

13TH ASIA PACIFIC
REGIONAL CONFERENCE
12-16 AUGUST 2019
SRI LANKA

BOOKING PACK



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A WORD OF WELCOME

Dear Friends,

On behalf of the Friends of Asia Pacific WAGGGS Working Group, I welcome you to the 7th Friends of Asia Pacific WAGGGS Regional Gathering in Colombo, Sri Lanka.

We will celebrate a significant milestone at this Gathering – the 20th anniversary of the Friends of Asia Pacific WAGGGS! The Friends group started as a fund raising initiative of Dato' Dr Juseon Byun when she was the then Chair of the APR Committee in 1999. Today it has become a successful fund raising group for the Asia Pacific Region with a model adopted by other Friends groups across the regions in WAGGGS.

The Working Group together with the Friends Sri Lanka have put together an exciting 3-day programme of celebrations including reminiscences from the Founder, cultural activities and culminating in a grand 20th anniversary celebratory dinner. You will also have an excellent opportunity to meet with the girl members from Sri Lanka Girl Guides Association, young women of the Asia Pacific Region and Friends - old and new - during the gathering.

This is also a landmark event because we will join the Asia Pacific Regional Conference to celebrate the 50th anniversary of the Asia Pacific Region. It will be such an exciting occasion for Friends and Conference delegates to come together to honour our past and present leaders, to applaud the successes of the past, enjoy the present activities and to create a vision for the future of the region. You have the option to extend your stay to join the 50th Anniversary Dinner of the Asia Pacific Regional Conference.

This booking pack offers you the information you need to know about the registration process, fees and some practical Gathering arrangements.

I warmly invite you to join the gathering and anniversary celebrations and I look forward to welcoming you in Colombo!

Best Wishes.

Ching Ching Wee-Ong
Chair
Friends of Asia Pacific WAGGGS Working Group



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WELCOME FROM SRI LANKA GIRL GUIDES ASSOCIATION

Ayubowan!

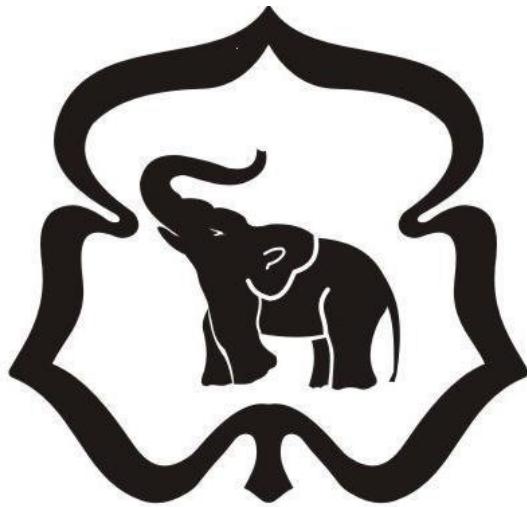
A warm welcome to the 13th Asia Pacific Regional Conference and 7th FAPW Regional Gathering in Colombo, Sri Lanka!

On behalf of the Sri Lanka Girl Guides Association, I look forward with immense pride and pleasure to welcoming all of you to Sri Lanka this August. As we celebrate 50 years of the Asia Pacific Region of WAGGGS and 20 years of the FAPW together, remembering both the challenges and successes of our glorious past and looking towards the future, we invite you to experience the best of Sri Lankan culture, heritage and hospitality.

This occasion might provide you with the opportunity to renew old friendships and memories as you make new ones and grow the links of unity between our Member Organisations for the betterment of the girls and young women we serve.

Yours in Guide service,

Visakha Tillekeratne
Chief Commissioner
Sri Lanka Girl Guides Association



GENERAL INFORMATION

DATES

The dates of the 7th Asia Pacific Regional Gathering are:

Sunday 11 August 2019	Arrival and registration.
Monday 12 August – Wednesday 14 August 2019	7th FAPW Gathering sessions and Membership Ceremony.
Thursday 15 August 2019	Departure / 50th Anniversary Dinner Celebration (optional extension of stay – additional costs will occur) / optional tours.
Friday 16 August 2019	Closing of the 13th Asia Pacific Regional Conference / optional tours / departures from participants who stayed.
Saturday 17 August 2019	Optional tours / departures from participants who stayed.

