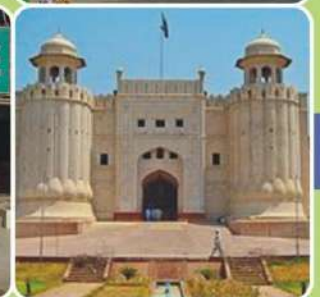
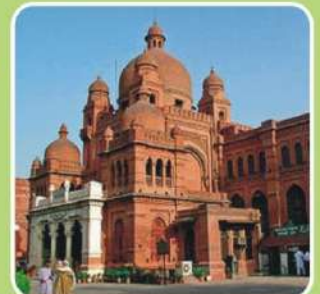




# IWMT & RI

## Guest Information



# IWMTRI Profile

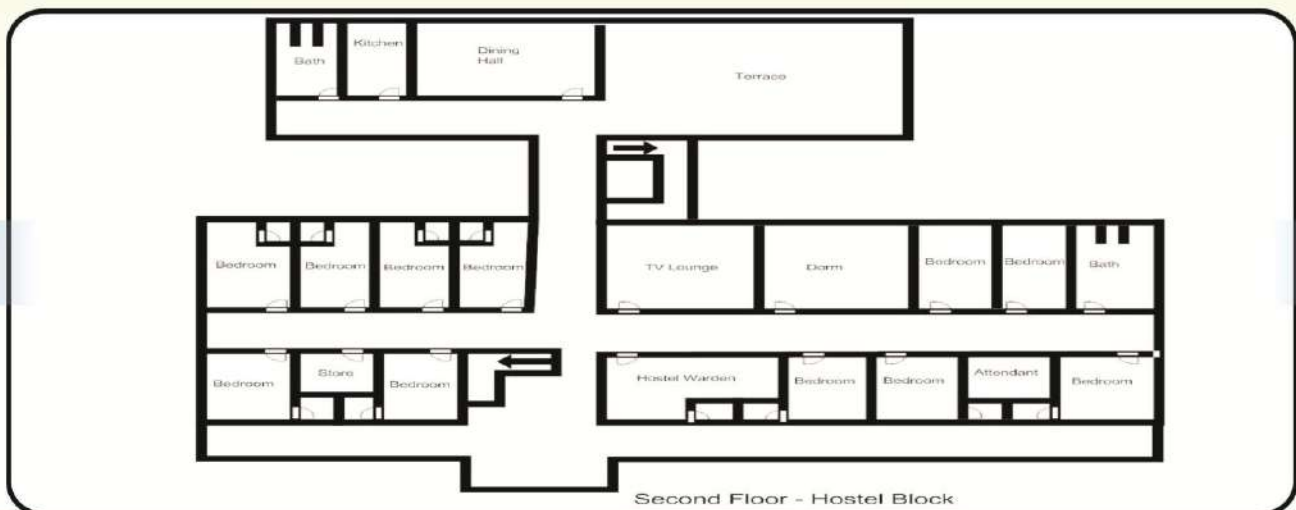
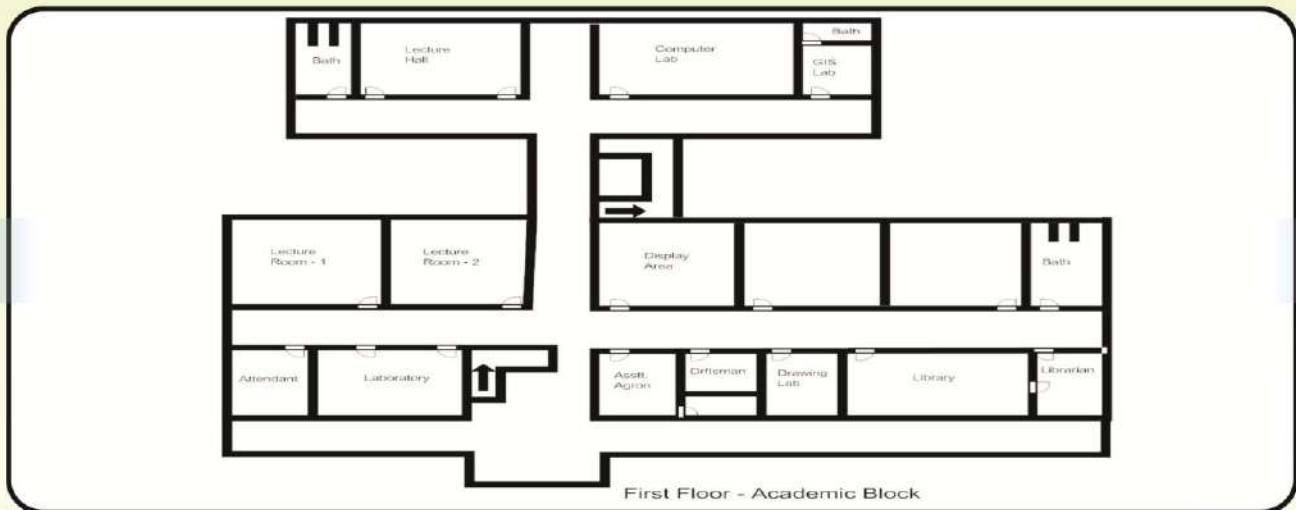
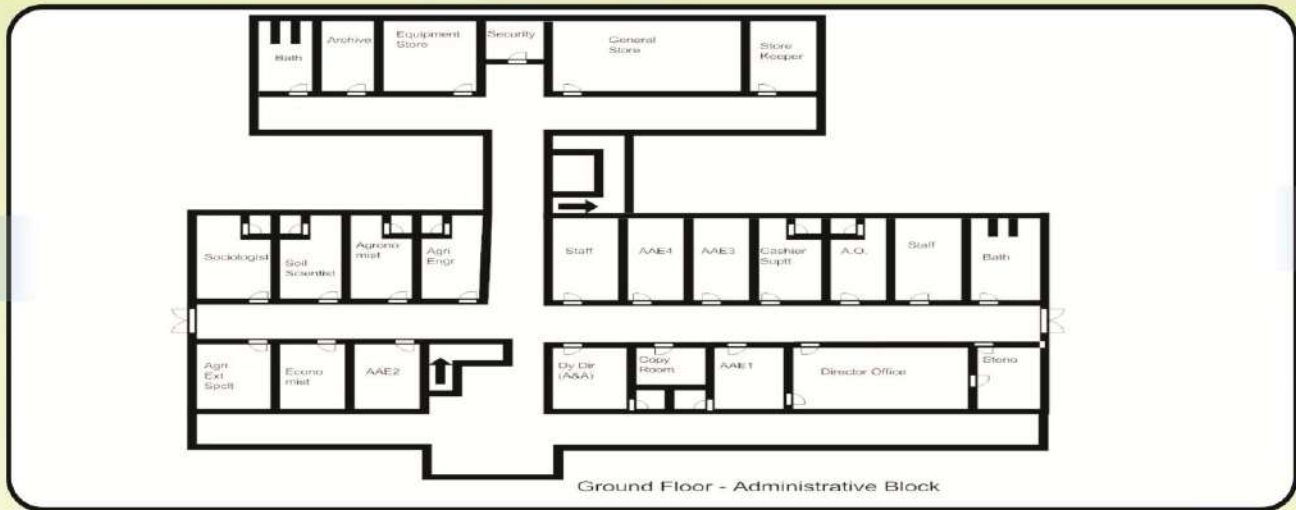
Welcome to the International Water Management Training & Research Institute (IWMTRI), Punjab, Lahore. We're very glad to have you here with us and we hope that your stay during the training course will be comfortable and fruitful. Have a pleasant stay.

