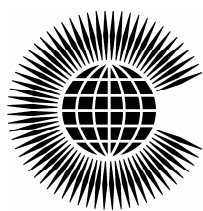


Commonwealth Secretariat



**Commonwealth
Youth Ministers Meeting**

Colombo, Sri Lanka, 27-30 April 2008

**AIDE MEMOIRE
ON
ADMINISTRATIVE ARRANGEMENTS**

**Commonwealth Secretariat
Marlborough House
London SW1Y 5HX**

March 2008

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- A: Delegation Registration and Travel Information Form
- B: Hotel Reservation Form
- C: Hotel Tariffs and Information

1. DATES AND VENUE

The Seventh Meeting of Commonwealth Youth Ministers (7CYMM) will be held in Colombo, Sri Lanka, from Sunday, 27 to Wednesday, 30 April 2008. The Opening Ceremony for the 7CYMM will be held on Sunday, 27 April 2008 at the Bandaranaike Memorial International Conference Hall (BMICH), Colombo. The Meeting will be declared opened by the President of the Democratic Socialist Republic of Sri Lanka, His Excellency Mr Mahinda Rajapaksa.

In keeping with established practice, the Youth Ministers Meeting will be preceded by meetings of the Pan-Commonwealth Youth Caucus and Pan-Commonwealth Regional Advisory Boards on Thursday, 24 April 2008. A skills building workshop on the gender and youth dimension of peace-building will take place from Friday, 25 to Saturday, 26 April 2008; and a stakeholders' meeting on youth mainstreaming will be held on Sunday, 27 April 2008.

Further information about venues and timings will be available in the Delegates Handbook, which will be issued on arrival.

2. RESPONSIBILITY FOR MEETING ARRANGEMENTS

- a. The Commonwealth Secretary-General, Mr Kamalesh Sharma, will be responsible for the general organisation and conduct of the Meeting, which will be administered by the Commonwealth Secretariat in co-operation with the Government of Sri Lanka.
- b. The Commonwealth Deputy Secretary-General, Mrs Florence Mugasha, will assist the Secretary-General in carrying out his responsibilities.
- c. The Director of the Commonwealth Youth Affairs Division, Dr Fatiha Serour, is the Conference Secretary and will be responsible for the substantive matters of the Meeting, including preparation of all documents, reports and the Communiqué.
- d. The Director of the Commonwealth Secretariat's Communication and Public Affairs Division, Mr Eduardo del Buey, is the Conference Spokesperson for the Meeting and will be responsible for media arrangements and general liaison with the media.
- e. The Head of the Commonwealth Secretariat's Conference Section, Ms Lorna McLaren, is the Conference Officer for the Meeting and will be responsible for administrative arrangements.
- f. The Government of Sri Lanka will provide conference facilities, security, local transport, communications and hospitality. As hosts, they will also ensure the

availability of accommodation for delegates. Members of the Sri Lanka Task Force responsible for host government arrangements are:

Conference Director

Mr. S Wirithamulla, SLAS
Secretary
Ministry of Youth Affairs
420 Baudhdhaloka Mawatha
Colombo 07, Sri Lanka

Tel: +9411 266 9240
+9477 775 6830 (mobile)
Fax: +9411 266 9241
Email: swirithamulla@sltnet.lk

Conference Co-ordinator

Mr P Maddugoda
Chief Coordinator - 7CYMM 2008
Ministry of Youth Affairs
420 Baudhdhaloka Mawatha
Colombo 07, Sri Lanka

Tel: +9411 266 9238
+9471 689 4979
Fax: +9411 267 6779
Email: cymm2008@sltnet.lk

Information on Meeting arrangements may also be obtained from the Commonwealth Secretariat in London as follows:

Conference Secretary

Dr Fatiha Serour
Director, Youth Affairs Division
Commonwealth Secretariat
Marlborough House
Pall Mall
London SW1Y 5HX

Tel: +44 20 7747-6463
Fax: +44 20 7747-6549
Email: f.serour@commonwealth.int

Conference Officer

Ms Lorna McLaren
Head, Conference Section
Commonwealth Secretariat
Marlborough House
Pall Mall
London SW1Y 5HX