THEME

The theme of the 13th Asia Pacific Regional Conference is:

Unite, Thrive, Grow.



DEADLINES TO OBSERVE

Action	Information	Deadline
Registration & Payment	Registrations are now open. Register here: https://eu.eventscloud.com/ap-reco .	19 April 2019
Travel	You can add your flight details during registration. If you haven't booked your flight yet, we will provide you with a link where you'll be able to add the information later.	1 July 2019

GATHERING PROGRAMME

FAP GATHERING 2019

	12-Aug-19	13-Aug-19	14-Aug-19	15-Aug-19
	Monday	Tuesday	Wednesday	Thursday
0800-0900	Country Coordinators' Meet			
0830-0900				
0900-1030	Meet FAPW Business Meeting	20 years journey with FAPW – following the WAGGGS Triennial themes – activity stations	A taste of Sri Lanka / Sri Lanka Beauty Experience – activity stations	
1030-1100		Coffee Break		
1100-1230	Opening Ceremony	20 years journey with FAPW – following the WAGGGS Triennial themes – activity stations	A taste of Sri Lanka / Sri Lanka Beauty Experience – activity stations	Free (extension) / Departures / Optional tours
1230-1400		Lunch		
1400-1530	Global and regional update*	Sri Lanka Shopping Tour	City Tour	
1530-1600		Coffee Break		
1600-1730	Free/TBC	Sri Lanka Shopping Tour	City Tour	
		Dinner	FAPW Pin Ceremony*	
1900-2200	Welcome dinner*	International night and world market*	FAPW Closing Dinner	50th Anniversary Dinner*

Together with Conference
Plenary sessions only for FAPW
Outside the Venue / Only FAPW - FAPW Closing Dinner might be outside the Venue
Fun activities / Only for FAPW

Free extension and optional tours will depart from the **15th and 16th August**.

The programme may change closer to the time. If there are any changes they will be regularly updated on our website: <https://eu.eventscloud.com/ehome/ap-reco/foaw>.

WELCOME TO SRI LANKA

SRI LANKA - A LAND LIKE NO OTHER

Set in the Indian Ocean in South Asia, the tropical island nation of Sri Lanka has a history dating back to the birth of time. It is a place where the original soul of Buddhism still flourishes and where nature's beauty remains abundant and unspoiled.

Few places in the world can offer the traveller such a remarkable combination of stunning landscapes, pristine beaches, captivating cultural heritage and unique experiences within such a compact location. Within a mere area of 65,610 kilometres lie 8 UNESCO World Heritage Sites, 1,330 kilometres of coastline – much of its pristine beach – 15 national parks showcasing an abundance of wildlife, nearly 500,000 acres of lush tea estates, 250 acres of botanical gardens, 350 waterfalls, 25,000 water bodies, to a culture that extends back to over 2,500 years. This is an island of magical proportions, once known as Serendib, Taprobane, the Pearl of the Indian Ocean, and Ceylon.

OFFICIAL NAME

Democratic Socialist Republic of Sri Lanka.

CAPITAL

The administrative capital of Sri Lanka is Sri Jayewardenepura, Kotte. However, the commercial capital is Colombo, where the conference will be held.



TIME ZONE

Sri Lanka Standard Time is five and a half hours ahead of GMT (allowance should be made for summer-time changes in Europe and in the USA).

LANGUAGE

Sinhala is spoken by about 74% of the population and Tamil by about 18%. English is commonly used and spoken widely especially in the corporate sector. Most of the offices, both in government and private sector, work in all three languages.

GALLE FACE GREEN, COLOMBO

The Galle Face Green in Colombo is a promenade that stretches for half kilometre along the coast of the Indian Ocean in the heart of financial and business district of Colombo.

This enjoyable space is next to the venue where the conference will be held.

GATHERING HIGHLIGHTS

Come along and join us for the next 7th FAPW Gathering together with the 13th Asia Pacific Regional Conference, an opportunity to be part of the discussions about the future of your Region and WAGGGS.

The FAPW Gathering is a place for networking and be inspired by the success stories and the amazing work being done in our region.

