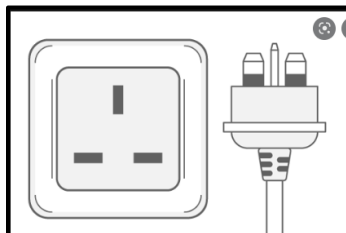
b) Departure



Bus transportation will be provided to the airport on the 17th and 18th. Shangri-La can also arrange your transfer from the hotel to the airport but it is \$75/person. They require that all attendees leave 3-4 hours before their scheduled departure time. You can also order an Uber to return to the airport.

Upon arrival at the airport, passengers will pass through security twice, go to their airline counter to receive their boarding pass and to check luggage, go through passport control, proceed to the gate, and await boarding. Online check-in is also available.

9. ELECTRICAL CONNECTIONS: In Sri Lanka the electrical wall outlets are of type D, M and G. The standard voltage is 230 V and the frequency is 50 Hz. The pins to plug into an outlet are shown below.



10. REGISTRATION TABLE: On the afternoon of 13 August between 5 – 6 p.m., participants should confirm their registration by visiting the IPESF registration table outside the Lotus room on the hotel first floor. Participants will get a nametag and information packet. Please wear your nametag while attending all IPESF activities. Registration will also be open 14 August between 7:00 – 7:45 a.m.



11. EVENT BOOKLET: The IPESF is primarily paper-free. As such, we strongly encourage all participants to download a copy of the latest event booklet, agenda, and support documentation from www.ipesf.org with free Wi-Fi at the Shangri-La. The event planning team will send an email reminder to all registered participants about downloading these documents.

12. DIET: When registering to attend the IPESF, please tell us about any dietary preferences you have. The Shangri-La will have vegetarian and halal options.

13. SPECIAL NEEDS: Please advise the organizing staff of any special needs. Smoking is allowed outside in designated hotel areas.

14. MEDICAL SUPPORT: The Shangri-La has a house doctor on call and an in-house clinic. The closest hospital in Colombo for emergencies is Nawaloka Hospital: 23, Deshamanya, H K Dharmadasa Mawatha, 00200, Sri Lanka. You can learn more about Nawaloka Hospital at: <https://www.nawaloka.com/>. Please contact someone from the Shangri-La or Event Planning Team if you are ever in distress.

For regular medical consultation in non-emergency situations, there is also a 24-hour clinic within the Galle Face Mall where the Shangri-La is located: 'ZOE' Priority Health by Lanka Hospitals.

15. FINANCE: The local currency in Sri Lanka is the Sri Lankan rupee, which can be withdrawn from automatic teller machines (ATMs) at the airport, hotel or adjacent mall. Major credit cards --Visa, MasterCard and American Express -- are accepted nearly everywhere. When making purchases, ensure that the transaction is performed in the local currency.

16. SECURITY: For security and safety purposes, only those persons registered with an IPESF nametag will be allowed entry into the conference hall and breakout rooms. On the IPESF's first day, attendees may need to walk through a metal detector because of the opening ceremony participants. This will be the only time.