Tel: +44 20 7747-6137
Fax: +44 20 7747-6550
Email: l.mclaren@commonwealth.int

3. MEETING SCHEDULE

A Provisional Timetable will be circulated by the Commonwealth Secretariat in advance of the Meeting. The meeting schedule will be as follows:

a. Opening Ceremony

The Opening Ceremony will be held at the Bandaranaike Memorial International Conference Hall (BMICH), Colombo, at 1600 hrs on Sunday, 27 April 2008. The Meeting will be declared opened by the President of the Democratic Socialist Republic of Sri Lanka, His Excellency Mr Mahinda Rajapaksa. Attendance at the Opening Ceremony will be by invitation only and, in keeping with established practice, will be open to all delegates, the news

media, and invited guests. A detailed programme will be issued to delegates on arrival.

b. Official Photograph

An official group photograph of Heads of Delegation will be taken prior to the commencement of the Opening Ceremony.

c. Plenary Sessions

The first Plenary Session will be held on Monday, 28 April 2008. All Sessions will be held at the Cinnamon Grand Hotel, Ballroom, and will commence at 0900 hrs.

d. Pan-Commonwealth Youth Caucus

The meeting of the Pan-Commonwealth Youth Caucus will be held at the Cinnamon Grand Hotel, Cedar Rooms 1&2, on Thursday, 24 April at 0900 hrs.

e. Pan-Commonwealth Regional Advisory Boards

The meeting of the Pan-Commonwealth Regional Advisory Boards will be held at the Cinnamon Grand Hotel, Cedar Rooms 1&2, on Thursday 24 April at 1145 hrs.

f. Skills Building Workshop on “Women and Youth in Peace-building”

A skills building workshop focusing on the gender and youth dimensions of peace-building will be held at the Cinnamon Grand Hotel, Cedar Rooms 1&2, on Friday 25 and Saturday, 26 April from 0845 hrs to 1700 hrs.

g. Stakeholders’ Meeting on Youth Mainstreaming

A Stakeholders’ Meeting of bilateral, multilateral and civil society organisations focusing on youth mainstreaming will be held at the Cinnamon Grand Hotel, Cedar Rooms 1&2, on Sunday, 27 April from 1000 hrs to 1230 hrs.

4. RECORDS AND DOCUMENTS

Discussions in all meetings will be categorised as **RESTRICTED**. Documents for the Meeting will be classified according to content. They will be numbered as follows:

Commonwealth Youth Ministers Meeting	CYMM(08)
Background Information Papers	CYMM(08)(INF)

The Secretariat will prepare a report of the Ministers Meeting, which will be circulated to all Commonwealth member countries. Documentation will be dealt with as follows:

a. Distribution

Documents for the Meeting will be distributed through High Commissions in London, where appropriate, for onward transmission to Ministries of Youth in member countries.

b. 7CYMM Website

Information about the Meeting will be available on the official 7CYMM website established by the host Government at:

<http://www.cymm2008.lk>

A link to the 7CYMM website will be available on the Commonwealth Secretariat website. Delegates may download documents or complete the registration form which should be returned by e-mail *in Word* or by fax to the Conference Coordinator and the Conference Officer at the addresses in Section 2 above. Background documentation for the Meeting should be available on the website page by mid-March. To access meeting documents please follow the directions below:

- Visit the Commonwealth Secretariat website page at:

<http://www.thecommonwealth.org/cymm2008>

- Follow the **link to 7CYMM 2008 Papers on the right hand side** of the screen
- 7CYMM documents may be downloaded
- Delegates should contact the Conference Officer should they encounter any difficulties.

c. Delegation Directory

A provisional Directory of Delegations and Secretariat will be issued before the start of the Meeting. The Registration Form will serve as the basis for compiling the Provisional Directory of Delegations and Secretariat. Delegates will be requested to verify names, designations and other information in the Provisional Directory and inform the meeting Secretariat of any amendments by the end of the first plenary session. A final corrected version will be issued by the end of the first day's deliberations or as soon as possible thereafter.

