

DHAKA, 26-30 JANUARY 2026

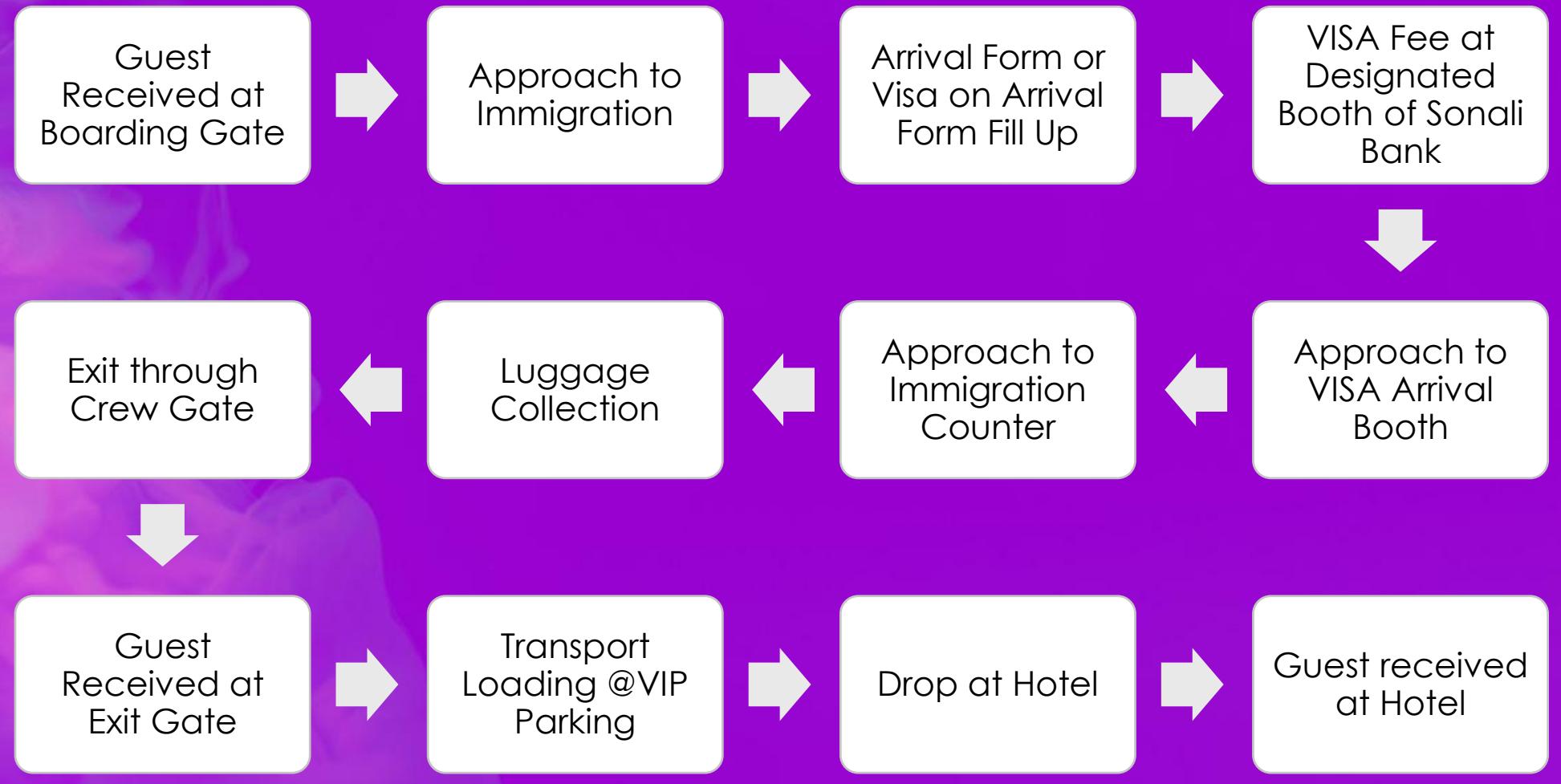
OPERATION PLAN

HOSPITALITY MANAGEMENT



GUEST RECEPTION

Guest Reception Flow



Guest Reception at Boarding Bridge & Approach to Immigration



VISA Fee Payment at Designated Booth of Sonali Bank



ARRIVAL CARD OR VISA ON ARRIVAL FORM FILL UP



ARRIVAL CARD



গণপ্রজাতন্ত্রী বাংলাদেশ সরকার

Govt. of the People's Republic of Bangladesh

(আগমনী কার্ড/Arrival Card)

1. নাম
Name

2. সেক্স
Sex

পুরুষ Male	
মহিলা Female	

3. জন্ম তারিখ
Date of Birth

Day	Month	Year

4. জাতীয়তা
Nationality.....

5. পাসপোর্ট নম্বর
Passport Number

.....

6. মেয়াদ উত্তীর্ণের তারিখ
Date of Expiry

Day	Month	Year

7. ফ্লাইট নম্বর
Flight Number.....

8. আগমনের তারিখ
Date of Arrival

Day	Month	Year

9. বিদেশি নাগরিকের জন্য
For Foreigners

a. Visa Number
.....

b. Date of Expiry

Day	Month	Year

c. Type of Visa
.....

d. Purpose of Visit
.....

e. Address in
Bangladesh
.....

f. Mobile No. in Bangladesh
.....

যাত্রীর স্বাক্ষর
Signature of Passenger

তারিখ :
Date

Day	Month	Year

সীল
Seal

VISA ON ARRIVAL CARD


গণপ্রজাতন্ত্রী বাংলাদেশ সরকার
People's Republic of Bangladesh
(Arrival Card For Visa on Arrival/Transit)

1. Name _____

2. Sex

Male	<input type="checkbox"/>
Female	<input type="checkbox"/>

 3. Date of Birth

Day	Month	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>

4. Nationality _____

5. Passport Number _____ 6. Date of Expiry

Day	Month	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>

7. Flight Number _____ 8. Date of Arrival

Day	Month	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>

9. Expected duration of Stay in Bangladesh a. Purpose of Visit

b. Address in Bangladesh

c. Mobile Number in Bangladesh

d. Profession e. E-mail

10. Date of last departure from Bangladesh

Signature of Passenger
Date:

