

INFORMATION CIRCULAR

1.0 INTRODUCTION

The Honourable Speaker Provincial Assembly of Sindh Syed Awais Qadir Shah and the CPA Sindh Branch welcome you to Karachi, Pakistan for the 7th CPA Asia Regional Conference/2nd Joint CPA Asia & South – East Asia Regional Conference – 2026 to be held from 3rd February to 07th February, 2026. This information circular is to guide all delegates, observers, accompanying officials, and other participants attending the Regional Conference.

2.0 CONFERENCE SUPPORT AND ARRANGEMENTS

The CPA Sindh Branch will provide the conference facilities, accommodation, hospitality and local transportation, where necessary.

3.0 KEY DATES

ACTIVITY	Key Dates
Deadline for Acceptance of Invitation	25 th December, 2025
Deadline for List of Delegates, Biographical Details & Photos	25 th December, 2025
Deadline for Travel & Accommodation Forms	25 th December, 2025
Arrivals	3 rd February 2026
Departures	7 th February 2026

4.0 Conference Coordinators

<p style="text-align: center;">Mr. G.M. Umar Farooq</p> <p style="text-align: center;">Branch Secretary – CPA Sindh Branch Secretary, Provincial Assembly of Sindh Old Assembly Building, Karachi – Sindh, Pakistan</p> <p style="text-align: center;">Tel: +92-21-99212000 Mobile: +92 300 3492043</p> <p style="text-align: center;">Email: cpasindh2026@pas.gov.pk Website: www.pas.gov.pk</p>	<p style="text-align: center;">Mr. Irfan Ahmed</p> <p style="text-align: center;">Focal Person – CPA Sindh Branch DG Media Cell, Provincial Assembly of Sindh, Old Assembly Building, Karachi – Sindh, Pakistan</p> <p style="text-align: center;">Tel: +92-21-99212152 Mobile: +92-300-9275506</p> <p style="text-align: center;">Email: cpasindh2026@pas.gov.pk Website: www.pas.gov.pk</p>
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5.0 INAUGURALSESSION

The Conference, Plenarysessions, PanelSessionsand workshops will be declared open on 4th February 2026 morning in Karachi.

6.0 TRAVELTOPAKISTAN

Participants are requested to inform the Conference Coordinator, CPA-Sindh Branch, as early as possible (not later than 20thDecember, 2025) the flight details of their delegation. Those arriving on the official arrival date will be met on arrival, assisted with all immigration and custom formalitiesandprovidedtransporttotheHotel.Itis regrettedthatBranchOfficialscannotbeonhand to help arrivals before 03rdFebruary 2026or departures after 07th February 2026.

7.0 ENTRY REQUIREMENTS

A valid passport and visa are required to enter Pakistan. For visa formalities, delegates are requested to contact the Pakistan High Commission in or accredited to their countries. Our Missions have been requested to render all assistance and courtesy to delegates in this regard. If any Delegate / Official / Special Invitee encounters any difficulty in obtaining the necessary visa, kindly inform the CPA Sindh Branch in advance.

8.0 ACCOMMODATION, MEALS AND TRAVEL

All Delegates, Officials, and Special Invitees will be accommodated at the Pearl Continental Hotel, Karachi, for the duration of the official Conference period. The CPA Sindh Branch will cover the costs of hotel accommodation for the official delegation as specified in the Invitation Letter, as well as meals (excluding alcoholic beverages) and all transportation to and from official Conference functions.In addition, the Secretariat will reimburse the return airfare of the Speaker / Presiding Officer only.If additional members or officials—beyond the designated delegation size—wish to accompany the group as observers, their names and details must be communicated in advance, as observer slots are limited and will be confirmed subject to availability.

All other expenses not specified above—including private entertainment, private tours, meals outside the official programme, room service, mini-bar consumption, laundry and dry-cleaning services, telephone or communication charges, and any other personal expenditures—will remain the responsibility of individual delegates. Such expenses must be settled directly as incurred or paid at the hotel prior to check-out.