Join us to learn about our past, present and future planned activities for Asia Pacific Region. You will have the chance to discover the history of guiding in Sri Lanka, remember the past of our region and have the chance to say what you would like to see in the future for our region. Sri Lanka Girl Guide Association will show us their land and their culture, with music, dance and food.

The International Night and World Market will provide a unique international experience and a great opportunity to find souvenirs from all parts of the Region. This event allows Member Organisations to raise funds to cover their membership fee costs, or to contribute to the World Thinking Day Fund.

Come to the 7th FAPW Gathering and 13th Asia Pacific Regional Conference and join us celebrating the 50th Anniversary of Asia Pacific Region and the 20th FAPW all together!

We hope that you will leave the gathering excited about the future with a clear sense of where the Movement is heading.



VENUE

THE GALADARI HOTEL

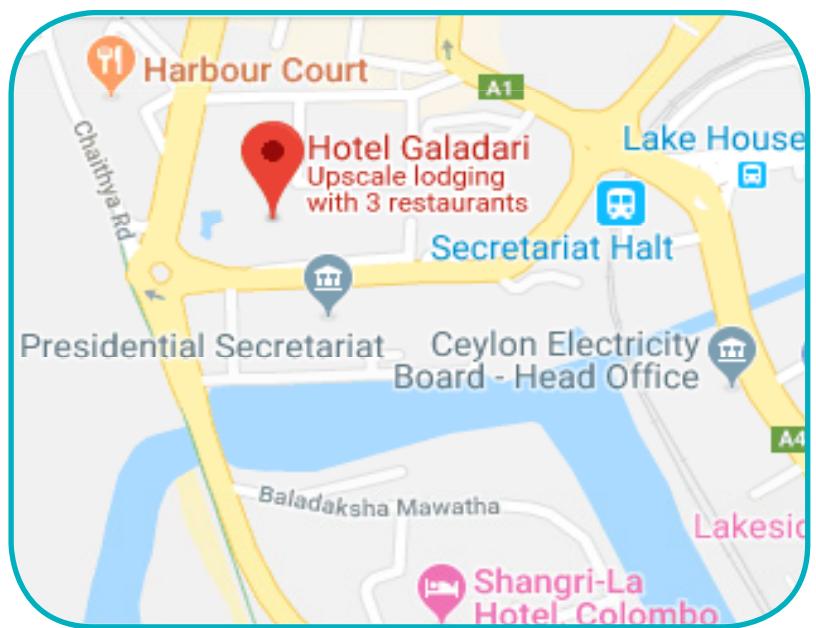


The conference venue and accommodation is at the Galadari Hotel, Colombo, a five-star hotel in Sri Lanka with the best of dining, accommodation and entertainment facilities.

The hotel is approximately 35km from the Bandaranaike International Airport (BIA) and can be reached in 50 minutes by car.

The hotel has a gymnasium, a swimming pool, a spa (body care and massage), tennis courts and laundry facilities for guests.

The Galadari Hotel
64 LOTUS Road
COLOMBO, SRI LANKA
info@galadarihotel.lk
t: (+94) 11-2544 544
www.galadarihotel.lk



REGISTRATION

BOOK ONLINE THROUGH OUR WEBSITE!

Registration is open now. For the 7th FAPW Gathering all registrations can be completed online through the dedicated Conference website: <https://eu.eventscloud.com/ap-reco>.

You can book more than one ticket at once, but you will be required to provide the information details for all the attendees. You can edit your personal information and travel details after the registration is completed (for example, you can fill in the information about flights later, if you haven't already booked them).

Should you be unable to register online or have any issues with your booking, we will be happy to assist. Contact the Events Team at fapwgathering@waggs.org or via the World Bureau Office (+44 207 4336 437).

REGISTRATION FEES

Room Type	Gathering fee per person 12 - 14 Aug 2019	Extension fee per person 12 - 16 Aug 2019
Single Occupancy	USD 916	USD 1150
Twin Sharing	USD 750	USD 950

Registration will close at **17:00 GMT time on 19 April 2019**.

