

LOGISTICAL MEMORANDUM

Dear Associates,

We will be looking forward to seeing you on your First National Training Session scheduled for **June 12 – 15, 2010** at **LEAD House, Islamabad**. The theme for this session is ***Climate Change and Health – Bridging the Gap***. This session will also serve as your introduction to and entry into LEAD's Leadership Development Program (LDP).

Session Plan:

Day One: Saturday, June 12, 2010

The session will start at 0930 hrs on the first day and end at 1700 hrs. A networking dinner will be hosted at the Chief Executive Officer's residence at 1930 hrs.

Day Two: Sunday, June 13, 2010

The second day will start at 0900 hrs and will conclude at 1800 hours.

Day Three: Monday, June 14, 2010

The third day will start at 0830 hrs and will conclude at 1800 hours.

Day Four: Tuesday, June 15, 2010

The fourth day will start at 0900 hrs and will conclude at 1730 hours.

The detailed session plan is attached for your reference.

Contact Address:

The ***training session*** will be held at the following address;

LEAD House
F – 7 Markaz,
Islamabad
Phone: +92 51 2651511; +92 51 2651574

The ***networking dinner*** will be held at the following address;

Ali Tauqeer Sheikh
House No. 1034, Street 45
E – 11/4 (National Police Foundation)
Islamabad
Phone: 051 – 2228447 (Res)

Accommodation:

LEAD Pakistan will bear your boarding and lodging expenses.

Associates coming from other cities (Karachi, Lahore, Bahawalpur and Quetta) will be staying at a guesthouse. The guesthouse will provide complimentary breakfast and pick & drop to the training and networking dinner venue. Any other expenses, including dinner or mini bar, if incurred, should be paid directly by the Associates to the hotel before leaving. The contact address of the ***guest house*** is as follows:

Le Royal Guest House

House No. 10, Street No. 38,
F-8/1, Islamabad
Tel. No. 92-51-2261168

In case you are staying with your relatives/friends while in Islamabad/Rawalpindi, then kindly inform us well ahead of time so that guesthouse bookings can be made accordingly.

Travel & Airport Pickups:

Associates coming from other cities (Karachi, Lahore, Bahawalpur, and Quetta) should reach a day earlier so that they are available for the first session on time. The tickets should be arranged by the Associates themselves which will later be reimbursed by LEAD Pakistan. Copy of e - tickets and original boarding passes will be required for the reimbursement of air travel. Similarly copy of tickets will also be required for the reimbursement of road travel. You are requested to book your return tickets for the evening of June 15, 2010 after 1730 hours. The guesthouse bookings have also been made accordingly.

Your pick and drop from the airport can be arranged by the guest house in coordination with **Mr. Fawad Milk, Admin Assistant, LEAD** at fmilk@lead.org.pk or send us a fax at 051-2651512 or call **Mr. Milk** on his mobile No. **0321-5140601** at the latest by **Thursday, June 10, 2010** mid day.

Regards,
LEAD Pakistan