



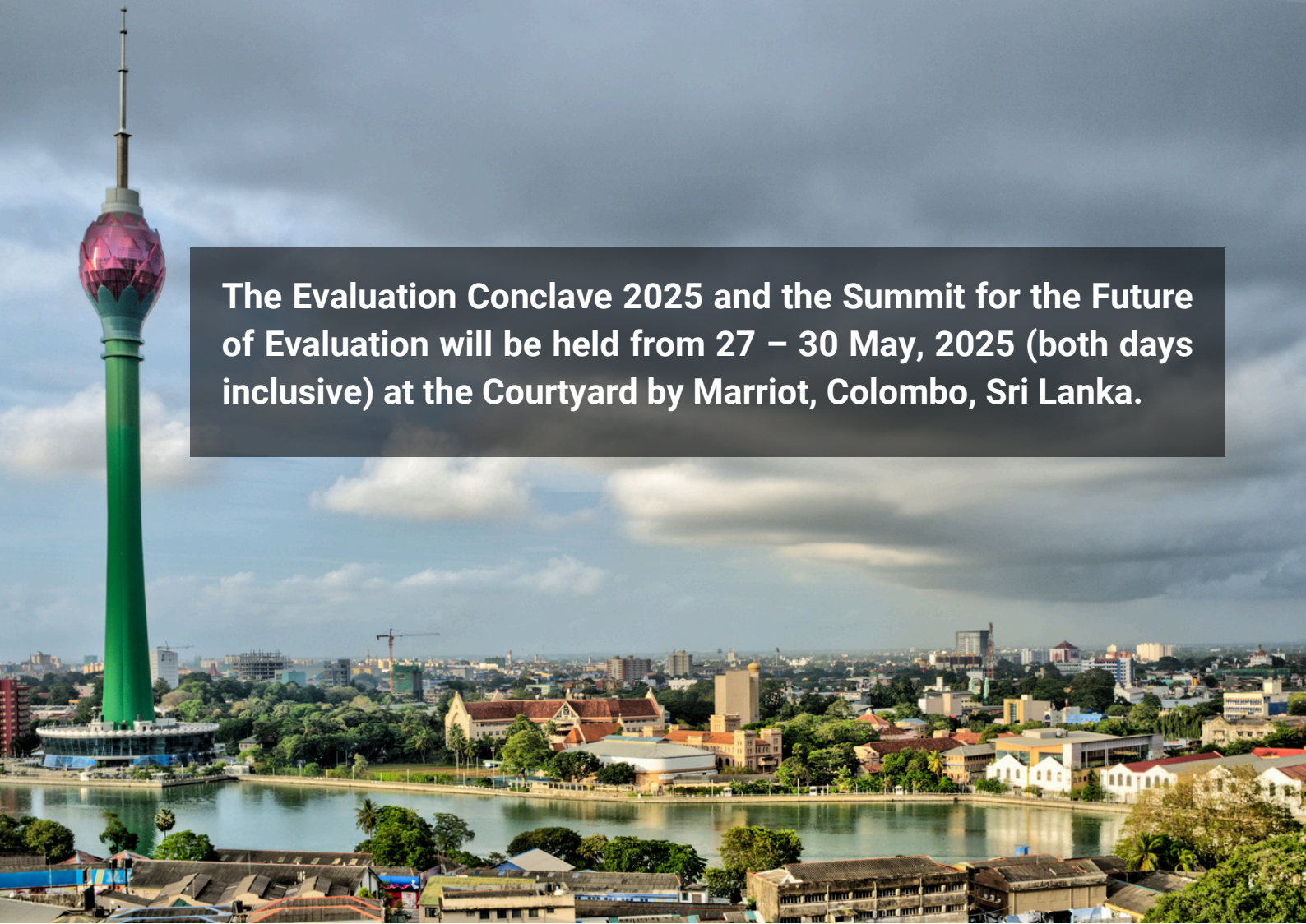
Summit for the future  
of evaluation

## 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<br>(27 May) | Evaluation Conclave & Summit<br>(28–30 May) | Full Event<br>(27–30 May) |
|----------------------------------|---|---|---------------------------|
| Early-Bird (Until 14 April 2025) | USD 75                                  | USD 250                                     | USD 300                   |
| Regular (After 14 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](http://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.

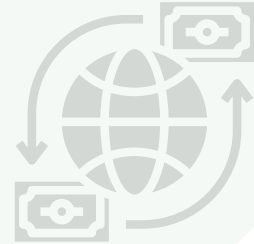


## 8. Internet & Communication



- **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](http://www.eta.gov.lk)
- ✓ **Book accommodation** as per your choice



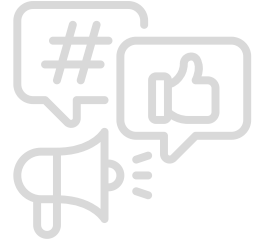
For inquiries, contact:

- **Dr. Ranjit Mahindapala** - Conclave Director ([conclavecoe2015@gmail.com](mailto:conclavecoe2015@gmail.com))
- Organizing Committee - [conclave2025@gmail.com](mailto: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](mailto:contactus@durdans.com) | Tel: +94112140000/0112140643
  - **Nawaloka Hospital**, 23, Deshamanya H.K. Dharmadasa Mawatha, Colombo 2 | Email: [nawaloka@slt.lk](mailto: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:

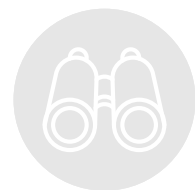
| Sl. No. | Name of the Hotel        | Distance from the Venue in (KM) | Approx. Single room tariff per night inclusive of taxes (USD) | Hotel Website         | Trip Advisor Review and online booking through a travel agent |
|---------|--------------------------|---------------------------------|---|-----------------------|---|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

| 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   | <a href="#">Hotel</a> | <a href="#">Review</a>  |
| 12      | Hotel Nippon                         | 1.10                            | 45.00   | <a href="#">Hotel</a> | <a href="#">Review</a>  |
| 13      | nH Collection                        | 1.20                            | 100.00  | <a href="#">Hotel</a> | <a href="#">Review</a>  |
| 14      | Sheraton Hotel                       | 1.40                            | 130.00  | <a href="#">Hotel</a> | <a href="#">Review</a>  |
| 15      | Granbell Hotel                       | 1.50                            | 85.00   | <a href="#">Hotel</a> | <a href="#">Review</a>  |
| 16      | Cinnamon Grand                       | 1.50                            | 130.00  | <a href="#">Hotel</a> | <a href="#">Review</a>  |
| 17      | Galle Face Hotel                     | 1.70                            | 100.00  | <a href="#">Hotel</a> | <a href="#">Review</a>  |
| 18      | Cinnamon Lakeside                    | 1.70                            | 145.00  | <a href="#">Hotel</a> | <a href="#">Review</a>  |
| 19      | Amari Colombo                        | 1.80                            | 110.00  | <a href="#">Hotel</a> | <a href="#">Review</a>  |
| 20      | Ramada by Wyndham                    | 1.90                            | 90.00   | <a href="#">Hotel</a> | <a href="#">Review</a>  |
| 21      | Renuka City Hotel                    | 2.00                            | 55.00   | <a href="#">Hotel</a> | <a href="#">Review</a>  |
| 22      | Taj Samudra                          | 2.10                            | 115.00  | <a href="#">Hotel</a> | <a href="#">Review</a>  |

| 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  | <a href="#">Hotel</a> | <a href="#">Review</a>  |
| 24      | Ivy Lane               | 2.30                            | 25.00   | <a href="#">Hotel</a> | <a href="#">Review</a>  |
| 25      | ITC Ratnadvipa         | 2.30                            | 160.00  | <a href="#">Hotel</a> | <a href="#">Review</a>  |
| 26      | Mandarina              | 2.50                            | 55.00   | <a href="#">Hotel</a> | <a href="#">Review</a>  |
| 27      | Colombo City Hotel     | 2.70                            | 40.00   | <a href="#">Hotel</a> | <a href="#">Review</a>  |
| 28      | Fairway Colombo        | 2.70                            | 55.00   | <a href="#">Hotel</a> | <a href="#">Review</a>  |
| 29      | Zest Metropole         | 2.70                            | 65.00   | <a href="#">Hotel</a> | <a href="#">Review</a>  |
| 30      | Hilton Colombo         | 2.80                            | 110.00  | <a href="#">Hotel</a> | <a href="#">Review</a>  |
| 31      | The Residence          | 3.00                            | 45.00   | <a href="#">Hotel</a> | <a href="#">Review</a>  |
| 32      | Shangri-La             | 3.00                            | 135.00  | <a href="#">Hotel</a> | <a href="#">Review</a>  |
| 33      | Grand Oriental Hotel   | 3.10                            | 35.00   | <a href="#">Hotel</a> | <a href="#">Review</a>  |
| 34      | Marino Beach           | 3.30                            | 77.00   | <a href="#">Hotel</a> | <a href="#">Review</a>  |

| 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   | <a href="#">Hotel</a> | <a href="#">Review</a>  |
| 36      | The Kingsbury             | 3.40                            | 85.00   | <a href="#">Hotel</a> | <a href="#">Review</a>  |
| 37      | Pearl Grand by Rathna     | 3.50                            | 170.00  | <a href="#">Hotel</a> | <a href="#">Review</a>  |
| 38      | Port View City Hotel      | 4.10                            | 36.00   | <a href="#">Hotel</a> | <a href="#">Review</a>  |
| 39      | Radisson Hotel            | 5.40                            | 85.00   | <a href="#">Hotel</a> | <a href="#">Review</a>  |

## List of places to visit for sightseeing:



**Galle Face Green**  
Scenic oceanfront promenade



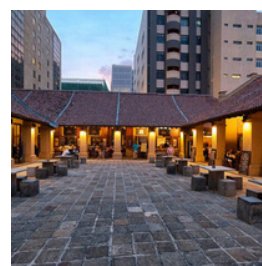
**Gangaramaya Temple**  
One of Colombo's most important Buddhist temples



**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