Delegates are requested to bring with them all necessary meeting documentation. In the interest of economy, documents previously circulated from London will not be available in Sri Lanka. Documents and notices issued during the Meeting will be available from the Documents Distribution Centre, located close to the conference room.

5. ACCREDITATION

a. Registration and Security Passes

The Government of Sri Lanka will be responsible for registration, security passes and information kits. Governments are requested to inform both the Commonwealth Secretariat and the Government of Sri Lanka of their delegation details as early as possible. The Commonwealth Secretariat in London and the Conference Coordinator in Colombo will share all information concerning delegations.

Delegates are requested to complete the Delegation Registration and Travel Information Form at **Annex A** with details of their delegation **in order of protocol** and return it by fax or email to the contact points listed on the form. The information must be received by **31 March 2008**.

Delegates who wish to do so may 'pre-register' electronically by submitting the Delegation Registration and Travel Information Form at **Annex A** in MS Word format along with a passport-sized photograph to the Conference Coordinator. The photograph may be sent either in PDF format or digitally in JPG format (50KB memory). To avoid ambiguity, delegates who chose to register electronically should:

- forward the Registration Form and photograph as two separate attachments in one E-mail
- submit separate Registration Forms for each delegate.

Photo-ID passes will be issued on arrival and should be worn at all times including at social functions.

b. Meeting Room passes

Ministers and Heads of Delegation will be able to access all areas including the meeting room with their special photo-ID passes. However, all other delegates will require an additional meeting room pass for access to plenary sessions. Seating will be provided in the meeting room for each Head of Delegation plus three (3) accompanying delegates only. The Secretariat will issue three (3) meeting room passes to each delegation. These passes may be rotated within the delegation but should not be transferred from one delegation to another. Further information on the registration process will be forwarded in due course.

6. Security

Security arrangements for delegates will be the responsibility of the host Government. Personal Security Officers accompanying Heads of Delegation are required to inform the Sri Lanka authorities prior to arrival in Colombo and should identify themselves at the point of entry into the country. *Personal security officers will not be allowed to bring firearms into the country.*

It is illegal to import and carry firearms in Sri Lanka without appropriate authorisation. International Civil Aviation Regulations prohibit the carriage of firearms on commercial aircraft. For further information on carriage of firearms please contact:

Mr M M Jaffeer	
Chief of Protocol	Tel: +9411 242 1816
Ministry of Foreign Affairs	Fax: +9411 232 5346
Republic Square, Colombo 01, Sri Lanka	Email: cprot@formin.gov.lk

For further information on security arrangements please contact:

Mr N K Illangakoon	
Deputy Inspector General of Police - Ranges IV	Tel: +9411 243 3671
Police Headquarters	Fax: +9411 232 5346
Colombo 01, Sri Lanka	Email: sdigrangesiv@police.lk

Information may also be obtained from Sri Lanka High Commissions and Embassies.

7. ARRIVAL AND DEPARTURE

a. International Flight Connections

The Bandaranaike International Airport, Colombo, connects the country directly to Europe, Asia, Australia and the Middle East.

b. Notification of Travel Schedules and Hotel Reservation

All delegates must provide details of their arrival in and departure from Sri Lanka by completing the Delegation Registration and Travel Information Form at **Annex A**, stating date **and time of arrival**. The Hotel Reservation Form is attached at **Annex B** and a list of hotel tariffs at **Annex C**. Delegates are requested to complete the Hotel Reservation Form and return it to the Conference Co-ordinator in Colombo with a copy to the Conference Officer in London no later than **31 March 2008**.

Any change in travel plans should be transmitted to Colombo by fax or email immediately.

c. Entry Requirements

Foreign passports must be valid at least 6 months beyond the intended date of arrival in Sri Lanka. Visas may be obtained from the nearest Sri Lanka High Commission.

