

GUIDELINES FOR FOREIGN DELEGATES



9TH ABU MEDIA SUMMIT ON CLIMATE ACTION AND DISASTER PREVENTION

25 - 27 November 2025,
Colombo, Sri Lanka



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We are delighted to host you at the **9th ABU Media Summit on Climate Action and Disaster Prevention (CADP 2025)** in Colombo, Sri-Lanka.

Below you will find some useful information for your comfortable stay in the country.

Sri Lanka Rupavahini Corporation (SLRC), as the Host Organisation has made the necessary arrangements to ensure the smooth facilitation of the Summit and to extend comprehensive support to all delegates.

IMMIGRATION AND ENTRY REGULATIONS.

- You must enter and remain in Sri Lanka under a valid visa or official authorization issued by the Department of immigration and Emigration.
- Please ensure that your passport is valid for at least six months from the date of entry.
- Any change in travel plans (such as an extension of stay) must be officially notified to the relevant authorities through the event coordination desk.
- For full regulations, required documentation and latest updates, you may kindly visit the Department of Immigration and Emigration Sri Lanka website: www.immigration.gov.lk

HEALTH AND SAFETY

Delegates under medication should carry sufficient supplies with prescriptions. Declare medicines at entry and consult the coordination desk or nearby hospitals for emergencies. Visit www.health.gov.lk for official health regulations.

MEDIA EQUIPMENT

Foreign delegates bringing professional media equipment must obtain clearance via an ATA Carnet - (lists "professional equipment" among eligible goods) gic.gov.lk

LOCAL TRANSPORT MODES IN SRI LANKA

Sri Lanka offers a variety of local transportation options that are convenient, safe, and affordable for getting around the city and to nearby destinations. The following information will help you choose the most suitable mode of transport during your stay in Mount Lavinia.

- **Buses** – Public and private buses operate frequently along Galle Road, connecting Mount Lavinia to Colombo and other major towns. The nearest bus stop is Mount Lavinia Junction, about two minutes' walk from the hotel. Fares are economical (around LKR 100–200 to Colombo), and air-conditioned buses offer greater comfort.
- **Trains** – Mount Lavinia Railway Station is located about five minutes' walk from the hotel, with regular services to Colombo Fort and coastal cities such as Galle and Matara. The journey to Colombo Fort takes approximately 20–25 minutes, with fares around LKR 100–150 for second class.
- **Three-Wheelers (Tuk-Tuks)** – Widely available outside the hotel and along main roads, tuk-tuks provide quick transport for short distances. Fares generally range between LKR 300–800 depending on distance. It is advisable to ensure the meter is used or to agree on the fare beforehand.
- **Ride-Hailing Apps (Uber & PickMe)** – Both Uber and PickMe operate efficiently in Mount Lavinia and Colombo. These app-based services offer transparent pricing, GPS tracking, and options for both cash and cashless payments.
- **Safety & Etiquette** – Keep valuables secure, use only licensed or app-based transport services, and carry the hotel's address card to show drivers.

AIRPORT TRANSFERS

Complimentary shuttle services will be provided between **Bandaranaike International Airport (BIA)** and the official Summit hotels during the following periods:

- **Arrivals:** 24 November (00:00 Hrs) – 26 November (06:00 Hrs)
- **Departures:** 27 November (12:00 Hrs) – 28 November (23:59 Hrs)

Delegates arriving or departing outside these times may arrange private transport. SLRC staff will assist wherever possible.

LIAISING SERVICES & SUPPORT DESK

Dedicated SLRC liaison officers will be assigned to assist foreign delegates throughout their stay in Sri Lanka. These officers will:

- Coordinate airport reception and hotel check-in.
- Facilitate communication and logistics between delegates and Summit organizers.
- Provide guidance during the Summit sessions, excursions, and official events.
- Offer on-ground support in case of emergencies or special requirements.
- Support Desk will operate at the Summit venue to provide coordination, technical support, and information services to media and participating delegates.

EXCURSION PROGRAM

An excursion on 27th November will be organized for all foreign delegates to experience local disaster risk reduction and climate resilience initiatives, alongside the natural and cultural beauty of Sri Lanka. Good walking shoes and sun protection (hat/sunglasses) are advisable. *(Detailed itinerary to follow)*

BANKING AND CURRENCY GUIDELINES FOR FOREIGN DELEGATES

- The official currency of Sri Lanka is the “Sri Lanka Rupee (LKR)
- Credit cards (Visa, MasterCard, American Express) are widely accepted in major hotels, restaurants and shops in Colombo)
- Foreign currency can be exchanged at banks, authorized money changers and hotels. Exchange rates may vary slightly between providers
- Deal with licensed banks and authorized money changers. Conducting transactions with unlicensed money changers puts you at risk of receiving counterfeit money or unfavorable rates
- Major banks are open weekdays from 9.00 Am to 3.00 pm
- ATM s are widely available in cities and accept international debit / credit cards.

WEATHER

- Daytime temperatures are generally in the high 20s to low 30s °C (≈ 30–32 °C) with warm humidity.
- Nighttime lows are around mid-20s °C (≈ 24–26 °C).
- November marks the transition toward the drier season in some parts of Sri Lanka, but rain showers still remain likely—especially afternoon or evening showers.
- Dress in lightweight, breathable clothing (cotton, linen) and bring a light rain jacket or umbrella for the occasional shower.

EMERGENCY @ GENERAL INQUIRIES

- Police Emergency: 119
- Tourist police: +94112421052
- General Government Information Center - dial 1919 from any local phone.

COOPERATION WITH LOCAL AUTHORITIES

Sri Lanka police, immigration officers and other authorized officers may request identification or conduct routine checks. Delegates are expected to cooperate courteously and present valid documents where required. In any situation involving a legal or safety issue, immediately consult the summit coordination desk or your embassy/Consulate for assistance.