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Layout of the IWMTI Lahore Building



## Information Desk

The information desk hours are 08:00-23:00. Main entrance remains open during these hours. For additional information or queries please contact Training Coordinator at Phone # 042-99260314.

## IWMTRI, Lahore front door policy

- We would like to remind you that IWMTRI, Lahore is not a hotel - it is an accommodation facility for training participants only.
- The front door closes at 23:00 for reasons of security and administration of the Institute.
- If you intend to return to the institution after 23:00, please take prior permission from Course Coordinator.
- You are requested to leave your room key at the information desk when you go out. Loss or damage of key entail full charges for replacement fo door lock.
- We wish to remind you that you have been invited to IWMTRI, Lahore under the training Program. The purpose of your stay at our institute is to enhance your professional skills during the training course. You are, therefore, expected to observe proper code of conduct and norms of decency during your stay. Thank you.



## SERVICES

### 1. Telephone calls

Incoming calls are handled at the information desk from 08:00 to 23:00. To make outside telephone calls (local), please ask the operator. Mobile sim can be arranged on request and procedure to make both domestic and international phone calls can be asked from information desk.



## 2. Postal Mail service

To send postal mail, you are requested to visit nearby post office or mail box or contact information desk for Pakistan Postal services/TCS/DHL.

### Thokar Naiz Baig Post Office

13-Km Multan Road, Lahore.  
Tel: 042- 99239744  
Service hours: 08:00-14:00 & 15:00-18:00  
Code Number: 53700  
(Closed: Saturdays, Sundays and holidays)



## 3. Valuables

If guests have any cash/valuables/ jewelry etc., They must inform course coordinator. Accordingly, IWMTRI will provide safe keeping facility for cash/valuables etc., on receipt. IWMTRI will not be responsible for loss or theft or misplacement of any valuable/cash etc. in possession of the guest.



## 4. Hot & cold water

Hot water in the bathroom is available round the clock during winter season. Cold and boiled water facilities for drinking are supplied 24 hours a day at the Lounge of second floor.



### Note:

The water from all faucets at the center is drinkable but it is preferable to use bottled water available in your room refrigerator (two bottles complementary), lecture hall, dining hall, and lounge.



## 5. Photocopying

Please ask course coordinator for using photocopier available at the Photocopier Room and in the office of Store Incharge. Photocopying is free of charge if less than five (5) pages.





### 6. Shampoo and soap

Soap, toothpaste, shampoo, and towels are provided in the bath rooms attached with your room. Prayer mat and mosquito repellent is also available in rooms.



### 7. Lending service at the Information desk

DVDs and CDs can be borrowed at the front desk. DVD player and theater size LCD is available in the lounge from 16:00 to 24:00. Please keep the volume level as low as possible so that other may not disturb.



### 8. Laundry Services

Information Desk will guide you for laundry services that are available on payment. Room service collects laundry from the participants in the evening during 18:00 to 20:00 hours and will be returned after 24 hours. Ironing is permitted in the rooms but for your own safety, it is recommended to get the cloths pressed through room service on nominal charges.



## FACILITIES

### 1. Liquid Crystal Display (LCD)

Flat panel electronic visual display has been provided in each room with the facility to watch over 100 channels. For perfect visual results, optical fiber has been used for the LCDs.



### 2. Internet

Two 1mbps wi-fi internet connections with unlimited downloading facility are available round the clock. Username and password will be provided to each participant during the briefing session.

### 3. Transportation

Transportation service is available at the IWMTRI. Those who would like to avail the facility are requested to fill in a form and intimate course coordinator at least one day before visit. Please observe the following regulations:

- Couches & Vans are available from 16:00 to 20:00.
- Intimate information desk when you come back to the IWMTRI.
- Fix drop & pick up time and place with the driver.
- No vehicle is allowed for overnight or without official driver.



#### 4. Library

IWMTRI library is open for staff of OFWM, IWMTRI, other allied agricultural departments and training participants. Various course related material, books, journals, publications, reports are available in the library.