However, the host Government will issue visas gratis on arrival for Heads of Delegation, their spouses and other delegates on request. In such cases, a letter will be provided by the host Government stating that a visa will be issued on arrival at the Bandaranaike International Airport, Colombo. This

letter may be required by the airline at check-in. Delegates requiring visas on arrival should **forward the information below to the Conference Co-ordinator in Sri Lanka two (2) weeks before the intended date of arrival:**

- Full name as it appears in the Passport
- Passport Number
- Nationality
- Arrival Date and time
- Flight Number

Further information about entry requirements may be found at the website of the Sri Lanka Department of Immigration and Emigration:

<http://www.immigration.gov.lk>

Delegates are advised to ascertain entry requirements for transit stops en route to and from Sri Lanka and obtain visas where required.

d. Airport Procedures

All passengers arriving in or departing from Sri Lanka must complete and sign an Immigration Form.

e. Protocol

The host Government will facilitate immigration and customs clearance for Heads of Delegation and all other delegates. Liaison Officers will be assigned to delegations and will be available for assistance at the airport and throughout the duration of the Meeting. Liaison Officers will also be assigned to spouses accompanying Heads of Delegation.

f. Baggage

Special baggage tags for easy and speedy identification of luggage are enclosed with this Note. Delegations will be assisted in Colombo with collection and transport of luggage to and from the airport. However, it is recommended that each delegation designates an officer with overall responsibility for luggage. The officer will work closely with Protocol Officers at the airport.

g. Customs Regulations

INBOUND: Declare all your valuable equipment, jewellery and gems. If you have nothing to declare, go through the "Green Channel". Baggage should not contain goods in commercial quantities, and prohibited or restricted goods. You are required to take back all your personal effects when departing the country. Persons over 18 years of age are entitled to bring in 1.5 litres of spirits, 2 bottles of wine, Toilet Water not exceeding a quarter litre and a small quantity of perfume and souvenirs not exceeding the value of US\$250 and not meant for commercial purposes. Passengers

are required to declare upon arrival valuable personal effects to ensure free export.

*Please note that customs duty and other levies are applicable on all **cigarette and tobacco** products.*

OUTBOUND: You are entitled to take out what you have declared and brought into the country, and whatever you have purchased locally with the funds brought in, such as gems, jewellery and Sri Lanka products; three kilos Sri Lanka tea; foreign currency declared and brought into the country. Unused Sri Lanka currency should be reconverted to foreign currency at departure.

NOT PERMITTED: Gems and jewellery or valuable equipment not declared on arrival or not purchased in Sri Lanka. Gold (crude, bullion or coins) Sri Lanka currency in excess of Rs. 250/-; firearms, explosives and dangerous weapons; antiques, statues, treasures, old books, etc; animals, birds or reptiles (dead or alive) and their parts; tea, rubber and coconut plants; dangerous drugs.

8. TRANSPORT

The Government of Sri Lanka will provide transport for travel between the airport and hotels on arrival and departure. Transport will be provided for all official events away from the main venue. In addition, a small pool of vehicles will be provided for use by Heads of Delegation only for bilateral meetings and limited travel.

9. ACCOMMODATION

i. Heads of Delegation and Spouses

The Government of Sri Lanka will provide accommodation and meals at the Cinnamon Grand Hotel **free of charge for Heads of Delegation and Spouses only for five (5) nights from Saturday, 26 April to Wednesday, 30 April inclusive.** Heads of Delegation will be required to meet accommodation and meal costs incurred before 26 April and after 30. Heads of delegation will be required to meet all other cost incurred for the duration of their stay including laundry, telephone calls, faxes, email, alcoholic beverages and other incidental charges.

ii. Other Delegates

All other Delegates are responsible for the full cost of their stay in Sri Lanka including accommodation, meals, telephone/fax, laundry and incidentals.

The Government of Sri Lanka has also negotiated discounted rates for other delegates at the hotels listed at **Annex C**. Transport will be provided between these hotels and meeting venues.

Hotel reservations must be made through the conference secretariat using the Hotel Reservation Form provided and not directly with the hotel.

Hotels may require a deposit or Credit Card details in order to guarantee rooms for all delegates – except for Heads of Delegations and their spouses.

Delegations should note that they will be responsible for any cancellation charges incurred for rooms reserved at their request but not occupied.

