

## **INFORMATION NOTE FOR MEDIA**

### **Media Accreditation**

Special passes will be issued to local and foreign media representatives (reporters, photographers/cameramen etc) who are assigned and authorized by their respective media organizations to cover the 16th SAARC Summit in Thimphu. The passes will facilitate access to venues of the events and services for media representatives.

The following documents are required to process accreditation:

1. Completed Accreditation Form (Download forms);
2. A copy of current passport (For all nationals including nationals of Bangladesh, India and Maldives);
3. Two passport size photographs;
4. CV; and,
5. Letter of Authorization from respective media organization.

These details may be forwarded through the nearest Bhutanese embassy; sent directly to Ms. Tshering Wangmo, (contact details provided below), Department of Information and Media, Ministry of Information and Communications, Thimphu, Bhutan; or may be scanned and e-mailed to media.saarc.summit (at) gmail.com. For media personnel accompanying the delegate, fill in the Form for Media Personnel with Delegates and send the list and relevant information through the country office to the Ministry of Foreign Affairs.

No accreditation fee shall be charged.

### **Visa**

All foreign nationals, except nationals of Bangladesh, India and Maldives, require visa to enter Bhutan. The following documents are required to process the visa.

1. Completed Visa Application Form
2. Photocopy of Passport
3. A Passport-sized photograph

**For nationals of Bangladesh, India and Maldives, a valid passport is required at the point of entry in Bhutan.**

These details may be sent while applying for accreditation.

The visa fee & royalty are waved off for media for the SAARC Summit.

### **Media equipment:**

All media equipments need to be declared at the entry point and re-declared at the departure point. Officials from the Media Sub-Committee will be at these points to facilitate media personnel.

**Facilities for Media:****Media Center**

In Thimphu, a media centre equipped with computers, internet, telephone, facsimile and postal facilities has been established close to the main event venues.

**Transport**

Transportation for media personnel from Paro Airport to Thimphu and back will be provided in groups. Those personnel wishing to make their own transport arrangement can do so in advance. Pick-up and drop-off arrangements for media personnel within Thimphu during the entire duration of the Summit will also be provided free of charge. The buses will ply through a designated route and will pick up and drop off media personnel at specified points.

**Entry to Bhutan via Road**

Those media personnel planning to enter Bhutan by road may do so only through Phuntsholing. To facilitate the visiting media personnel, a one-stop service center, comprising of officials from the Media Subcommittee, will be set up at Phuntsholing.

**Logistical Arrangements**

Foreign media representatives may choose to avail the service of the Media Subcommittee to make logistical arrangements including booking hotels and vehicles by notifying the Subcommittee in advance. No fees shall be charged for the services of the Subcommittee. Alternatively, arrangements may be made through a registered Bhutanese travel agent. The list of registered travel agent is available at [www.tourism.gov.bt](http://www.tourism.gov.bt). Fees will be charged by travel agents for their services.

**For any further inquiry, contact:**

**Ms. Tshering Wangmo**

**Department of Information and Media**

**Member of Media Subcommittee for SAARC Summit**

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