

**4th BIMSTEC Summit
Kathmandu, Nepal
28-31 August 2018**

Information for Media

The following information is prepared for the media that intend to cover the 4th BIMSTEC Summit in Kathmandu:

1. Number of official media delegation

- a. A maximum of 3 official media delegation from each BIMSTEC Member State will have access to the designated venue of the summit and its preceding meetings.
- b. Access to the following places has been limited to the following number of the media persons from among the above designated 3 personnel:

Summit venue (during inauguration and closing): Maximum 3 (three) from each BIMSTEC Member State.

Retreat: Maximum 3 (three) from each BIMSTEC Member State.

Joint Call on the Rt. Hon. President: Maximum 2 (1 TV cameraperson, 1 photographer) from each BIMSTEC Member State.

Bilateral meetings: Maximum 2 from concerned States.

Ministerial Meeting: Maximum 3 (three) from each BIMSTEC Member State.

SOM: Maximum 3 (three) from each BIMSTEC Member State.

2. Documents to be submitted for media accreditation

Media persons who are assigned to cover the BIMSTEC summit meetings and require security access passes need to provide following documents:

a. Nepali news media

- i. Recommendation letter from the concerned media house.
- ii. Photo copy of valid journalist's identity card issued by the Department of Information and Broadcasting (DOIB).
- iii. A hard copy and soft copy of passport size photograph. (Soft copy should be sent via e-mail)

b. Official Media delegation

- i. Duly filled in pro forma
- ii. Copy of the passport
- iii. Digital photograph as specified in the pro forma

c. Private media from the BIMSTEC Member States

- i. Duly filled in pro forma
- ii. Copy of the passport
- iii. Digital photograph as specified in the pro forma

d. International news media

- i. Recommendation letter from the concerned media house.
- ii. Photocopy of the passport.
- iii. Photocopy of journalist's identity card.
- iv. Passport size photograph. Soft copy can also be sent via e-mail)

3. Where to submit the documents?

- **Nepali media** should submit the above documents directly to the DOIB, Sanchargram, Tilaganga, Kathmandu.
- **Official media delegation and the private media from BIMSTEC Member States** should submit the above documents through their Embassies in Kathmandu as prescribed in the pro-forma to the Ministry of Foreign Affairs' email address:

bimstec.media@mofa.gov.np

with a copy to pressdoi8@gmail.com

- **Media from the BIMSTEC Member States that do not have diplomatic mission in Kathmandu**, may submit the documents through their Ministry of Foreign/External Affairs to the Ministry of Foreign Affairs of Nepal's email bimstec.media@mofa.gov.np with a copy to pressdoi8@gmail.com .
- **Kathmandu-based International media** may submit the prescribed documents directly to the DOIB, Sanchargram, Tilaganga, Kathmandu.

For the processing of security pass, all the required documents must be provided.

Contact persons at the Department of Information:

S. No.	Name	Designation	Email	Mobile no.
1.	Mr. Dhruva Pokhrel	(Chief Media Coordinator)	dhrubapokhrel123@gmail.com	+977-9841446044
2.	Ms. Rupa B.K.	(Media Coordinator)	pressdoi8@gmail.com	+977-9849158204
3.	Mr. Pravin Shrestha	(Photographic Officer)	praveenshrestha@msn.com	+977-9851053877
4.	Mr. Khagendra Karki	(Assistant Media Coordinator)	pressdoi8@gmail.com	+977-9841480104
5.	Mr. Subash Rai	(Assistant Media Coordinator)	pressdoi8@gmail.com	+977-9849516844
6.	Mr. Pankaj Chandra	(Electronic Engineer)	pressdoi8@gmail.com	+977-984330408

4. Processing of the documents:

- Documents thus received would be swiftly transmitted to the Department of Information for the processing and necessary recommendation to issue Security passes.
- With due consideration to the security imperatives and space availability at the venue, DOIB will recommend only designated number of Nepali and International media personnel security passes specifying the place of access.
- ***The issued security passes will be distributed to the media delegation/ personnel from the DOIB.***
- The color or code of quoted security pass will specify the place where the access will be allowed to the pass-holder. Only bonafide pass holders will be allowed to the specified venues.

5. Media Center

A dedicated Media Center is located at Hotel Grand, Tahachal (near Soaltee Hotel, the venue of the Summit).

Tel: (+977-1) 4282484

Website: www.grandhotelnepal.com

Contact person: Mr. Gopal Silwal (Cell 9849834002)

- Media Centre will remain open from 08.00 hrs to 21.00 hrs. from 28-31 August 2018.
- Access to the Media Centre has been arranged to the media personnel covering the Summit and its preceding meetings who have security passes.

6. Facilities available at the Media Center

Following facilities will be available at the Media Centre free of cost.

Video and images of the Summit and the preceding meetings will be made available at the Media Center.

- a. Visuals of the event will be made available through Nepal Television:

Host: 202.166.217.119
Username: ntv
Password: ntv
Port: 21

Contact Person at Nepal Television:

Name	Email	Mobile no.
Mr. Suraj Thapa	thapasuraj@gmail.com	+977-9851077355

- b. News and images can be accessed from the website of National News Agency of Nepal: www.rssnepal.com

Contact Person at RSS:

Name	Email	Mobile no.
Mr. Sharad Chandra Bhandari	sharchchandra@gmail.com	+977-9849325714

- c. Images of the event can also be accessed from the website of the Department of Information: www.doinepal.gov.np/pgallery

Contact detail of DOIB is given above in paragraph 3.

- d. Computers with high speed wifi and internet connectivity,
e. Scanner, printer, card readers, multi-plug charging station.

Contact person for technical support of internet connectivity:

Name	Email	Mobile no.
Sr. Er. Mr. Hari Krishnan K Sharma	harik.sharma@ntc.net.np	+977- 9851016555
ATO Mr. Sunil Shrestha	sunil.shrestha@ntc.net.np	+977-9851021016
Ms. Reena Dangol	reena.dangol@ntc.net.np	+977-9851229987

7. Daily Media Briefing

MoFA will hold daily media briefing at the end of each meeting of the BIMSTEC Process (i.e. SOM, Ministerial Meeting and the Summit).

8. Dress Code

Media personnel in the official delegation are requested to be in official dresses and those representing private media may be in coat pants. They are requested to observe due decorum during their coverage of the summit related activities.

9. Customs facilitation of media equipment

Official media delegations and private media persons from BIMSTEC Member States designated to cover the Summit are requested to send the list of media equipment and the travel itinerary of the media persons carrying them at least 3 days in advance of their arrival.

Delegates Facilitation Desk at the airport will facilitate the customs procedures for the media equipment if such list of equipment is provided in advance.

10. Arrival in the venue

Media personnel that have the access security passes should reach to the designated venue of the event **at least 45 minutes in advance**. Venue will be closed and no access will be allowed after that regardless of security pass.

11. Contact persons at the MoFA:

1. Mr. Tirtha Raj Aryal

Under Secretary

Cell: +977-9851136606

E-mail: taryal@gmail.com

2. Mr. Bhuwan Prasad Bhatta

Section Officer

Cell: +977-9841674178

E-mail: bhuwan.bahtta@mofa.gov.np

3. Mr. Bikram Shrestha

IT Officer

Cell: +977-9841165405

E-mail: bikram.shrestha@mofa.gov.np