YOUR REGISTRATION FEE INCLUDES

- Full access to all the 7th FAPW Gathering sessions and materials.
- Accommodation at Galadari Hotel (from Sunday 11 August to Thursday 15 August).
- Meals as part of the scheduled programme (from dinner on 11 August to breakfast on 15 August).
- Venue facilities and Wi-Fi.
- Airport transfer to the Galadari Hotel and return.
- All transport as part of the scheduled programme.
- Half day Colombo city tour.
- Access to the Conference App.

EXTENSION FEE INCLUDES

- The above mentioned.
- Additional 2 nights stay (15 and 16 August).
- Breakfast on 16 and 17 August.
- Dinner and celebration for the 50th Anniversary of Aria Pacific Region on Thursday 16 August.

The programme for 15 and 16 August is free and easy.

Please note that travel to Colombo is not included in the fee. Make sure you book your flights in good time.

You'll have until **1 of July** by 17:00 GMT to add your travel information into your registration.

There is also an opportunity to sponsor another MO in sending their delegates to the Conference. Any help will be highly appreciated. There will be an opportunity to donate when you register, or you can contact us at AP.ReCo@waggg.org.

DAY PACKAGE

Interested to only join us for a day? We will offer day packages for guests, and the registration for those will open on April. Sri Lanka Girl Guides Association together with the Conference Planning Team created two different day packages:

- Day Package without accommodation US\$200

Deadline for Day Package registration is at 17:00 GMT on **31 May 2019**.

YOUR DAY PACKAGE REGISTRATION FEE INCLUDES

- Full access to all the 7th Friends Regional Gathering sessions and activities for the chosen day.
- Lunch, dinner and coffee breaks on the chosen day (dinner on Friday 16 August is not included).
- On Thursday 15 August will include the 50th Anniversary Dinner.
- On Friday 16 August the package will include the Half Day City Tour instead of the dinner.
- Access to the Conference App.

Please note that travel to Colombo is not included. Make sure you book your flights in good time.

Information of registered participants can be changed until 17:00 GMT on 1 July 2019.

PAYMENT DETAILS

Payment for registration fees can be made via the Conference registration page using one of the following cards:

- MasterCard
- Visa
- JBC
- Maestro

If you have any issues, please contact WAGGGS at: fapwgathering@waggg.org.

CANCELLATION AND REFUND POLICY

Registration fees are non-refundable, even on failure of visa application. However, they can be transferred to another person. Kindly note that any registration change can be made by logging into the website before the registrations close.

After 1 July 2019, substitution cannot be arranged and the registration fee will be forfeited. In case of unforeseeable circumstances, please contact WAGGGS by email fapwgathering@waggg.org immediately.

ACCOMMODATION



Welcome to your home away from home. We are holding rooms for all guests at Galadari Hotel, where the Conference is taking place.

This 450 roomed hotel is located facing the Indian Ocean and is one of the best hotels in Sri Lanka.

Please be aware that accommodation is included in the registration fee and you will be able to book your preferred type of room when register.

CHECK IN AND CHECK OUT

Check in at 2:00pm

Check out at 12:00pm

WHAT'S INCLUDED

The room and conference room facility include:

- A welcome drink on arrival
- 2 bottles of mineral water in the room every day
- In-room tea/coffee making facilities
- Toiletries and towels
- Iron and ironing board (on request) in the room, safe deposit locker, shaving mirror and hair dryer
- Complimentary Wi-Fi Internet access in the room and meeting rooms
- Mini-bar
- Access to the use of the hotel's swimming pool

ADDITIONAL ACCOMMODATION

Conference participants who wish to arrive earlier or leave later than the extended fee will have to make their own bookings directly through the hotel.

Please note that you may not be able to remain in the same room when the conference begins or ends.



OPTIONAL TOURS

You will be able to explore Sri Lanka with Diethelm Travel agency at the best rates they have ever had. Thanks to Sri Lanka Girl Guides Association Diethelm Travel agency is offering their one-day tours with discounted rates.

You will have to book the optional tours directly through the agency by sending an email at: dilakshan.s@lk.diethelmtravel.com. Make sure you mention you will be attending Asia Pacific WAGGGS Conference to secure the discounted rates.

