



## ADMINISTRATIVE NOTES

**12<sup>th</sup> ANNUAL GENERAL MEETING (AGM) AND WORKSHOP OF  
ASSOCIATION OF ASIA-PACIFIC PEACE OPERATIONS TRAINING CENTERS  
(AAPT)**

**27 - 30 MAY 2024**

**BANGLADESH INSTITUTE OF PEACE SUPPORT OPERATION TRAINING (BIPSOT)  
BANGLADESH**

## WELCOME NOTE

Bangladesh Institute of Peace Support Operations Training (BIPSOT), in collaboration with the Bangladesh Army Headquarters, Global Peace Operations Initiatives (GPOI), the AAPT Secretariat and the Executive Committee of AAPT would like to welcome all delegations to the 12th Annual General Meeting (AGM) and Workshop of AAPT scheduled from 27 - 30 May 2024 at BIPSOT, Bangladesh. The theme of the AGM is, ***“Development of multi-dimensional peacekeeping training modules with the use of new technologies to deal with the evolving asymmetric threats for effective implementation of UN mandates in UN peace operation environment”***.

The ‘Administrative Notes’ will cover the issues like registration, detailed information about of the venue and accommodation, internal transportation and all other relevant issues required by the participants for their preparations to attend the AGM. BIPSOT eagerly awaits to welcome all the participants to the 12<sup>th</sup> AGM and Workshop of AAPT.

## AIM

The aim of the 12<sup>th</sup> AGM and Workshop of AAPT is to provide a common platform to facilitate exchange of training materials, subject matter experts and participants in different training events. These discussions will enable participating institutions to share training resources across the region and synchronize regional training efforts, requirements and new way of business through collective strategies and plans to be more effective responders and peacekeepers.

## PARTICIPANTS REGISTRATION

Each invited country is invited to nominate **minimum two participants** (one of those two participants should be the training officer from respective peace training center) to attend the AGM. All participants must register at the following weblink. Registration is a two-step process. Step-1 is the ‘initial registration’ for attending the AGM. In Step-2, participants need to submit their confirmed flight schedule. Details are as under:

- **Step-1:** All participants are requested to complete the registration information on the Website <https://12thagm.aaptc.asia>. A scanned copy of the participants’ passport and photo will also be required to complete this step.
- **Step-2:** In Step-2, participants will be required to provide flight itinerary, accommodation details and other required information to [secretariat@aaptc.asia](mailto:secretariat@aaptc.asia) (cc: [info@aaptc.asia](mailto:info@aaptc.asia), [gso1trg@bipsot.net](mailto:gso1trg@bipsot.net) ). It is mentionable that the participants

need to complete Step-2 of the registration process to ensure necessary administrative preparation by the host.

## KEY TIMELINES

- a. **Registration (Step-1)**: Participating countries are required to notify BIPSOT of their confirmation of participation by 15 April 2024. Registration Process must be Completed at Conference Website <https://12thagm.aaptc.asia>. Passport scans copy and photos will be required to complete the registration process.
- b. **Hotel Room Booking**: Participants are required to reserve room at the hotel by 25 April 2024.
- c. **Travel details/itinerary (Step-2)**: Participants are requested send the travel details and itinerary to [secretariat@aaptc.asia](mailto:secretariat@aaptc.asia) (cc: [info@aaptc.asia](mailto:info@aaptc.asia), [gso1trg@bipsot.net](mailto:gso1trg@bipsot.net)) by 30 April 2024.

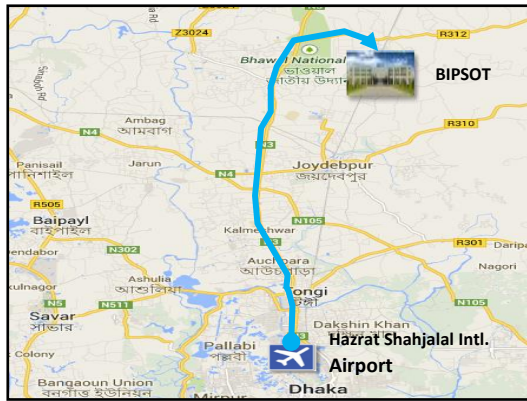
## IMPORTANT DATES

- a. **Participants' Arrival/ Check in**: 26 May 2024.
- b. **Opening Ceremony**: 27 May 2024.
- c. **Discussion Sessions**: 27 – 28 May 2024.
- d. **International Day of UN Peacekeepers-2024 and Cultural Tour**: 29 May 2024.
- e. **Cultural Evening and Conference Dinner**: 29 May 2024.
- f. **Closing Ceremony**: 30 May 2024.
- g. **Participants' Departure**: 30 May 2024, after 1700hrs.

