



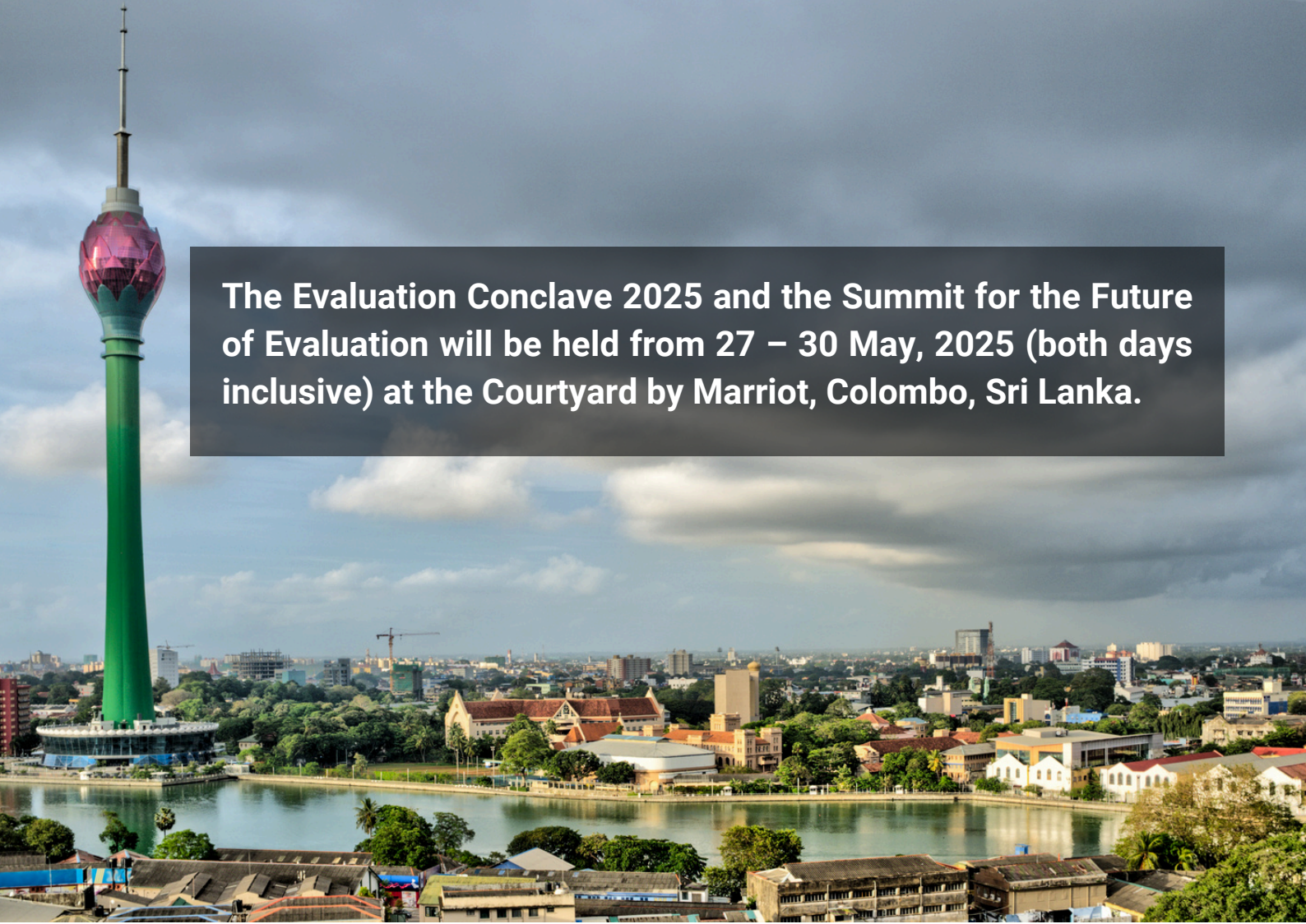
Summit for the future
of *evaluation*

Future-Ready Evaluation: Integrating Voices and Localizing Evaluation for Global Impact

27 – 30 May, 2025 | Courtyard by Marriott Colombo, Sri Lanka

Logistics Note

1. Conclave and Summit Dates and Location



The Evaluation Conclave 2025 and the Summit for the Future of Evaluation will be held from 27 – 30 May, 2025 (both days inclusive) at the Courtyard by Marriot, Colombo, Sri Lanka.