10. SOCIAL PROGRAMME

A programme of social events for delegates and a separate programme for spouses of Heads of Delegation will be included in the official programme and issued on arrival. Leisure tours will be arranged for spouses of Heads of Delegation on meeting days. A tour to the Hill Country will be arranged if an adequate number of delegates remain in Sri Lanka after the conclusion of the Meeting on 30 April 2008.

11. MEDIA

All media wishing to cover 7CYMM must be accredited in order to have access to the conference venue and facilities. The Commonwealth Secretariat, in consultation with the Government of Sri Lanka, will issue a media advisory note in March calling for accreditation applications. Requests from the overseas media for accreditation should be addressed to:

Mr Eduardo del Buey
Conference Spokesperson
Communications and Public Affairs Division
Commonwealth Secretariat
Marlborough House
Pall Mall
London SW1Y 5HX

Tel: +44 20 7747 6380
Fax: +44 20 7839 9081
E-mail: e.delbuey@commonwealth.int

The host government will be responsible for accreditation of the local media and will coordinate publicity for the Meeting in consultation with the Commonwealth Secretariat. Requests from the local media should be addressed to:

Mr Anusha Pelpita
Director
Department of Government Information
163 Polhengoda Road
Colombo 06, Sri Lanka

Tel: +9411 251 2760
Fax: +9411 251 4753
Email: anushapal@hotmail.com

Regular media briefings will be conducted by the Secretariat. A joint Press Conference by the Chairperson and the Secretary-General will be held at the conclusion of the Meeting.

A Media Centre with facilities for print and electronic media will be established at the Cinnamon Grand Hotel. Media passes are required for access to the Media Centre.

12. GENERAL INFORMATION

a. Health and Medical

Delegates are advised to consult their doctors or medical advisers for advice on vaccinations and medical requirements. In the meantime, please note the following:

Required: Vaccination against *Yellow Fever* if arriving within 6 days after leaving or transiting countries with infected areas. Children under 1 year of age are exempt.

Recommended: Malaria prophylaxis. Malaria risk- *P. vivax* (88%0 *p. falciparum* (12%) exists throughout the year, except in the districts of Colombo, Galle, Gampaha, Kalutara, Matara and Nuwara Eliya. *P. falciparum* resistant to choroquine and sulfadoxine-pyrimethamine reported. *Mosquito repellents are recommended.*

A medical station will be established at the Cinnamon Grand Hotel to deal with minor ailments. The medical team will be available 'on call' to all delegates for the duration of the Meeting. However, the Government of Sri Lanka will not be responsible for the cost of medical treatment received at hospitals or private clinics. *Delegates and other participants are therefore strongly advised to secure Travel/Health insurance to cover medical expenses.*

b. Banking

Sri Lanka is served by two State banks and a number of international and local commercial banks, each with a main office in Colombo. Cash dispensers are widely available. Major Credit Cards and Travellers Cheques are accepted by most hotels, restaurants and shops.

Core banking hours are 0900 hrs to 1500 hrs Mon-Fri. A few commercial banks operate longer hours. Some banks are open from 0900 hrs to 1300 hrs on Saturdays.

The national currency is the Sri Lanka Rupee (Rs) Rs1 = 100 cents. The import and export of foreign currency is limited to the amount declared on arrival. The exchange rate at 5 March 2008 is as follows:

	Buying Rate	Selling Rate
1. UK£1 =	Rs.208.95	Rs.216.01
2. US\$ =	Rs.106.21	Rs.108.50

c. Climate and Clothing

Sri Lanka is a typically tropical country with distinct dry and wet seasons. Colombo is warm and sunny throughout the year. Light, tropical clothing would be suitable. However, in the hill country temperatures can drop to 10°C and clothing should be appropriate to these conditions.

