Access Program 20th Anniversary Regional Summit and Training

Kathmandu, Nepal, June 7-11, 2024

The Access Program 20th Anniversary Regional Summit and Training in Kathmandu is sponsored by the RELO Kathmandu and implemented by the Nepal English Language Teachers' Association (NELTA). The teachers' section of the summit will take place from June 7-9, 2024 with an arrival of June 6 and departure of June 10. The student alumni section of the summit will take place from June 9-11, 2024 with an arrival of June 8 and departure of June 12.

Required Legal Document(s):

Nepal	Bangladesh & Sri Lanka
Participants (Teachers & Focal Persons) must submit scanned copies of their Citizenship and PAN Cards, while alumni students only need to submit scanned copy of their Citizenship. *If students do not have a PAN, it is optional for them to submit.*	Participants (Teachers, Coordinators, Student Alumni) must provide a scanned copy of their **Passport**, which should be valid for at least **SIX Months** from their arrival date in Nepal.
* All student alumni must be at least 18 years old.	

* Please note that Nepal English Language Teachers' Association (NELTA) requires submission of both original invoices and boarding passes.

Visa

Participants of Bangladesh and Sri Lanka will get Tourist Visa as an entry visa (On-Arrival Visa) at the port of entry i.e. Tribhuvan International Airport (TIA). If you are travelling Nepal for the first time this year, you will get Gratis Visa (free entry tourist visa).

Upon your arrival in Nepal, do the following steps.

Step 1:
- Fill out 'Arrival Card'
- Fill out online 'Tourist Visa Form' (you can fill it up prior to your arrival)
  link to fill out: https://nepaliport.immigration.gov.np/ / fill out using Kiosk machines upon your arrival at TIA.

** If you fill out from the website, you will get submission receipt with barcode, please print it out and bring it along for acquiring visa. It works for fifteen days and becomes invalid then after. If so, you will have to fill out again.*

Step 2:
- Proceed to the Immigration Desk with your online form, **payment receipts** *(if you are visiting Nepal for second time in Nepal this year)* and your passport
- Hand in your documents to immigration officer for visa processing. He/she issues visa to you upon his/her satisfaction.

** Please carry supporting documents (print copy of invitation letter) or any other documents, which you may need for visa purpose.*

Travel/Transportation Arrangement:

Nepal English Language Teachers' Association (NELTA), an implementing partner, will do the needful for the travel arrangement of all participants who are from **Nepal**, **Bangladesh** and **Sri Lanka**. Participants are requested to communicate to NELTA directly for travel purposes. Participants from Bangladesh and Sri Lanka are required to fill out the Google Form herewith https://forms.gle/pBBVj7Mh2SGygvgW7. Based on the provided information by the participants, NELTA will coordinate with the travel agency to arrange round-trip international air tickets for participants from Bangladesh and Sri Lanka. For participants from Nepal, transportation (either by air **OR** ground) will be arranged according to the available services.

Participants from **Bangladesh** and **Sri Lanka** will also receive coverage for domestic transportation expenses (ground fare) in their home countries ***(excluding the expenses for travel to issue passport/visa and collect passport/visa)*** as per the requirements. Ground transportation within their home country will be provided based on the original invoices submitted by participants **OR** on an average basis determined by NELTA and RELO, ensuring alignment with the budget ceiling.

If someone in Bangladesh needs to take a 20 hours of bus ride, they will be provided ground transportation.

For example, if you are a Sri Lankan participant and you live in Kandy, ground transportation to Colombo International Airport and back to Kandy after you return will be provided.

In case of immediate support/need, the participants can directly communicate to the travel agency and vice versa and its information must be provided to NELTA.

Venue:

The summit will take place at **The Malla Hotel**, Kathmandu which is located at Lekhnath Marg (entrance towards Sorakhutte, Thamel). The nearby notable landmarks to reach this venue are **Hotel Ambassador**, **Lainchaur**, **Ncell Icon Tower**, **Amrit Science Campus**, **Garden of Dreams**.

The three halls namely **Malla Plaza** (Main hall), **Tara Hall** and **Business Centre** will be used for the summit/training purpose.

Click here for exact location OR Scan here

Accommodation Plan:

The arrangement of accommodation for the participants (teachers/Focal/coordinators/students alumni) is provided at the same hotel i.e. The Malla Hotel where the summit takes place. There is a provision of **FOUR** nights of accommodation (ONE night upon arrival and THREE nights during the training days) in the program.

Participants are required to stay on a **twin-sharing basis** and in case of odd numbers, they need to ready to stay on a **triple-sharing basis** as well. However, each participant will have their own bed. As participants' accommodation is arranged on a sharing basis, they must co-operate each other and should not disturb to others.

Food Arrangement:

During Travel:
Participants from all three nations (Nepal, Bangladesh and Sri Lanka) will be provided food/meals up to 3 times during travel days. And, the total amount allocated for the food during travel is ($ 7 * 3 times) $ 21 equivalents to NPR 2730.

During Program Days:
The arrangement of meals/food during the training days will be made in the same hotel where your accommodation is planned. The following food/meals/items will be provided at the same hotel:

a) Welcome drink upon arrival
b) Breakfast
c) Lunch
d) Tea with cookies (2 times)
e) Dinner

If you take any extra meals/food of your choice beyond the above mentioned plan, you need to bear its expenses by yourselves.

Travel Insurance:

NELTA will cover the cost of travel insurance of all participants from the program budget. The policy of travel insurance for Nepalese participants will be procured by NELTA through Nepalese insurance company. Participants of Bangladesh and Sri Lanka are required to buy their travel insurance policy (of around 7-10 days) in their home country by themselves and claim reimburse amount to NELTA. The budget ceiling of the travel insurance for the participants is as mentioned below.

Bangladesh	**Sri Lanka**
Up to 40 years : $ 13 40-50 years : $ 19 50-65 years : $ 26	$ 35

Reimbursement Policy:

Reimbursement for domestic travel/transportation, meals during travel days (up to THREE times/meals), travel insurance and visa fees will be reimbursed in Nepalese Currency (NPR), not in **USD ($).** To calm reimbursed amount, you need to collect/compile the following documents and submit to NELTA.

a) Original invoices (PAN/VAT bills) of travel/transportation in home country
b) Meals during travel days
c) Travel insurance
d) Visa fees
e) Boarding passes, and
f) Any other supporting bills/documents (original)

Invoices Submission: Day 1 & 2 (first half) at Control Room of Access Summit
You are requested to claim reimburse amount from the Control Room of Access Summit before/after the session and during lunch hours as per the schedule below.

Bangladesh	June 8 (Teachers) / June 10 (Alumni Students)
Sri Lanka	June 8 (Teachers) / June 10 (Alumni Students)
Nepal	June 9 (Teachers and Students)
NELTA may request you to visit for the claim of reimbursement on any other days/time if there is any slot is available.	

If you are unable to submit original invoices/supporting documents, NELTA will reimburse your amount deducting **15 % Tax** as per the financial policy of the Nepalese government.

Official Communication Email:

All official communication for the summit will be made by using email address i.e.

neltaaccesssummit@gmail.com

AOB

There will be a follow up email with other logistics details (such as; pick-up and drop off in Nepal, training schedule etc.).

Please visit https://www.nelta.org.np/accessprogram/11 for further details/updates.