

Bangladesh Public Administration Training Centre

Logistics Note for 2nd Policy Dialogue

8-9 November, 2018

Day-1: 8th November, 2018

Events	Time	Information about Location, Nature of Support etc.	Supporting Role
Dress	All around the program	➤ Lounge Suite	Prog. Mgt. Committee Contact person Sanwar: 01716459158
Entrance	1700-1830	➤ International Training Complex (ITC) ➤ First right turn after entrance into BPATC main gate (2 nd gate)	Reception Committee Contact Person Dr Reza: 01554339166
Registration	1700-1830	➤ Respective desk at ITC Lobby ➤ (The bags and other materials will be distributed)	Registration Committee Contact person Siddik: 01712570054
Wifi Access	Stay time	➤ WiFi Name : PDC_BPATC ➤ Password : vision2021	IT Team Contact Person Tanjur:01712543033
Welcome Tea	1700-1830	➤ At ITC Lobby ➤ Separate arrangement for Gunman and Drivers will be ready at Cafeteria Mollika	Food & Accomm. Committee Contact Person Masum: 01730183892
Accommodation for Gunmen and Driver	8 th November night	➤ Dormitory -5 ➤ Dinner Mollika	Food & Accomm. Committee Contact Person Masum: 01730183892
Car Parking		➤ In front of Auditorium, Parking places near Central Reception	Vehicle management sub-committee
Cultural Events and Dinner Speech	1900-2100	➤ At Mini Auditorium, ITC	Prog. Mgt. Committee Contact person Sanwar: 01716459158
Dinner	2100-2200	➤ Executive Dining Hall, ITC (2 nd Floor)	Food & Accomm. Committee Contact Person Masum: 01730183892
Night Halt of Sr. Secretaries and Secretaries	8 th November night	➤ BCDM (BRAC Centre for Development Management) Guest House, Khagan, Savar ➤ (It is 6 KM far from BPATC, way to Birulia, Savar through C & B to Asualia-Birulia-Mirpur beribadh, location map attached)	Food & Accomm. Committee Contact Person Masum: 01730183892

Day-2: 9th November, 2018

Events	Time	Information about Location, Nature of Support etc.	Supporting Role
Breakfast	9 th Nov, 2018 0700-0800	<ul style="list-style-type: none"> ➤ BCDM Dining Hall (for all participants) ➤ All participants and spouses are requested to check them out at morning (preferably by 0900 am) ➤ Executive Dining Hall (for limited number of dignitaries and who will join in the 9th morning) ➤ For Gunmen and Drivers (Cafeteria Mollika) 	Food & Accom. Committee Contact Person Masum: 01730183892
Morning Session	0830-1430	<ul style="list-style-type: none"> ➤ Room no 207-208 (ITC) ➤ First floor of ITC 	Prog. Mgt. Committee Contact person Sanwar: 01716459158
Health Break	0940-1000	<ul style="list-style-type: none"> ➤ Lobby of the First Floor 	Food & Accom. Committee Contact Person Masum: 01730183892
Photo Session	1220-1230	<ul style="list-style-type: none"> ➤ Indoor Game Hall ➤ (all are requested to attend the photo session) 	Prog. Mgt. Committee Contact person Sanwar: 01716459158
Jumma Prayer	1230-1350	<ul style="list-style-type: none"> ➤ BPATC Mosque ➤ Comfortable ablutions arrangement is available in mosque ➤ (Coat Hanger, Fresh Towel and Shoe keeping bags will be available for the guests) 	Masjid Committee and Food & Accom. Committee Contact Person Masum: 01730183892
Lunch	1400-1430	<ul style="list-style-type: none"> ➤ Executive Dining Hall, ITC 2nd Floor (For participants, MDSs and guests) ➤ For others faculty members ITC Dining, ground floor 	Food & Accom. Committee Contact Person Masum: 01730183892
Rest for Spouses		<ul style="list-style-type: none"> ➤ Room 310-315, 402-407, 410-413 of ITC 	Food & Accom. Committee Contact Person Masum: 01730183892
Afternoon Session	1430-1740	<ul style="list-style-type: none"> ➤ Room no 207-208 (ITC) ➤ First floor of ITC 	Prog. Mgt. Committee Contact person Sanwar: 01716459158
Health Break and Afternoon Tea	1540-1600	<ul style="list-style-type: none"> ➤ Lobby of the First Floor 	Food & Accom. Committee Contact Person Masum: 01730183892
End-of Program refreshment	1745-1830	<ul style="list-style-type: none"> ➤ Lobby of the First Floor 	Food & Accom. Committee Contact Person Masum: 01730183892
Departure	1800-1900	<ul style="list-style-type: none"> ➤ ITC Lobby (Ground Floor) 	Prog. Mgt. Committee Contact person Sanwar: 01716459158

Location Map for BRAC BCDM, Khagan, Savar