KANDY EXCURSION

Kandy, referred as the hill capital, Sri Dalada Maligawa that houses the sacred tooth relic of Buddha remains the prime landmark. Apart from the ancient monuments, the delightful jumble of antique shops and the bustling market are places to visit. With this optional tour you will have the chance to visit the famous Temple of Tooth and Peradeniya Royal Botanical Garden.

Peradeniya Botanical Gardens, although its origins date back to the era of medieval times, bears a rich history punctuated by colonialism and industrial change. The splendour of the gardens, further uplifted by the river that flows through its fringes.

Cost for the excursion (per vehicle) with entrance plus guide service:

Car 0 – 2 pax	US\$129
Micro Van 3 – 5 pax	US\$215
Commuter Van 5 – 7 pax	US\$289
Mini Coach 7 – 14 pax	US\$549
Extended coach 14 – 17 pax	US\$609
33 Seater Coach 17 – 27 pax	US\$889
Large Coach 27 – 40 pax	US\$1159





EXCURSION TO SIGIRIYA

Sigiriya Rock Fortress, an 8th wonder of the world is a rare jewel among the many treasures in Sri Lanka. The famous Sigiriya frescoes of the buxom, wasp-waisted maidens bearing flowers, amidst the wilderness and ancient ruins.

Cost for the excursion (per vehicle) with entrance plus guide service:

Car 0 – 2 pax	US\$149
Micro Van 3 – 5 pax	US\$229
Commuter Van 5 – 7 pax	US\$299
Mini Coach 7 – 14 pax	US\$559
Extended coach 14 – 17 pax	US\$609
33 Seater Coach 17 – 27 pax	US\$889
Large Coach 27 – 40 pax	US\$1119

EXCURSION TO DAMBULLA

Dambulla Cave temple, a complex that lies atop a massive hill on the edge of the town is one of the eight UNESCO world heritage sites in the country and is renowned for its unique sculptures and the largest mural paintings.

Cost for the excursion (per vehicle) with entrance plus guide service:

Car 0 – 2 pax	US\$129
Micro Van 3 – 5 pax	US\$189
Commuter Van 5 – 7 pax	US\$249
Mini Coach 7 – 14 pax	US\$459
Extended coach 14 – 17 pax	US\$509
33 Seater Coach 17 – 27 pax	US\$729
Large Coach 27 – 40 pax	US\$879

EXCURSION TO BENTOTA

Maduganga River Zone, a beautiful river that is the second largest wetland in the country. Brimming with a rich eco-system nourished by the shallow water body, consists of two main islands and close to 30 islets and provides shelter to over 200 families.

Kosgoda Turtle Hatchery, in the south, established in 1981, was one of the earliest attempts to safeguard local turtles from extinction. Managed by the Sri Lanka Wildlife Protection Society, the hatchery offers a wildlife experience of a different sort.

Cost for the excursion (per vehicle) with entrance plus guide service:

Car 0 – 2 pax	US\$109
Micro Van 3 – 5 pax	US\$149
Commuter Van 5 – 7 pax	US\$209
Mini Coach 7 – 14 pax	US\$369
Extended coach 14 – 17 pax	US\$379
33 Seater Coach 17 – 27 pax	US\$539
Large Coach 27 – 40 pax	US\$399

EXCURSION TO GALLE

Galle, a living time capsule home to the largest occupied Fort in Asia. Its quaint beauty extends beyond its golden beaches, cerulean waters, the picturesque views and the rich history while walking through the narrow, cobbled streets within the Fort.

Unawatuna beach, one of the most popular southern coastal destinations of this paradise isle is so perfect, it could be a cliché. A typical, mellow traveller ambience setting, quite tranquil and quiet in comparison to other southern beach towns.

Cost for the excursion (per vehicle) with entrance plus guide service:

Car 0 – 2 pax	US\$99
Micro Van 3 – 5 pax	US\$119
Commuter Van 5 – 7 pax	US\$159
Mini Coach 7 – 14 pax	US\$279
Extended coach 14 – 17 pax	US\$289
33 Seater Coach 17 – 27 pax	US\$379
Large Coach 27 – 40 pax	US\$399

OTHERS

All these one-day tours are the most popular ones the agency offers. They also provide tours for more than one day. If you want to book another tour and get a great rate, contact them at:

dilakshan.s@lk.diethelmtravel.com.