## CONFERENCE VENUE AND ACCOMMODATION

### LOCATION OF BIPSOT

BIPSOT is located at Rajendrapur Cantonment (approximately 32 kilometers North of Hazrat Shahjalal International Airport, Dhaka). The cantonment is located adjacent to the Bhawal National Park with a beautiful panorama of wilderness.



## EVENT VENUE

The **'Multi-purpose Training Hall (MPTH)'** and **'BIPSOT Academic Building'** will be used as the venue for the AGM. The **auditorium** of MPTH (750 men capacity) will be used for the **'Opening'** and **'Closing' Ceremonies** including other plenary sessions. Auditorium of **'BIPSOT Academic Building'** including the **'Central Lecture Hall'** and **'Syndicate Rooms'** will be used for the **Breakout Sessions, Thematic Discussions** (if required).



**MPTH**



**750 men capacity Auditorium of MPTH**



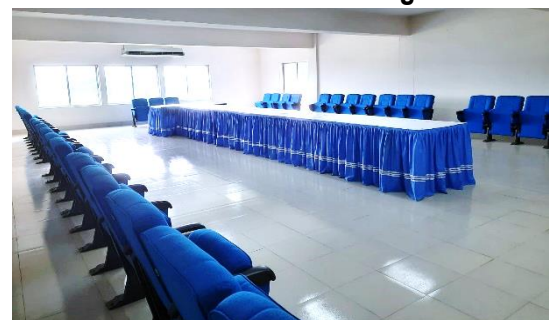
**BIPSOT Academic Building**



**150 men capacity Auditorium of Academic Building**



**Central Lecture Hall (CLH)**



**Syndicate Room**

**BIPSOT Officers' Mess** will be used for the 'Welcome Reception', 'Conference Dinner' and all lunch during the conduct of the AGM.