9.0 TRANSPORT

Delegates will be provided local transport facilities by the Host Branch during the official period of the Conference to all official venues set out in the Programme.

10.0 CONFERENCE REGISTRATION

The delegates are requested to register themselves on arrival, at the information desk at the Hotel, where they will be provided with a Conference Handbook, Identification Badges and other relevant documents.

11.0 INFORMATION DESK

There will be an Information Desk operating from 08:00 hrs to 22:00 hrs daily at the Hotel during the Conference.

12.0 IDENTIFICATION BADGES

It is important that the Identification Badges provided to Delegates be worn at all times for admission to Conference venues and official functions. Failure to do so would, for security reasons, result in Delegates not being admitted to such events.

13.0 ACCIDENT, MEDICAL, LUGGAGE & CURRENCY INSURANCE

Personal accident, medical, luggage and currency loss insurance will be the responsibility of each delegate.

14.0 DRESS

Lounge Suit or National Dress will be appropriate for the Conference and other formal occasions. Delegates are advised to bring comfortable, slightly warm / mixed fabric clothing for casual wear and outdoor tours.

15.0 MEDICAL FACILITIES

Emergency medical facilities will be available at the Hotel for the duration of the Conference. Delegates are, however, advised to obtain insurance cover for medical expenses.

16.0 CLIMATE

In February, the average temperature in Karachi is around 25°C (degrees Celsius). The weather can be on the cloudy side during the period of the Conference.

17.0 CURRENCY

The Pakistan Currency unit is the Pak Rupee, which consists of 100 paisas. The exchange rate as of Nov 2025 is approximately Rs. 282 = 1 USD.

18.0 MAIL

Incoming mail may be collected at the Information Desk at the Hotel while e-mail facilities will be available at the hotel business center.

19.0 BIOGRAPHICAL DETAILS

It is imperative that biographies and photographs of all delegates are sent to the Conference Coordinator, CPASindh Branch not later than 20th December 2025. Any biographies not received by that time will not be included in the Biographies Booklet. The Secretariat reserves the right to edit or summarize lengthy biographies. A supplement to the Biographies Booklet will not be issued.

20.0 DIETARY REQUIREMENTS

Special Dietary requirements should be notified in advance.

21.0 CONFERENCE LANGUAGE

Official Language of the Conference will be English.

22.0 SPOUSE & OBSERVERS

Delegates who will be accompanied by their spouses should inform the Host Branch in advance. USD 1200 will be charged per person to cover up expenses in this connection. USD 1500 will be charged per person in respect of observers accompanying the delegation. Spouse/Observer fees must be paid to the information desk setup in the Hotel Lobby at the time of registration.

23.0 COMMUNICATION SERVICE

The international code for Karachi is +92-21.

24.0 BANKING SERVICES

Banking hours in Karachi generally operate from **0900 hrs to 1700 hrs**, Monday to Friday, depending on the branch. Most commercial banks also offer limited services on Saturdays. **Automated Teller Machines (ATMs)** are widely available across the city and operate **24 hours a day**.

Major banks operating in Karachi include:

- **National Bank of Pakistan (NBP)**
- **Habib Bank Limited (HBL)**
- **United Bank Limited (UBL)**
- **MCB Bank Limited**
- **Allied Bank Limited (ABL)**
- **Bank Alfalah**
- **Standard Chartered Bank**
- **Meezan Bank (Islamic Banking)**

Participants may choose to use either credit or debit cards at the hotels, supermarkets, stores and shopping malls.

25.0 CPA RESPECT POLICY

The CPA Sindh Branch is committed to and recognise the value of maintaining an environment of mutual respect, courtesy and dignity at the conference. Any bullying, threats, harassment, inappropriateness, cultural insensitivities or otherwise unacceptable behavior towards delegates, staff and other participants will not be tolerated at the conference and will be treated as a serious affront to the organisation and shall be dealt with immediately.

Any other information relevant to the Conference will be circulated to all CPA Branches in due course.