April is the end of the inter-monsoon season. There can be slight showers in the afternoon. Maximum daytime temperature could be 31°C and minimum temperature at night could be 27°C.

d. Communication

The international dialling code for Sri Lanka is +94. Mobile telephone connection including roaming connectivity is good in Colombo but might not be possible from some service providers. Blackberry connection is available. Mobile telephone handsets are available for hire; IDD telephone cards and SIM cards can be purchased from outlets in the shopping mall adjacent to the hotel.

e. Time: GMT/UTC +5½

f. Electricity

Voltage: 230 – 240 volts 50 Cycles A.C. Electrical sockets are 3 round pins. Some hotels provide adaptors for short-term use. However, delegates are advised to bring personal international adaptors if required.

g. Business and Shopping Hours

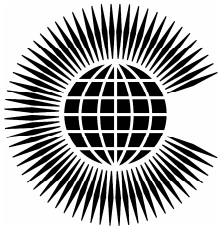
Government offices are open from 0830 hrs to 1615 hrs (Monday to Friday). Duty free shopping is available at the airport. In the city, normal shopping hours are 0930 hrs to 1900 hrs Monday to Friday and 0930 hrs to 1800 hrs on Saturday.

h. Information Kits

The host Government will provide information kits for delegates on arrival. This will contain additional information on arrangements for the Meeting as well as more general information about the country.

i. Information on Sri Lanka

Further information on Sri Lanka may be downloaded from the following website: <http://www.priu.gov.lk>



**7th COMMONWEALTH YOUTH MINISTERS MEETING 2008
DELEGATION REGISTRATION & TRAVEL INFORMATION FORM**

COUNTRY:	
Delegation Group contact Name:	
E-mail:
Fax:
Telephone

1. *Please list all delegates with full titles in protocol order)*
2. *If accompanied by spouse please denote by asterisk (*)*
3. *Before completing the Registration Form, please refer to Item 5a (Page)*

<p>Head of Delegation</p>	<div style="border: 1px solid black; width: 100%; height: 100%; display: flex; align-items: center; justify-content: center;"> <p>Photograph</p> </div>	<p><u>Date of Arrival</u>.....ETA.....</p> <p>Flight No:.....</p> <p><u>Date of Departure</u>.....ETD.....</p> <p>Flight No:.....</p>
<p>1. SURNAME.....</p> <p>Given names.....</p> <p>Title(Rt Hon/Hon/Mr/Mrs/Ms/other).....</p> <p>Designation.....</p> <p>Name of Spouse <i>(if attending)</i></p>		

<div data-bbox="565 247 802 491" style="border: 1px solid black; text-align: center; padding: 5px;"> <p>Photograph</p> </div> <p>2. SURNAME.....</p> <p>Given Names.....</p> <p>Title(Mr/Mrs/Ms/other).....</p> <p>Designation.....</p> <p>Name of Spouse <i>(if attending)</i></p>	<p><u>Date of Arrival</u>ETA.....</p> <p>Flight No:.....</p> <p><u>Date of Departure</u>.....ETD.....</p> <p>Flight No:.....</p>
<div data-bbox="565 932 802 1176" style="border: 1px solid black; text-align: center; padding: 5px;"> <p>Photograph</p> </div> <p>3. SURNAME.....</p> <p>Given Name.....</p> <p>Title(Mr/Mrs/Ms/other).....</p> <p>Designation.....</p>	<p><u>Date of Arrival</u>.....ETA.....</p> <p>Flight No:.....</p> <p><u>Date of Departure</u>.....ETD.....</p> <p>Flight No:.....</p>

<div style="text-align: center; border: 1px solid black; width: 150px; height: 100px; margin: 0 auto 20px auto;"> <p>Photograph</p> </div> <p>4. SURNAME.....</p> <p>Given Name.....</p> <p>Title(Mr/Mrs/Ms/other).....</p> <p>Designation.....</p>	<p><u>Date of Arrival</u>.....<u>ETA</u>.....</p> <p>Flight No:.....</p> <p><u>Date of</u> <u>Departure</u>.....<u>ETD</u>.....</p> <p>Flight No:.....</p>
<div style="text-align: center; border: 1px solid black; width: 150px; height: 100px; margin: 0 auto 20px auto;"> <p>Photograph</p> </div> <p>5. SURNAME.....</p> <p>Given Name.....</p> <p>Title(Mr/Mrs/Ms/other).....</p> <p>Designation.....</p>	<p><u>Date of Arrival</u>.....<u>ETA</u>.....</p> <p>Flight No:.....</p> <p><u>Date of</u> <u>Departure</u>.....<u>ETD</u>.....</p> <p>Flight No:.....</p>

<div style="border: 1px solid black; width: 100px; height: 100px; margin: 0 auto; display: flex; align-items: center; justify-content: center;"> Photograph </div>	<u>Date of Arrival</u>ETA..... Flight No:..... <u>Date of Departure</u>ETD..... Flight No:.....
6.SURNAME..... Given Name..... Title(Mr/Mrs/Ms/other)..... Designation.....	