Day	Month	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>

Approach to Immigration Counter



Luggage Claim @ Conveyer Belt



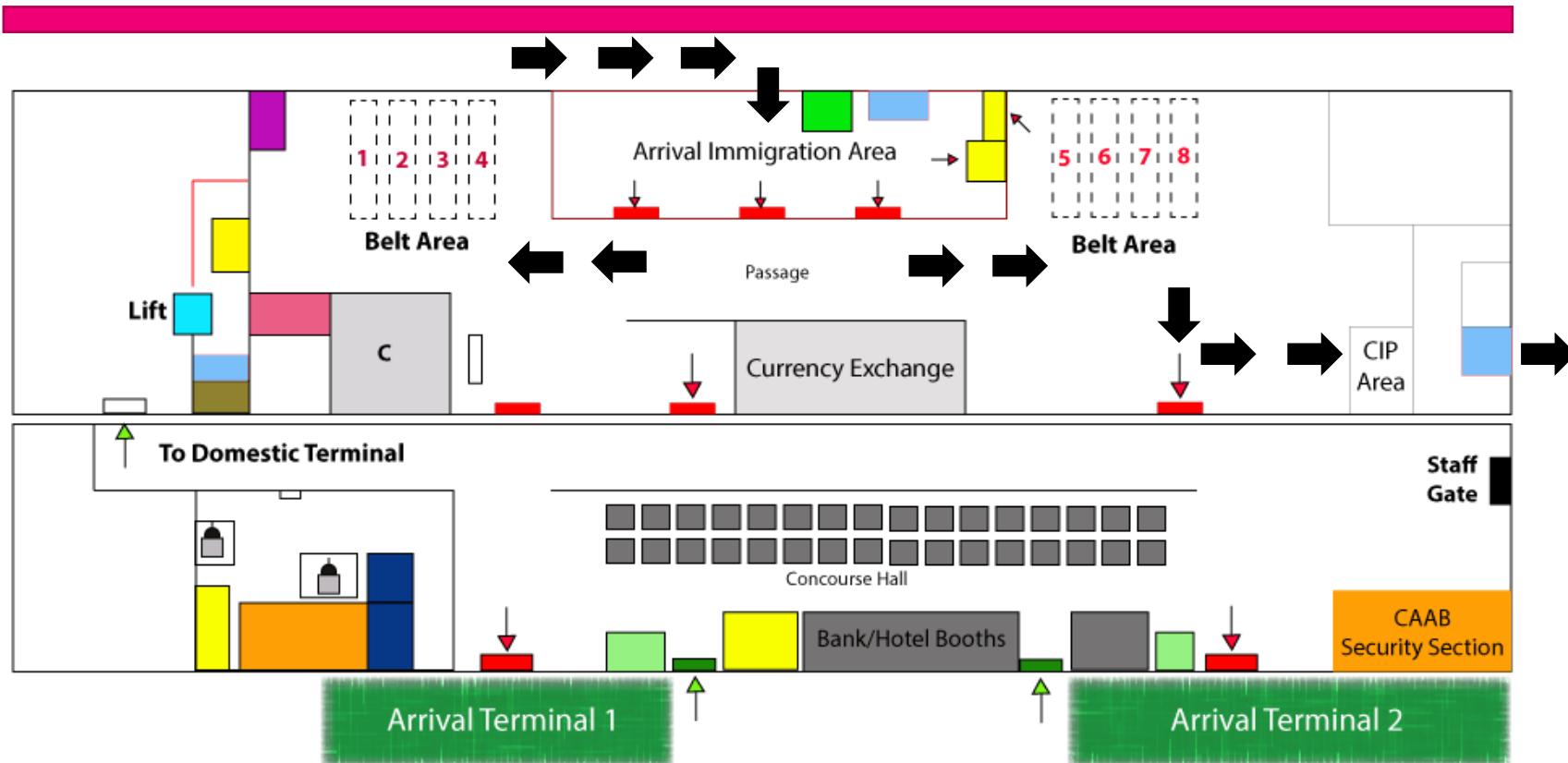
Waiting Zone





Guest Reception

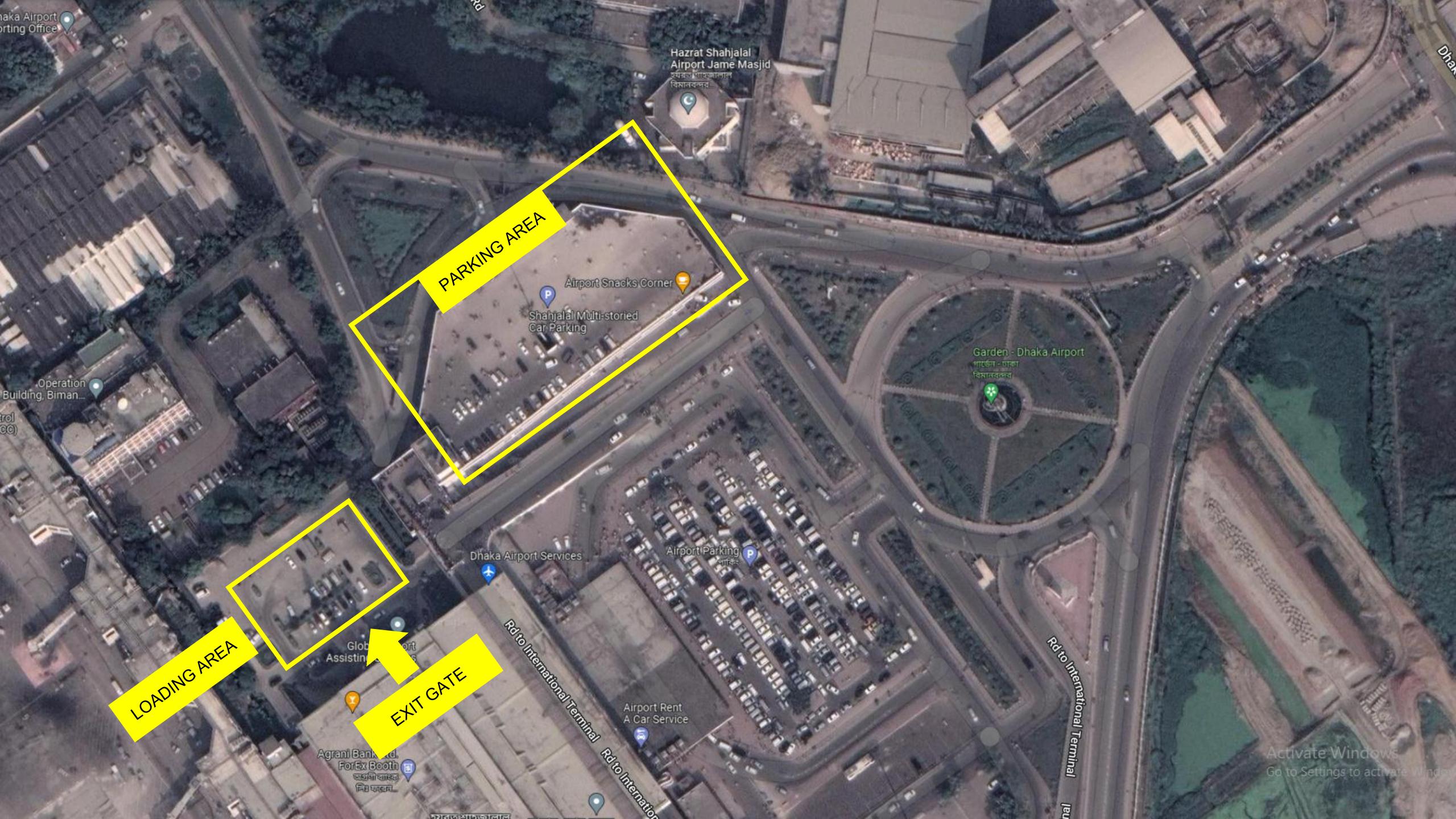
Boarding Bridge Area



Legends:

■	Washroom	■	Taxi Cab Booth	■	Stair/Elevator	■	Prayer Room
■	Exit Gates	■	Baggage Claim Room 15	■	Customs Office		
■	Entry Gates	■	Visa On Arrival Cell	■	Conveyor Belt		
■	Lost & Found Section	■	Airport Police Office	■	Foreigner's Registration Booth		

Colored Arrow Indicates Direction





TYPES OF VEHICLE

CONSIDERING THE PROFILE, FLIGHT SCHEDULE
AND NUMBER OF THE GUEST

NISSAN URVAN

Capacity: 14 seats
(Comfortable 10 seater)



SEDAN CAR

Capacity: 3 seats
(Comfortably 2 seat)



Reception Team (Inside Airport)



Reception Team (Outside Airport)



Designation: Central Coordinator

Name: Jakir Ahmed

Education: Graduate

Experience: BIDA Summit, DPI Summit, Bangladesh China Conference & Others



Designation: Brand Promoter

Name: Shahriar Imtiaj

Education: graduate

Experience: BIDA Summit, DPI Summit, Bangladesh China Conference & Others



Designation: Coordinator

Name: Istiaque Ahmed

Education: Graduate

Experience: BIDA Summit, DPI Summit, Bangladesh China Conference & Others

T-Shirt & Placard



HR

Personnel

Professional Guide

Bi-lingual Guide for Communication

Welcome Team at venue

‘’Thank You’’

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