2. Venue Details

- **Venue:** Courtyard by Marriott, Colombo.
- **Address:** Level 9, Colombo City Centre, 137 Muttiah Road, Colombo 2, Sri Lanka, 00200
- **Car Parking:** Dedicated Parking for the Hotel at level 3
- **Website:** [Courtyard by Marriott Colombo](#)
- **Google Maps Location:** [Click Here](#)

3. Conclave Format, Event Schedule & Format



Key Dates:

The Conclave and the Summit is a 3-day event, running from Tuesday 27 May to Friday 30 May, 2025. Capacity Development Workshops will be held on the first day (27 May). There will be nine capacity building workshops on various topics aligned with the themes of the Conclave.

This will be followed by the Inauguration of the Evaluation Conclave and the Summit on 27 May at 6:00 pm.

Structure and Schedule of the four-day event at a glance

Date	Event	Time	Hall Names
27 May, 2025	Pre-Conclave Capacity Building Workshops	09:00 AM – 05:00 PM	Sapphire, Jade and Emerald
27 May, 2025	Inauguration	06:00 PM – 07.30 PM	Sapphire Ballroom
28 May, 2025	Evaluation Conclave 2025: Keynote plenary and technical sessions	09:00 AM – 05:30 PM	Sapphire, Jade and Emerald
29 May, 2025	Evaluation Conclave 2025: Technical sessions	09:00 AM – 12:30 PM	Sapphire and Jade
29 May, 2025	Summit for the Future of Evaluation: Plenary sessions	01:30 PM – 05.30 PM	Sapphire Ballroom
30 May, 2025	Summit for the Future of Evaluation: Plenary sessions	09:00 AM - 12:00 PM	Sapphire Ballroom
30 May, 2025	Closing of the Conclave and the Summit	12.10 PM - 01:30PM	Sapphire Ballroom

4. Registration

All participants are requested to register for the **Evaluation Conclave** and the **Summit**; registration will open in March 2025. Please follow the instructions in the link from March 2025 onward and pay the registration fee.

Registration fee could be paid online.

*(Please note that registration is being managed by **TIKM Events**, a premier event management company based in Sri Lanka.)*



Registration link:

CLICK HERE 



Registration Fee Structure:

Category	Pre-Conclave Workshops Only (27 May)	Evaluation Conclave & Summit (28–30 May)	Full Event (27–30 May)
Early-Bird (Until 10 April 2025)	USD 75	USD 250	USD 300
Regular (After 10 April 2025)	USD 100	USD 275	USD 350
COE-SA Members	USD 75	USD 250	USD 300
Sri Lankan Citizens	LKR 20,000	LKR 60,000	LKR 75,000

Help Desk:

Open from **8:00 AM** on **27 May** at **Level 9, Courtyard by Marriott, Colombo**

5. Visa & Travel Information



Visa Process:

- Apply for **Electronic Travel Authorization (ETA)** at www.eta.gov.lk before traveling.
(Note: Nationals of China, India, Indonesia, Russia, Thailand, Malaysia, and Japan are eligible to apply for a free visa. Visitors from Cameroon, Nigeria, Côte d'Ivoire, and Ghana are required to apply through Head Office of the Department of Immigration & Emigration, Sri Lanka.)
- [Click here](#) for fee details.
- Contact **+94 71 99 67 888** for ETA inquiries.

Travel Advisory:

- **Arrival Airport:** Bandaranaike International Airport (CMB), Colombo.
- **Airport Transfers:**
 - Official **airport taxi** (Supervised by Airport & Aviation Services) – **Approx. \$24 (LKR 7200)**
 - **Uber** and **PickMe** (ride hailing) and **Kangaroo Cabs** are available.
 - Pre-book a taxi: [Kangaroo Cabs](#)
 - **Public Transport:** Buses, Tuk-Tuks, and ride-hailing services (Uber, PickMe) are available.