DIETHELM TRAVEL LANKA (PVT) LTD.

East Wing, Level 6, Hemas House, 75, Braybrooke Place
Colombo 02

Telephone: +94 (0) 11 231 3131 / 11 470 4600

Email: dilakshan.s@lk.diethelmtravel.com

USEFUL INFORMATION BEFORE YOU BOOK

TRAVEL TO SRI LANKA

All participants are advised to book flights to land at Bandaranaike International Airport (BIA), Colombo latest by 17:00 on 11 August 2019. This is to enable participants to have enough time to go through immigration, collect bags, travel to the hotel, register, check in and relax before the conference starts on Monday 12 August 2019.

You'll add your flight details during your registration. If you haven't booked your flight when you register we will provide you a link where you'll be able to add the information. Airport transfers will not be organised for those who do not submit the travel details by 17:00 GMT time on 1 July 2019.

TRAVELLERS WITH SPECIAL NEEDS

Travellers with special needs, especially if they visit Sri Lanka without a companion, should note that the country has relatively few facilities for disabled people, although greater awareness and improvements are evolving. There is no need to worry at Colombo's International Airport as wheelchairs and assistance in boarding and disembarking are available. The Galadari Hotel has also good facilities for disabled people.

AIRPORT TRANSFERS

All conference participants will be met on arrival at the Bandaranaike International Airport (BIA) by members from the Sri Lanka Girl Guides Association on Sunday 11 and Monday 12 August 2019. Please proceed to the Conference Welcome counter which will be located to the right of the arrivals lobby once you clear customs, where members of the SLGGA will welcome you.

Arrangements will also be made for you for your departure on Friday 16 and Saturday 17 August 2019. Transfers for young women participating into the Young Women's event will also be arranged on Friday 9 August 2019.

The organizers are not responsible for arranging airport transfers for those participants staying in places other than the Galadari Hotel prior to or after the Conference.

VISA INFORMATION

The Sri Lanka Department of Immigration and Emigration has advised the SLGGA that all participants attending the 13th Asia Pacific Regional Conference will need a Visa to enter Sri Lanka. Please note that you need to obtain a Business Visa, which could be obtained in the following manner:

1. By personally applying online for an ETA (Electronic Travel Authority). Website link:
<https://eta.gov.lk/etasvisa/etaNavServ>.
2. Or by visiting the nearest Sri Lanka Mission and obtaining personally a Business Visa.

It would greatly facilitate one's arrival formalities if each delegate obtains a Business Visa before arrival at the Bandaranaike International Airport. Business Visas will not be issued on arrival at the Bandaranaike International Airport.

Although most the countries will only need to apply for an ETA Visa, some may need an invitation letter from Sri Lanka Girl Guides Association mentioning that you are in Sri Lanka for the purpose of attending the 13th Asia Pacific Regional Conference. Please, specify if this is the case when you register.

Please contact the Sri Lanka Mission closest to you or contact a travel agent if you need further assistance or information.

INSURANCE

Neither Sri Lanka Girl Guides Association or WAGGGS can take responsibility for any medical, accident or personal property claims by participants of the Gathering (other than those that may fall under public liability). WAGGGS will also not be liable for travel costs in the event of cancellation of the gathering for any reason.

All participants must arrange their own insurance for travel, health, accident and personal property. Please also note that self-medication is the responsibility of the participant.

In the case of accidents or severe illness, participants will be taken to a hospital situated nearby. Please note that delegates who make use of this facility will be charged for medical consultations, treatment, and medication.

CURRENCY

Sri Lankan Rupee, LKR is the currency used locally.

WEATHER

The month of August is an excellent one to visit Colombo. Colombo enjoys a tropical climate and the month of August is no exception. August has relatively high temperatures averaging 28°C (roughly 82°F). During August there is an average of 11 rainy days, however, visitors can experience sunshine every day.

CONTACT INFORMATION

If you have any questions concerning registration, conference programme, travel, etc. please contact the WAGGGS Events Team at fapwgathering@wagggs.org or by phone at +44 207 4336 437. WAGGGS office hours are Monday – Friday from 9:00am to 6:00pm UK time.

SRI LANKA GIRL GUIDES ASSOCIATION

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