

## **Second Circular to all participants (presenters, observers, key note speakers etc.)**

Dear conference participant,

We apologize for our long silence. My name is Ulrike Čokl, and I would like to introduce myself as IASTAM's representative conference organiser in Bhutan. From now onwards I will deal with all your enquiries, your conference registration, travel and Visa arrangements and your academic contributions to the conference.

Since organising a conference in Bhutan with what looks like 150 international participants is a lot of work and takes much longer, there are some very important steps we would like you to take now in order to secure you a place for the conference. Please take your time in doing so and make sure you have read the travel information page on the IASTAM website:

<http://www.iastam.org/collateral/travelandvisadetails.pdf>

FAQ:

<http://www.iastam.org/faqs.html>

If you fail to take the following steps, it is unlikely that you will be able to participate. If we don't hear from you with all the details below and if you haven't made your payments, or have informed us that you are unable to do so and give us a date when you will, we assume you are no longer able to come.

### **1. Conference Registration Form**

It is very important that you please fill in the attached registration form and send it back to us **until April 30<sup>st</sup> 2009** to:

[ictam7@gmail.com](mailto:ictam7@gmail.com)

### **2. IASTAM subsidies**

Some of you have been chosen for subsidies from IASTAM. If you fail to confirm your acceptance of the subsidies and pay any outstanding fees for membership, journal subs or the conference **by the 30<sup>st</sup> of April 2009**, the money allocated to you will be given to another participant in need.

### 3. Visa

Please apply for your Bhutan Visa NOW!

The deadline for visa application submission is the 15<sup>th</sup> of June 2009.

#### Step 1

- Fill in the visa application form which you can find attached on the website of IASTAM  
(<http://www.iastam.org/collateral/bhutanvisaapplicationform.pdf>)
- E-mail scanned visa form, passport copy and passport photo to Alpine Bhutan Travel:

[alpinebhutan@yahoo.com](mailto:alpinebhutan@yahoo.com)  
[alpinebhutan@gmx.net](mailto:alpinebhutan@gmx.net)

Both are Email addresses of Alpine Bhutan Travel and will be checked regularly by Mr. Kelzang Wangchuk and his staff.

- For the official visa, we require your passport pictures. You can send us your passport pictures as Jpeg file. The passport picture file should have your name so that we can identify it!!! The size of your picture should be about 3 inches x 3 inches, with good resolution and the picture file size should have size of about 300 KB. (If it is larger, it takes much time to download and if it is smaller the resolution is too low).

#### Step 2

We will apply for visa on your behalf. Once we get the visa approval letter from the government, we will scan and send you a PDF copy of the visa letter by email.

#### Step 3

You will print a copy of the visa approval letter and carry it with you to Bhutan border or airport. You will only be allowed to board the plane at Bangkok/Kathmandu/Delhi/Kolkata/Dacca airport if you have the visa approval letter with you.

#### Step 4

The visa will then be stamped at the border or at Paro Airport upon payment of US\$ 20, which you have to pay.

Note:

Visa is required for everybody **except for Indian citizens**. Indian citizens are required to bring their voter registration or driving license or other identification cards, and apply at the border for route permit.

**PLEASE MAKE SURE YOU HAVE 20 US DOLLAR IN CASH TO PAY THE VISA FEE.**

(This fee applies to ALL participants, regardless of country of origin and whether you are subsidized by IASTAM or not)

### **3. Your academic contribution**

Please check whether your abstract is in the list of abstracts on the Iastam website.

If you cannot find it anywhere, either your abstract has not been accepted or it has gone missing. If this is the case, please let us know. If we don't receive any comments before the **30<sup>st</sup> of April 2009**, we assume this to be the final version of abstracts and panels on the conference, and we will make only minor changes in the process of programming the event.

### **4. Payment of Daily Fees**

We have to make reservations for your accommodation in Bhutan and need to pay in advance, so please pay your daily fees (750 US\$) NOW.

If you fail to do so before the **15<sup>th</sup> of June 2009**, we assume that you are not participating and will cancel your registration and return already paid fees for the conference minus the bank transaction charges (we cannot refund money for already paid membership or journal subscriptions).

### **5. Druk Air flights**

Note that September is high tourist season in Bhutan and there is only one airline that flies into Bhutan, namely the national carrier Druk Air. Therefore it is essential that you book your flights NOW. If you book with **Alpine Bhutan Travel**, no service charges apply upon booking your Druk Air flights. There is a substantial discount for SAARC member states (Pakistan, India, Nepal, Bangladesh, Afghanistan and Sri Lanka).

**NOTE: Please be aware of the time difference when contacting Mr. Kelzang Wangchuk from Alpine Bhutan Travel by phone!**

**If you don't book your Druk Air flights before **15<sup>th</sup> of June 2009**, it is unlikely you will get a place on the flights.**

## **6. Accommodation**

All rooms will be on a twin share basis, and we are unable to provide single rooms with the exception of our Keynote speakers.

We appreciate your cooperation.

I look forward to reading from you soon and to a great conference with you all,

Best wishes,

Ulrike Čokl

ICTAM VII Conference Organiser in Bhutan  
IASTAM Representative

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