#### 5. Medical Facility

A medical facility is provided for the training participants. For the purpose, transportation is available round the clock. You may ask assistance from the course coordinator for arranging visit to the doctor..



#### 6. Lounge

You can smoke, drink, and eat snacks in the lounge, but not in rooms. Tea, coffee, cold drinks etc. Are available in the lounge from 16:00 to 24:00 hours on payment.



#### 7. Dining

IWMTRI has a large dining Hall with a capacity of 30 persons to dine at the same time. The mess provides breakfast, lunch and dinner every day and this facility is available only for the training participants and resource persons..



- ★ Please contact kitchen incharge for addition of special dish in the menu.
- ★ Guests are not allowed.
- ★ Pots and pans, cutlery, dishes, etc. Are equipped at the mess.
- ★ Break fast will be served at the table during 07:00 to 08:00.
- ★ Buffet has been introduced at the IWMTRI for lunch (12:30 to 13:30) and dinner (18:30 to 19:30).

#### 8. Microwave Oven

A microwave oven is available in the lounge.

- Training participants can use it to warm up lunch box, etc.
- Do not put food wrapped with aluminum foil and raw food (meat, fish, egg, etc.) into the microwave.



#### 9. Electricity Generator

The IWMTRI has been equipped with an automatic 100 KVA electric generator backed up with another 25 KVA electric generator in case of power failure.





## EMERGENCIES

### Illness or other health-related emergencies

In case of sudden illness or other health-related emergencies, immediately contact the information desk.

### In case of fire or natural disaster

After you have checked in, please familiarize yourself with the location of the emergency exits and fire extinguishers. IWMTRI is equipped with fire extinguishers. If a fire breaks out or you find any suspicious object, immediately contact the information desk or the security guard. In case of fire or earthquake, evacuate the building as quickly as possible through emergency exits and follow the directions given by the staff of the institute or the in-house announcement.



## Don'ts

- ⦿ Use of electric or gas stoves in the rooms is prohibited due to fire hazard. Cooking is strictly forbidden.
- ⦿ Please avoid disturbing others by talking loudly, singing or playing the media at high volume.
- ⦿ Use the furniture and equipment with care. Do not move them from where they were originally placed.
- ⦿ Please do not put up posters, calendars, etc. anywhere except the designated board at the IWMTRI.
- ⦿ Prior approval from competent authority is required for use of the bulletin board (GF).
- ⦿ Only Pak rupees can be used at the IWMTRI lounge.
- ⦿ Please do not put anything into the toilets of the institute other than toilet paper, as it may cause drainage problems.
- ⦿ Please use designated places for garbage disposal.
- ⦿ Do not bring birds, animals, offensive-smelling items, weapons, explosives or flammables into the institute.

You are required to pay for any damage you cause.

## EXTRACURRICULAR PROGRAMS

1. Arrangement of workshops/seminars
2. Organizing Field Days/Farmers Days
3. Lecture on specific/special issues & topics
4. Study tours and Field trips
5. Recreational trips



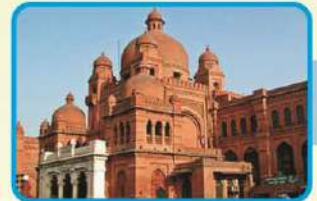
### Lahore Information

- ✓ Anarkali
- ✓ Metro Stores & Hyperstar, Fortress Stadium
- ✓ Liberty & Panorama
- ✓ Mall Road
- ✓ Hall Road (Electronics) & Hafeez Center (Computers & Mobiles)



### Places to visit

- ✦ Badshahi Masjid
- ✦ Shalimar Garden
- ✦ Lahore Fort & Old Lahore
- ✦ Lahore Museum
- ✦ Wagha Border (Flag Ceremony)
- ✦ Jahangir Tomb



### IWMTRI Neighborhood Map

