



First Joint CPA Asia & South-East Asia Regional Conference

Lahore, Punjab, Pakistan

6th to 10th February 2025

INFORMATION CIRCULAR

1. All participants attending the **First Joint CPA Asia & South-East Asia Regional Conference** and associated events to be held in **Lahore, Punjab, Pakistan**, from **6th to 10th February 2025** are kindly requested to familiarize themselves with this Information Circular before registering for the Conference.
2. The CPA Punjab Branch will provide the conference facilities, accommodation, hospitality and local transportation, where necessary.

• **KEY DATES**

• Deadline for Acceptance of Invitation	15th December 2024
• Deadline for List of Delegates, Biographical Details & Photos	15th December 2024
• Deadline for Travel & Accommodation/Tour Forms	20th December 2024
• Arrivals	6th February 2025
• Departures	10th February 2025

• **CONFERENCE COORDINATORS**

Ch. Amer Habib

CPA Punjab, Branch Secretary
Secretary General, Provincial Assembly of the Punjab

Ms. Mahira Rafique

Conference Coordinator / CPA Punjab Branch, Focal Person
Provincial Assembly of the Punjab

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- **INAUGURAL SESSION**

The 1st Joint CPA Asia & South-East Asia Regional Conference will be declared open at 1115 hrs on 7th February 2025, at Provincial Assembly of the Punjab, Lahore. All Plenary and Panel Sessions will also be held at Provincial Assembly of the Punjab, Lahore.

- **CONFERENCE PROGRAMME**

First Draft of the Conference Programme is attached.

- **TRAVEL TO PAKISTAN**

Participants are requested to inform the Conference Coordinator, CPA-Punjab Branch, as early as possible (not later than 20th December, 2024) the flight details of their delegation. Those arriving on the official arrival date will be met on arrival, assisted with all immigration and custom formalities and provided transport to the Hotel. It is regretted that Branch Officials cannot be on hand to help arrivals before **6th February 2025** or departures after **10th February 2025**.

- **ENTRY REQUIREMENTS**

A valid passport and visa are required to enter Pakistan. For visa formalities delegates are requested to contact the Pakistan High Commission in or accredited to their countries. Our Missions have been requested to render all assistance and courtesy to delegates in this regard. If any Delegate / Official / Special Invitee encounters any difficulty in obtaining the necessary visa, kindly inform the CPA Punjab Branch in advance.

- **ACCOMMODATION, MEALS & COSTS**

All Delegates / Officials / Special Invitees will be accommodated at PC Hotel or Avari Hotel, Lahore during the official Conference period. CPA Punjab Branch will be responsible for the costs of hotel accommodation (as per official entitlement), meals (excluding alcohol beverages) and all transport to and from official functions during the Conference period. Any other costs not mentioned above, as well as the costs of private entertainment, private tours, all meals taken out of the official programme, items obtained through room service, hotel room mini-bar items, laundry and dry cleaning, telephone, telex, telegram, cable or fax charges and other sundry expenses will be the responsibility of individual delegates and should be paid (as incurred) or, in the case of costs incurred at the hotel, prior to checking out.

- **TRANSPORT**

Delegates will be provided local Transport facilities by the Host Branch during the official period of the Conference to all official venues set out in the Programme.

- **CONFERENCE REGISTRATION**

The delegates may register themselves on arrival, at the information desk at the Hotel, where they will be provided with a Conference Handbook, Identification Badges and other relevant documents.

- **INFORMATION DESK**

There will be an Information Desk operating from 0800hrs to 2200hrs daily at the Hotel during the Conference.

- **IDENTIFICATION BADGES**

It is important that the Identification Badges provided to Delegates be worn at all times for admission to Conference venues and official functions. Failure to do so would, for security reasons, result in Delegates not being admitted to such events.

- **ACCIDENT, MEDICAL, LUGGAGE & CURRENCY INSURANCE**

Personal accident, medical, luggage and currency loss insurance will be the responsibility of each delegate.

- **DRESS**

Lounge Suit or National Dress will be appropriate for the Conference and other formal occasions. Delegates are advised to bring comfortable, slightly warm / mixed fabric clothing for casual wear and outdoor tours.

- **MEDICAL FACILITIES**

Emergency medical facilities will be available at the Hotel for the duration of the Conference. Delegates are, however, advised to obtain insurance cover for medical expenses.

- **CLIMATE**

In February, the average temperature in Lahore is around 24 centigrade. The weather can be on the cloudy side during the period of the Conference.

- **CURRENCY**

The Pakistan Currency unit is the Pak Rupee, which consists of 100 paisas. The exchange rate as of Nov 2024 is approximately Rs. 277 = 1 USD.

- **MAIL**

Incoming mail may be collected at the Information Desk at the Hotel while e-mail facilities will be available at the hotel business center.

- **BIOGRAPHICAL DETAILS**

It is imperative that biographies and photographs of all delegates are sent to the Conference Coordinator, CPA Punjab Branch not later than 15th December 2024. Any biographies not received by that time will not be included in the Biographies Booklet. The Conference Secretariat will utilize its own description to summarize long biographies. A supplement to the Biographies Booklet will not be issued.

- **DIETARY REQUIREMENTS**

Special Dietary requirements should be notified in advance.

- **SPOUSES & OBSERVERS**

- Delegates who will be accompanied by their spouses should inform the host Branch in advance. USD 1200 will be charged per person to cover up expenses in this connection.
- USD 1500 will be charged per person in respect of observers accompanying the delegation.
- Spouse / Observer fees must be paid to the information desk set up in the Lobby of the Hotel at the time of registration.

Any other information relevant to the conference will be circulated to all CPA Branches in due course.

We welcome all the delegates to Pakistan and wish them an enjoyable stay during the Conference.