6. Meals & Accommodation



- **Meals provided as a part of the Conference package:**
 - **Lunch & tea/coffee breaks:** Provided from **27–30 May** at the venue.
- **Accommodation:**
 - **Official Venue:** [Courtyard by Marriott, Colombo](#)
 - A list of hotels by distance to Courtyard by Marriot has been appended in the annex.

7. Cultural & Logistical Tips



- **Greeting Etiquette:** A slight bow or clasped hands (“Ayubowan”) is a common greeting.
- **Dress Code:**
 - Formal / Business Casual for the event.
 - Modest clothing is recommended when visiting religious sites.
- **Electricity:** Standard **230V, 50Hz** power supply. The Square or Round Three Pin power sockets (illustrated below) are the most commonly used in Sri Lanka.

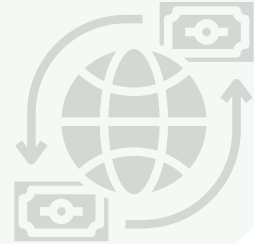


8. Internet & Communication

- **Wi-Fi Access:** (To be updated later)
- **Mobile SIM Cards:** Available at the airport and in local stores.



9. Banking & Currency Exchange



- **Currency:** Sri Lankan Rupee (LKR)
- **Airport Exchange Counters:** Open 24/7; Banks are usually open from 08:30 am to 3:00 pm. ATM machines which accept a variety of debit cards are readily available.
- **Banks for Exchange:** Currency exchange is available with banks and authorized dealers. There is a bank within 5 minutes from Marriott.

10. Next Steps for Participants

- ✓ **Complete your registration** once the portal opens in **March 2025**
- ✓ **Apply for your visa** in advance at www.eta.gov.lk
- ✓ **Book accommodation** as per your choice



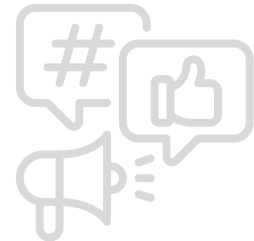
For inquiries, contact:

- **Dr. Ranjit Mahindapala** - Conclave Director (conclavecoe2015@gmail.com)
- Organizing Committee - conclave2025@gmail.com

We look forward to welcoming you to **Evaluation Conclave 2025 & the Summit for the Future of Evaluation in Colombo!** 🌍🌟

11. Social Media

To stimulate conversation online, live posts will be made on social media. You are encouraged to share your ideas, views and insights via social media channels using the hashtag **#EVALCONCLAVE2025** and **#EVAL4ACTION**



12. Travel and Medical Insurance

- While not mandatory, the organizers highly recommend that all participants obtain appropriate travel insurance prior to traveling to Sri Lanka.
- **Medical Emergencies:** For medical emergencies, please contact one of the following medical care centers: These are private hospitals, in addition there is the Colombo National General Hospital
 - **Durdans Hospital**, 3, Alfred Place, Colombo 3 | Email: contactus@durdans.com | Tel: +94112140000/0112140643
 - **Nawaloka Hospital**, 23, Deshamanya H.K. Dharmadasa Mawatha, Colombo 2 | Email: nawaloka@slt.lk | Tel: +94115777777
 - **Asiri Hospital**, Kirula Road, Colombo 5 | Tel: +94114523300
 - **Emergency ambulance service:** Call 1990 from any local phone for emergency paramedic service.





Emergency Services & Phone Numbers :

- **Police Emergency Hotline** 118 / 119
- **Ambulance/Fire and Rescue** 110
- **Accident Service-General Hospital, Colombo** +94 11-2691111
- **Tourist Police** +94 11-2421052
- **Government Information Center** 1919
- **Report Crimes** +94 11-2691500
- **Emergency Police Mobile Squad** +94 11-5717171

ANNEX



List of Hotels by distance to Courtyard by Marriot:

Sl. No.	Name of the Hotel	Distance from the Venue in (KM)	Approx. Single room tariff per night inclusive of taxes (USD)	Hotel Website	Trip Advisor Review and online booking through a travel agent
1	Courtyard by Marriot	0.00	130.00	Hotel	Review
2	Altair Luxury by Miracle	0.35	100.00	Hotel	Review
3	City Stay by Sunrise	0.45	40.00	Hotel	Review
4	Hilton Residencies	0.45	115.00	Hotel	Review
5	Rococo Residence	0.50	65.00	Hotel	Review
6	Bella Vista Apartments	0.50	90.00	Hotel	Review
7	Lavonca Boutique Hotel	0.65	70.00	Hotel	Review
8	Vaux Park Street	0.70	160.00	Hotel	Review
9	Cinnamon Red	0.80	110.00	Hotel	Review
10	Nyne Hotels Lake Lodge	0.80	105.00	Hotel	Review

Sl. No.	Name of the Hotel	Distance from the Venue in (KM)	Approx. Single room tariff per night inclusive of taxes (USD)	Hotel Website	Trip Advisor Review and online booking through a travel agent
11	Unique Towers Luxury Boutique Suites	0.90	90.00	Hotel	Review
12	Hotel Nippon	1.10	45.00	Hotel	Review
13	nH Collection	1.20	100.00	Hotel	Review
14	Sheraton Hotel	1.40	130.00	Hotel	Review
15	Granbell Hotel	1.50	85.00	Hotel	Review
16	Cinnamon Grand	1.50	130.00	Hotel	Review
17	Galle Face Hotel	1.70	100.00	Hotel	Review
18	Cinnamon Lakeside	1.70	145.00	Hotel	Review
19	Amari Colombo	1.80	110.00	Hotel	Review
20	Ramada by Wyndham	1.90	90.00	Hotel	Review
21	Renuka City Hotel	2.00	55.00	Hotel	Review
22	Taj Samudra	2.10	115.00	Hotel	Review

Sl. No.	Name of the Hotel	Distance from the Venue in (KM)	Approx. Single room tariff per night inclusive of taxes (USD)	Hotel Website	Trip Advisor Review and online booking through a travel agent
23	Paradise Road Tintagel	2.20	236.00	Hotel	Review
24	Ivy Lane	2.30	25.00	Hotel	Review
25	ITC Ratnadvipa	2.30	160.00	Hotel	Review
26	Mandarina	2.50	55.00	Hotel	Review
27	Colombo City Hotel	2.70	40.00	Hotel	Review
28	Fairway Colombo	2.70	55.00	Hotel	Review
29	Zest Metropole	2.70	65.00	Hotel	Review
30	Hilton Colombo	2.80	110.00	Hotel	Review
31	The Residence	3.00	45.00	Hotel	Review
32	Shangri-La	3.00	135.00	Hotel	Review
33	Grand Oriental Hotel	3.10	35.00	Hotel	Review
34	Marino Beach	3.30	77.00	Hotel	Review

Sl. No.	Name of the Hotel	Distance from the Venue in (KM)	Approx. Single room tariff per night inclusive of taxes (USD)	Hotel Website	Trip Advisor Review and online booking through a travel agent
35	Colombo Court Hotel & Spa	3.40	65.00	Hotel	Review
36	The Kingsbury	3.40	85.00	Hotel	Review
37	Pearl Grand by Rathna	3.50	170.00	Hotel	Review
38	Port View City Hotel	4.10	36.00	Hotel	Review
39	Radisson Hotel	5.40	85.00	Hotel	Review

List of places to visit for sightseeing:



Galle Face Green
Scenic oceanfront promenade



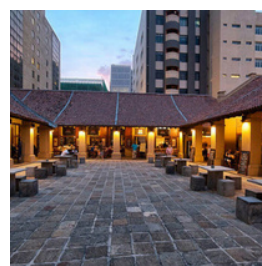
Gangaramaya Temple
One of Colombo's most important Buddhist temples



Independence Memorial Hall
A historic landmark



Pettah Market
A bustling local marketplace



Dutch Hospital
Shopping and Dining precinct



Summit for the future of evaluation

Future-Ready Evaluation: Integrating Voices and Localizing Evaluation for Global Impact

27 – 30 May, 2025 | Courtyard by Marriott Colombo, Sri Lanka