



## Delegate Logistics Instructions

Dear BNYCFP2025 Delegate,

BNYCFP2025 is just around the corner, and we are so excited to welcome you soon! **On December 11, Thursday**, get ready for one day an exciting gathering. We can't wait to see the energy and ideas you will bring to make this event truly memorable. See you soon!

### Reporting and Event Schedule:

Event Date: **December 11, 2025 (Thursday)**

Conference Hours: **8:00 AM – 5:00 PM**

Reporting Time: **8:00 AM – 9:00 AM**

Registration Desk Closure: **9:00 AM (no exceptions)**

### Security Management:

Due to security precautions, all delegates **MUST** bring a **photo ID Card (Student ID/NID)** for verification purposes.

**Please note:** No one will be allowed without a **Student ID/NID**. If your registration information doesn't match your ID, you may not be allowed to enter the venue. A **Conference Code** will be provided to you over the phone before the conference day. Please bring this code with you and present it at the registration desk to ensure a smooth check-in.

Any kind of bag (**Shoulder Bags, Laptop Bags, etc.**) will **NOT be allowed** inside the venue. If anyone brings a bag, they will have to leave it outside the venue at their own risk. Only small purses to carry money and cell phones will be allowed. If you are traveling from long-distance districts, please inform us beforehand so we can allocate a **special bag pass** for you. **You will be given a backpack in the registration booth.**

[www.bnycfp.com](http://www.bnycfp.com)

**Cigarettes, lighters, sharp objects, fire items, water, beverages, and bottles will not be allowed.** As we informed during registration, if a delegate is found smoking, he/she **will be suspended** from the conference.

Delegates **MUST NOT** leave the venue during conference hours without permission from organizers, and for any valid reason. Please note, once you are OUT without informing an organizer, you may not get access again.

#### **Phones and devices:**

Laptops and other portable electronic devices (except cell phones) **will NOT be allowed** inside the venue. Delegates are requested to keep their phones in **SILENT** mode during the sessions.

#### **Photographs:**

Please **DO NOT** take or post photos of others on social media without their consent.

#### **Disciplines:**

Delegates are expected to maintain discipline between Break times and requested to return on time to the conference hall. Please **DO NOT touch** any items that do not belong to you. If anyone misconducts or disrespects other participants will result in suspension of the alleged delegate.

#### **Food:**

The food facilities are set up inside the venue. You will move to the **cafeteria zone** and have your meals during the break hours. So, you do not need to go outside to have food or drinks. Food will be served in the buffet, and there will be adequate seating arrangements at the restaurants and a designated area. **Food, soft drinks, or beverages are not allowed inside each conference hall room. Food coupons** will be distributed alongside the provided logistical materials. It is essential to present these coupons to receive breakfast, lunch, and snacks.

#### **Dress code:**

While no formal dress code is mandated, delegates are expected to dress semi-formal **or traditional**. Options include **Saree, Panjabi, or Culturally Elegant Clothing** are encouraged.

#### **Emergency:**

In case of an emergency (Fire, Medical, Security), please follow our emergency response team (organizers). The organizers will wear a **BLUE Color Ribbon ID card**, so you can find them easily.

**Important Notice:** *Those who will not attend the conference for the entire day will not receive a certificate. The Conference Secretariat reserves the right to cancel your registration.*

**Conference Hotline Numbers:** +8801728960881, +8801780031232

**Email:** [bnycfp2025@serac-bd.org](mailto:bnycfp2025@serac-bd.org)

**Conference secretariat:** SERAC-Bangladesh ([www.serac-bd.org](http://www.serac-bd.org))

**Address:** C-4, House#140/141, Road#8, Block #B, Mirpur-12, Dhaka-1216.

**Venue:**

The venue is Liberation War Museum (মুক্তিযুদ্ধ জাদুঘর)

Civic Centre, Plot: F11/A ও F11/B, Agargaon, Dhaka 1207, Bangladesh.



Google Map Location: [Liberation War Museum](#)

*Warm Regards,*

*B.NYCFP2025 Secretariat*