**BIPSOT Officers' Mess**

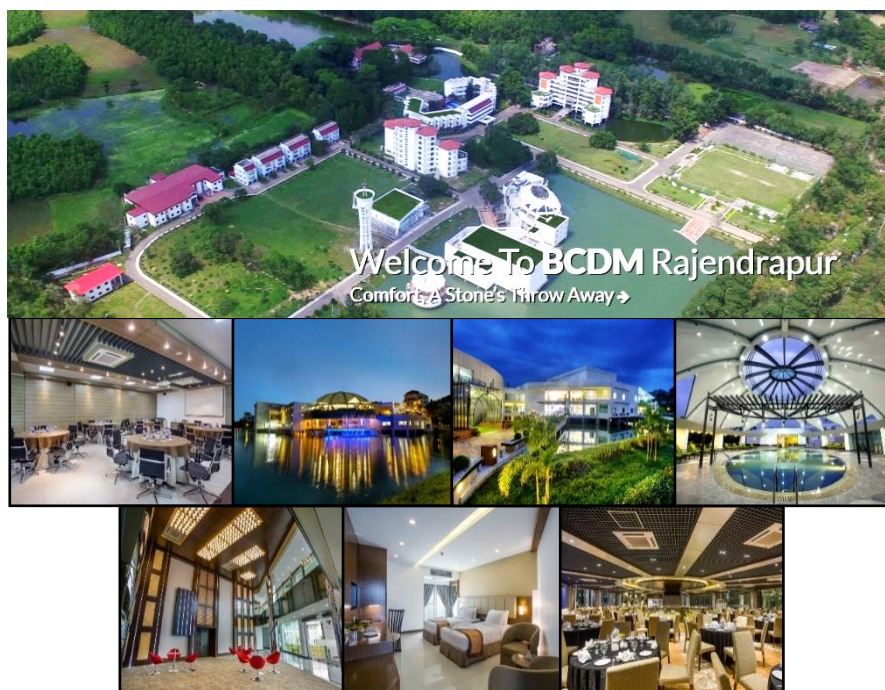


**Dining Hall**

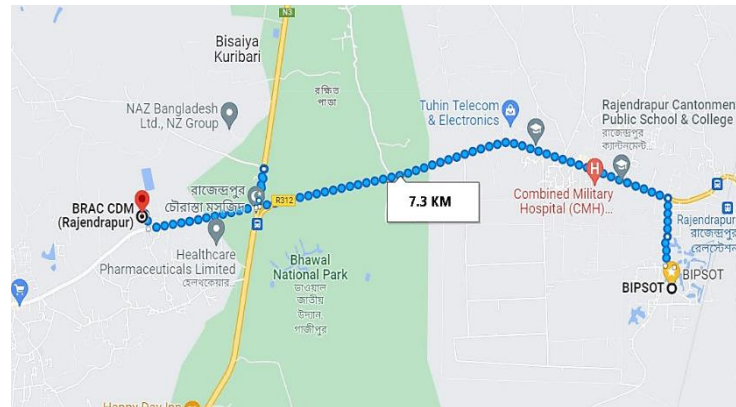
## ACCOMMODATION

Participants are requested to complete hotel reservation individually. The accommodation is arranged at **BRAC CDM Hotel** which is 7.3 km away from BIPSOT. It has a total **156 rooms of various types**. BIPSOT has negotiated a preferential rate for the participants of AAPT. Necessary transportation from the hotel to the conference venue and back will be provided by BIPSOT. However, participants are requested to contact the Focal Point Officer and also email to [secretariat@aaptc.asia](mailto:secretariat@aaptc.asia) (cc: [info@aaptc.asia](mailto:info@aaptc.asia), [gso1trg@bipsot.net](mailto:gso1trg@bipsot.net) ) if he/she finds the hotel room booking is completed. Hotel link and important contact numbers are provided in the succeeding part.

## BRAC CDM



**Facilities Available at BRAC CDM Hotel**



**Distance from BIPSOT to BRAC CDM Hotel**

### Detailed Information/Room Rates at BRAC CDM

Room Rate	Hotel Link	Mobile Number
<b>Premium Suite:</b> 160 USD	<a href="https://braccdm.com/rajendrapur/">https://braccdm.com/rajendrapur/</a>	+880 1787680858
<b>Junior Suite:</b> 126 USD		+880 1787680926
<b>Super Deluxe Queen:</b> 92 USD		+880 1787680928
<b>Super Deluxe Twin:</b> 92 USD		+880 1787680885
<b>Deluxe Twin:</b> 84 USD		+880 1707333557
(Subject to final confirmation from hotel authority)		+880 9666 706706, Ext. 3001-3

### **FOOD AND BEVERAGE SERVICES**

Complementary Breakfast will be provided by the hotel which are included in the hotel rates.

BIPSOT will offer complementary Buffet Lunch, including morning and afternoon tea/coffee everyday during the AGM.

The **‘Welcome Reception Dinner’** and **‘Conference Dinner’** will also be complementary from BIPSOT.

All other meals or consumptions will be the participant’s responsibility.

Smoking is prohibited inside hotel rooms. Hotel provides designated smoking areas outside the building to accommodate guest smokers. Please refer to hotel staff for more details.

All individuals are expected to pay any incidental charges, extras (laundry, telephone calls, mini-bar, room services, additional drinks at the bar etc.) and any deviation from the agreed menu. Existing regulations at the arranged accommodation must be strictly followed.

## TRAVEL INFORMATION

### INTERNATIONAL FLIGHTS

Hazrat Shahjalal International Airport (HSIA) located in Dhaka will be the point of entry and exit for all participants attending the AGM from abroad.

All participants are responsible for organizing their international flights to and from HSIA, Bangladesh.

BIPSOT will provide necessary transportation support for airport transfers from and to HSIA during arrival and departure respectively.

### PASSPORT AND VISA REQUIREMENTS

Participants are advised to obtain a **Bangladeshi Visa** in advance of their trip from the Bangladesh Embassy or the nearest consulate in their respective countries/regions.

According to the Immigration Regulations of Bangladesh, the participant's passport must have at least six months validity on the date of entry at Bangladesh.

However, participants may also obtain a '**VISA ON ARRIVAL**' at the HSIA, Dhaka. The Visa on Arrival is only valid for maximum **30 days**. All participants to process visas as per the existing bi-lateral agreement between the respective nation and the Government of the People's Republic of Bangladesh.

For other queries about **Visa on Arrival** please visit <https://www.visa.gov.bd/>.

