

ACCOMMODATION AND RESERVATIONS

The Soaltee Crown Plaza Hotel

The organizer has negotiated with the Soaltee Crown Plaza Hotel for accommodations. EROPA participants will get a discounted rate of USD 110 for single room use, and USD 120 for twin-bed room use, per night. The rates include a buffet breakfast. 10% service charge and 13% tax will be charged in addition. Participants are requested to contact the hotel directly for advance booking of accommodation.

Contact Person:

Balaram Pathak

Soaltee Crown Plaza

P.O.Box 97, Tahachal

Kathmandu, Nepal

Tel: 977-1-4273999, 4272555

Fax: 977-1-4272205, 4278559

Email: cmd@scp.com.np

Website: www.crownplaza.com/kathmandu

The Grand Hotel

A cheaper accommodation is available at The Grand Hotel near Soaltee Crown Plaza Hotel. Discounted rate of USD 45 for single room use, and USD 50 for twin-bed room use per night will be available for EROPA participants. The rates include a buffet breakfast. In addition, 10% service charge, and 13% tax will also be charged on the rate.

Contact Person:

Pasmina Shrestha

Asst. Front Office Manager

Grand Hotel

P.O. Box: 12872

Kathmandu, Nepal

Tel: 00977 - 1 - 4282482/83/84/85

Fax: 00977 - 1 - 4282488

Mobile - 9841207226

Email: grandhotel@wlink.com.np

Website: www.grandhotelnepal.com

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Ministry of General Administration

Singh Durbar, Kathmandu

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GUIDELINES FOR PAPER PRESENTERS

1. The focus of the paper should be on best practices and innovations concerning the themes and subthemes.
2. The length of the text of the paper should not exceed 20 pages (A4 size bond, double-spaced).
3. All papers should be accompanied by a one-page abstract.
4. Each presenter is allocated 20 minutes for presentation. Questions from participants will be entertained during the open forum provided after each session.
5. The references should be complete: name of author/s, publication year, title of the article/book/journal, place of publication, and publisher.
6. Figures, graphs and tables should be included if necessary.
7. Authors should submit their brief biographical sketch together with the abstract.
8. Deadlines for the submission of abstracts, papers, and PowerPoint presentations:

ABSTRACT – on or before 03 September 2010

FINAL PAPER – on or before 31 October 2010

POWERPOINT – on or before 05 November 2010

Submissions should be made via email to the EROPA Secretariat.

9. The papers should follow the following structure in exact sequence: title of the paper, name of the author(s), abstract, main text, references, and/or appendices, if necessary.
10. On the cover, the author should indicate the following information: Country, Title of Paper, Subtheme, Name and Designation of the Presenter (e.g. Mr., Mrs., Ms., Dr., Prof., Prof. Dr., etc.), Institution or Agency, and Contact Information (i.e. mailing address, telephone and fax numbers, e-mail, and website).

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