Delegations with more than 6 delegates should photocopy the form for additional names.

LIAISON OFFICER AT HIGH COMMISSION IN LONDON:

Surname: _____

Given names: _____ Tel: _____

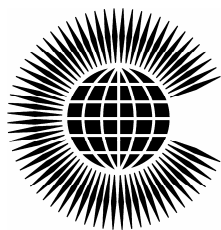
E-mail: _____ Fax: _____

Please return the completed form **no later than 31 March 2008** to:

Conference Co-ordinator *with a copy to* ⇒ Conference Officer

Mr P Maddugoda
 Chief Coordinator, 7CYMM
 Ministry of Youth Affairs
 Colombo, Sri Lanka
 Tel: +9411 266 9238
 Fax: +9411 267 6779
 Email: cymm2008@slt.net.lk

Lorna McLaren
 Head, Conference Section
 Commonwealth Secretariat
 London, United Kingdom
 Tel: +44 20 7747-6137
 Fax: +44 20 7747-6550
 Email: l.mclaren@commonwealth.int



7th COMMONWEALTH YOUTH MINISTERS MEETING 2008
HOTEL RESERVATION FORM

DELEGATION (Country):.....

Name	Arrival Date	Departure Date	Hotel Name	Hotel Room Type Indicate Single or Double Occupancy	Dietary or other Special Requirement
1.Head of Delegation Name:..... Spouse's Name:..... <i>(if attending)</i>			Head of Delegation and Spouse will be accommodated at the Cinnamon Grand Hotel as Guest of Government of Sri Lanka		
2. Name:..... Spouse's Name:..... <i>(if attending)</i>					
3. Name:..... Spouse's Name:..... <i>(if attending)</i>					

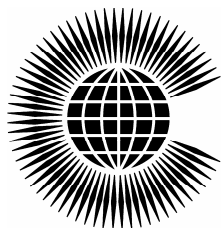
Name	Arrival Date	Departure Date	Hotel Name	Hotel Room	Dietary or other Special Requirement
4. Name:..... Spouse's Name:..... <i>(if attending)</i>					
5. Name:..... Spouse's Name:..... <i>(if attending)</i>					
6. Name:..... Spouse's Name:..... <i>(if attending)</i>					

Please return the completed form **no later than 31 March 2008** to:

Conference Co-ordinator
 Mr P Maddugoda
 Chief Coordinator 7CYMM - 2008
 Ministry of Youth Affairs
 420 Baudhaloka Mawatha
 Colombo 07, Sri Lanka
 Tel: +9411 266 9238
 Fax: +9411 267 6779
 Email: cymm2008@sltnet.com

with a copy to⇒

Conference Officer
 Ms Lorna McLaren
 Head, Conference Section
 Commonwealth Secretariat
 Marlborough House, Pall Mall
 London SW1Y 5HX, United Kingdom
 Tel: +44 20 7747-6137
 Fax: +44 20 7747-6550
 Email: l.mclaren@commonwealth.int