### OTHER AIRPORT PROCEDURES

Participants are requested to provide detailed information of the additional equipment/accessories (if needed for the AGM) required for the AGM to the host by **25 April 2024**. For detailed information, you are requested to visit the **Website** <https://12thagm.aaptc.asia>. The host requires to take necessary steps to facilitate the clearance of such equipment through customs. **The Host will not be able to assist the participant if the detailed information are not processed as per the timeline mentioned above.** As per the National Law, **alcohol is restricted in Bangladesh**. However, overseas participants are kindly requested to follow the existing '**Baggage Rules**' of the Bangladesh Customs in this regard <http://bangladeshcustoms.gov.bd/>.

## AAPTC WELCOME STATION

Representatives of BIPSOT will remain present at the HSIA to receive the overseas participants showing a placard ‘**12<sup>th</sup> AGM of AAPTTC**’. They will guide the participants up to their respective hotels with required number of vehicles. Overseas participants are requested to inform the arrival schedule by **30 April 2024** to allow BIPSOT to arrange necessary reception at the airport.

## MEDICAL TREATMENT

The host will provide the ‘**First Aid**’ and emergency treatment facilities only. The host will also arrange other treatment facilities as required by the participants. In case of emergency, the participants will be referred to Combined Military Hospital (CMH). However, participants will have to bear other expenditures related to medical treatment (except First Aid and emergency treatment).

## INTERNATIONAL DAY OF UN PEACEKEEPERS, CULTURAL EVENING AND CONFERENCE DINNER

All participants will be taken to Bangabandhu International Conference Center (BICC), Dhaka for Commemoration of International Day of United Nations Peacekeepers on **29 May 2024**. The Cultural Evening and Conference Dinner will be also organized at the same day.

## DRESS CODE

Events Name	Participants Type	Dress Code
Opening and Closing Ceremonies	Military/Police	Ceremonial
	Civilians	Formal Attire
Daily / Routine Activities	Military/Police	Uniform/ Working Dress
	Civilians	Formal Attire
Welcome Reception	All Participants	Lounge Suit
Conference Dinner	All Participants	Lounge Suit
International Day of UN Peacekeepers Program (29 May)	Military/Police	Ceremonial
	Civilians	Formal Attire

## WEATHER

The weather in Bangladesh during May is summer season with averaged temperature at 26°C to 34°C (78°F to 93°F).

## TIME ZONE

The local time in Bangladesh is **GMT+6:00** hours.



## CURRENCY AND EXCHANGE

Bangladesh's currency is **Taka**. Travellers are recommended to change some funds at the airport upon arrival. There are some currency exchange stores at the malls. The current exchange rate is approximately **USD 1 = 120.00 Taka**. However, participants are requested to check the latest rate online. Please contact the Hotel receptionists for more information.

## WI-FI

Complimentary WI-FI facilities will be available throughout the venue facilities, and the hotels.

## IDENTITY CARD

Participants will be issued with a temporary identity card by the BIPSOT. Participants should carry the card with them at all times. Identity Card will be available at the registration booth during Check-In at the hotel.

## SAFETY AND SECURITY

The host will provide overall security for the participants. Access to the lodging and conference venue is subject to the display of valid Identification Cards. Loss of Identification Cards should be reported immediately to the host.

## FOCAL POINT

Lieutenant Colonel S M Khaled Reza, psc, AC (WhatsApp: +8801769032444, Email: [gso1trg@bipsot.net](mailto:gso1trg@bipsot.net)).

## ANY QUERY

For any query, you are requested to forward email(s) at [secretariat@aaptc.asia](mailto:secretariat@aaptc.asia) or [info@aaptc.asia](mailto:info@aaptc.asia).

## CONCLUSION

The Bangladesh Institute of Peace Support Operation Training (BIPSOT) looks forward to having a collaborative, valuable, and productive engagement with all AAPT participants. We hope to create a conference environment that allows you to actively contribute in discussions and to share your peacekeeping and training experiences with all the participants.



**Host Team**

**BANGLADESH INSTITUTE OF PEACE SUPPORT  
OPERATION TRAINING (BIPSOT)**

**Rajendrapur Cantonment, Gazipur-1742,  
Bangladesh**

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E-mail: [secretariat@aaptc.asia](mailto:secretariat@aaptc.asia)

[info@bipsot.net](mailto:info@bipsot.net)