

## CoE SA - Evaluation Conclave, 2017

Thimphu, Bhutan; 6-9 June 2017

Welcome to Thimphu

**A very warm welcome to the delegates for the Evaluation Conclave, 2017!**

### 1. Venue:

The Evaluation Conclave, 2017 has two components:

- Skills Development Workshops (6-7 June, 2017)
- Keynote Panels and Panels presentations (8-9 June 2017)

Due to meeting hall constraints, these events will be held at two hotels, which are close to each other:

- Le Meridien Hotel <[www.lemeridien.com/thimphu](http://www.lemeridien.com/thimphu)>
- City Hotel <[www.cityhotelthimphu.com](http://www.cityhotelthimphu.com)>

The daily programme is available at:

<http://evaluationconclave.com/2017/index.php/programme/general-programme>.

A more updated programme with the meeting hall allocations will be displayed in the Secretariat area at Le Meridien and at the City Hotel.

### 2. Airport pick-up

Please notify your arrival schedule (if you have not done so already) to Amen Bhutan Tours & Treks, Thimphu, Bhutan [Telefax: +975 (0) 2 339 754; Email: [amenbhutantours@gmail.com](mailto:amenbhutantours@gmail.com)].

### 3. Registration and Conference Materials

Registration desk will be open from **15 00 – 19 00 hrs** on **5 June 2017** at Le Meridien Hotel.

### 4. Opening of the Skills Development Workshops

There will be a brief opening in the **Tshokhang Hall, Le Meridien** at **08 30 h** on **6 June 2017**. The main purpose of this event is for all participants to meet as a group. Thereafter, the participants will go to their respective workshops, which will start at 09 00 h. Participants could either walk to the City Hotel or take the shuttle service. The event organizers will guide you to the relevant meeting rooms.

Participants are encouraged to register early for the workshops at:

<[http://evaluationconclave.com/pg/Skills\\_Development\\_Workshops\\_2017.htm](http://evaluationconclave.com/pg/Skills_Development_Workshops_2017.htm)>

### 5. Inauguration of the CoE SA Evaluation Conclave, 2017

Inauguration of the Evaluation Conclave will be at **17 30 h** on **7 June** the **Tshokhang Hall, Le Meridien** in the distinguished presence of Hon'ble Prime Minister of Bhutan. The Programme will be available at the Secretariat. Please be seated by 5.15 p.m.

Preferred Dress Code: *Formal/Business or National Dress.*

## **6. Dinner on 7 June 2017**

The Community of Evaluators South Asia is pleased to invite all those attending the events to dinner at **19 00 h** on **7 June** in the **Tshokhang Hall, Le Meridien Hotel**.

Dress code: *Smart Casual*.

## **7. Closing Ceremony**

All participants are invited to the Closing Ceremony at **16 00 h** on **9 June 2017** in the **Tshokhang Hall, Le Meridien Hotel**.

## **8. Lunch and Refreshments**

During the meeting days, lunch and teas will be provided. Participants are requested to wear the conference badge during lunch.

At the City Hotel, teas will be provided to the participants. Lunch will be at Le Meridien.

## **9. Electricity/Power plugs and Sockets**

In Bhutan the power sockets are of type D, F and G. The standard voltage is 230 V and the standard frequency is 50 Hz.

## **10. Airport Transfers**

The Secretariat will arrange airport drop at the end of the week. Please provide your flight details to the Secretariat by 9 June.

## **11. Contact details**

**Ranjith Mahindapala**; email: <conclavecoe2015@gmail.com>

*With best wishes for a productive week and a pleasant stay!*