7th COMMONWEALTH YOUTH MINISTERS MEETING - 2008
HOTEL TARIFFS AND INFORMATION SHEET

HOTEL	ROOM TYPE	RATES PER ROOM PER NIGHT (Rates subject to 10% Service Charge+1% Tourism Levy+15% Value Added Tax)	ROOM TYPE	RATES PER ROOM PER NIGHT (Rates subject to 10% Service Charge +1% Tourism Levy +15% Value Added Tax)
Cinnamon Grand Hotel 77 Galle Road Colombo 3, SRI LANKA Tel: +94 11 243 7437 Fax:+94 11 244 9283 Email:info@cinnamonhotels.com Web: www.cinnamonhotels.com	<u>PREMIUM WING</u> Premium Rooms (Includes Buffet Breakfast) Single Occupancy Double Occupancy Premium Suites (Includes Buffet Breakfast) Single Occupancy Double Occupancy	US\$ 91.00 US\$ 97.00 US\$ 256.00 US\$ 262.00	<u>DELUXE WING</u> Deluxe Rooms(Includes Buffet Breakfast) Single Occupancy Double Occupancy Deluxe Suites (Includes Buffet Breakfast) Single Occupancy Double Occupancy	US\$ 71.00 US\$ 77.00 US\$ 146.00 US\$ 152.00
	Executive Rooms (Includes Breakfast/all facilities at the Cinnamon Lounge) Single/Double Occupancy	US\$ 150.00	Apartment Suites (Includes Buffet Breakfast) Single Occupancy Double Occupancy	US\$ 181.00 US\$ 187.00
	Executive Suites (Includes Breakfast/All facilities at the Cinnamon Lounge) Single/Double Occupancy	US\$ 300.00		
	Presidential Suite (Includes Breakfast /all facilities at the Cinnamon Lounge) Single/Double Occupancy	US\$ 1000.00		

HOTEL	ROOM TYPE	RATES PER ROOM PER NIGHT (Rates subject to 10% Service Charge+1% Tourism Levy+15% Value Added Tax)	ROOM TYPE	RATES PER ROOM PER NIGHT (Rates subject to 10% Service Charge +1% Tourism Levy +15% Value Added Tax)
<p>Galle Face Hotel 2 Galle Road Colombo 3, Sri Lanka Tel: +94 11 254 1010- 16 Fax:+94 11 254 1072- 74 Email:reservations@gallefacehotel.net Web:www.gallefacehotel.com</p>	<p>Standard Rooms (Includes Breakfast) Single Occupancy Double Occupancy</p> <p>Deluxe Rooms (Includes Breakfast) Single Occupancy Double Occupancy Triple Occupancy</p>	<p>US\$ 50 US\$ 55</p> <p>US\$ 55 US\$ 60 US\$ 77</p>	<p>Executive Suites (Includes Breakfast) Single Occupancy Double Occupancy Triple Occupancy</p> <p>Royal Suites (Includes Breakfast) Single Occupancy Double Occupancy Triple Occupancy</p>	<p>US\$ 75 US\$ 85 US\$ 107</p> <p>US\$ 135 US\$ 146 US\$ 167</p>

HOTEL	ROOM TYPE	RATES PER ROOM PER NIGHT (Inclusive of Taxes)	ROOM TYPE	RATES PER ROOM PER NIGHT (Inclusive of Taxes)
Taj Samudra Colombo 25 Galle Face Centre Road Colombo 3, Sri Lanka Tel: +94 11 244 6622 Fax:+94 11 244 6348 email:tshbc.colombo@tajhotels.com Web: www.tajhotels.com	Superior Rooms (Includes Breakfast) Single Occupancy Double Occupancy	US\$ 84 US\$ 92	Executive Suites (Includes Breakfast) Single Occupancy Double Occupancy	US\$ 186 US\$ 194
	Executive Rooms (Includes Buffet Breakfast) Single Occupancy Double Occupancy	US\$ 122 US\$ 130	Deluxe Suites (Includes Breakfast) Single Occupancy Double Occupancy	US\$ 263 US\$ 270
			Presidential Suites (Includes Breakfast) Single Occupancy Double Occupancy	US\$ 390 US\$ 398

- A deposit or Credit Card payment equivalent to one night's accommodation per person may be required to secure rooms (except Heads of Delegation).
- Delegates are requested to settle hotel bills prior to departure.
- Hotels will accept all major credit cards, local currency, convertible foreign currency or Travellers Cheques.
- **DEPOSITS MAY BE FORFEITED UNLESS 24 HOURS NOTICE OF CANCELLATION IS GIVEN TO THE HOTEL.**

Please return the completed form no later than 31 March 2008 to:

Conference Co-ordinator *with a copy to⇒*
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 Chief Coordinator 7th CYMM - 2008
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