

## **Subregional Workshop on ICT Co-deployment along Passive Infrastructure in South Asia**

27 June 2019, AITD, Sector 9, Dwarka, New Delhi 110 077

### **INFORMATION FOR PARTICIPANTS**

#### **General**

1. The sub-regional workshop on 'ICT and Transport Co-deployment along Passive Infrastructure in South Asia' is scheduled to be held in New Delhi India on Thursday, 27 June 2019. The workshop will be held at the campus of the Asian Institute of Transport Development (AITD), whose address is given below:

Asia Bhawan, Road 205, Sector 9,  
Dwarka, New Delhi-110077, India,  
Tel: +91-11-28080177  
Fax: +91-11-28080178  
Email: [asianinstitute.del@gmail.com](mailto:asianinstitute.del@gmail.com)

#### **AITD working hours**

2. AITD is open every day Monday to Friday from 09.30 hours to 17.30 hours, except on official holidays.

#### **Registration and workshop badges**

3. Participants are requested to register and obtain badges on the first day of the workshop i.e. Thursday, 27 June 2019, between 08:30 and 09:00 hours. This is done at the Registration Counter located at the Reception Foyer of the Institute's building. This procedure is important for security reasons and will also ensure that the names of all participants appear on the list of participants attending the workshop.
4. For identification and security reasons, all participants are requested to wear their badges at all times when at the Institute's campus.

#### **Arrival in / departure from New Delhi**

5. AITD has made arrangements for receiving you at the Indira Gandhi International Airport (Terminal 3), New Delhi and escorting you to the Welcom Hotel. As you come out of the custom clearance area, please look for the driver carrying a placard of your name. To facilitate this arrangement, you may please forward your travel itinerary (date, time and flight details) to [asianinstitute.del@gmail.com](mailto:asianinstitute.del@gmail.com) with a copy to [rana13@un.org](mailto:rana13@un.org). In case of any difficulty, you may contact Mr. Lalit Malhotra, Mobile: +91-9818020709.

6. For your departure, you may also please indicate, date, time and flight number to the Institute's Secretariat as also to the support staff of UNESCAP. AITD will make necessary arrangements for your travel from the hotel to the airport.

### **Hotel accommodation**

7. Accommodation for the participants has been arranged at the Welcom Hotel, Dwarka, New Delhi. The address of the hotel is:

Welcom Hotel  
District Centre, Sector 10, Dwarka, New Delhi-110075, INDIA  
Tel: +91-11-42229222  
Email: [conferences.whdwarka@itchotels.in](mailto:conferences.whdwarka@itchotels.in)

8. Contact person at Welcom Hotel:  
Mr. Vishal Sharma – Mobile: +91-8800292230

### **Weather**

9. The weather in New Delhi in June is normally hot with temperatures in the range of 40 to 45 degrees Celsius. However, the conference room where the workshop is to be held is air-conditioned and the temperature is maintained in the range of 22-25.5 Celsius (72 to 78 degrees Fahrenheit).
10. It is recommended that the participants may bring with them a light-weight suit for any formal occasion / function.

### **Immigration requirements**

11. Participants are responsible for checking visa requirements and making all related arrangements themselves from an official mission of the Government of India in their home country or in a third country prior to their arrival at Indira Gandhi International Airport in New Delhi. Information relating to current visa requirements can be obtained at all embassies or diplomatic missions of the Government of India or via: [www.indianvisaonline.gov.in](http://www.indianvisaonline.gov.in).
12. All participants are advised to consult with the nearest diplomatic mission/embassy/high commission of India regarding the latest applicable immigration requirement prior to their journey.

### **Local transportation**

13. AITD will provide free transportation for participants once in the morning to come to AITD campus and once in the evening to return to the hotel. Pick-up times will be according to the schedule of the workshop. Participants are invited to contact the reception of the hotel to enquire about the exact time of departure.
14. In the evening, pick-up will be at the end of sessions. Please note that the Welcom Hotel is within walking distance of AITD campus (5 minutes).

### **Reconfirmation of flights**

15. Most airlines no longer require that return flights be re-confirmed. However, AITD staff servicing the workshop can assist participants who may have to re-confirm their return flights.

### **Foreign exchange**

16. The basic currency of India is the Rupee. Participants may bring into India some foreign currency in the form of traveller's cheques or currency notes which may be exchanged for Indian currency at the prevailing exchange rates. The present exchange rate is about 70-72 rupees for one US dollar, subject to variation.
17. Exchange facilities are available at the Indira Gandhi International Airport, Welcom Hotel as well as at Axis Bank, Canara Bank branches nearest to the AITD Secretariat. The banking hours are from 10.00 hours to 15.30 hours, Monday to Friday. Credit cards, such as Visa, American Express, and MasterCard are accepted at major hotels and department stores.

### **Conduct of the workshop**

18. The workshop will be held at the conference room of AITD.

### **UNESCAP officer concerned with servicing the workshop**

Mr. Joseph George, South and South West Asia Office, UNESCAP, New Delhi. Tel.: +91-11-30973708, Mobile: +91-7042322932, Email: [george15@un.org](mailto:george15@un.org)

### **AITD officers concerned with servicing the workshop**

19. The AITD officials servicing the workshop are:
  - (i) Mr. Lalit Malhotra, Mobile: +91-9818020709 Email: [asianinstitute.del@gmail.com](mailto:asianinstitute.del@gmail.com)
  - (ii) Mr. Sandeep Kumar, Mobile: +91-9911517560 Email: [asianinstitute.del@gmail.com](mailto:asianinstitute.del@gmail.com)
20. In addition, support staff of AITD will be available at all times to help participants during the conduct of the workshop and assist them with all administrative procedures.

### **Working language**

21. The working language of the workshop will be English.

### **Paper/literature for distribution**

22. Participants wishing to circulate any papers or literature at the workshop are requested to consult staff servicing the workshop for the necessary arrangements.

### **Presentations**

23. During the workshop, participants will have an opportunity to make a brief statement or presentation. A computer with Microsoft Powerpoint, a projector and microphone will be available for presentations/statements.

24. Participants wishing to make a presentation using Powerpoint are requested to provide a soft copy of the presentation ahead of the workshop.

**Smoking**

25. AITD campus is smoke free area.

**Electricity supply**

26. The standard electricity supply is 220 volts AC/60 cycles; however, 110-volt sockets are also available at Welcom hotel.

**Wireless internet access**

27. Free wireless internet access is available in the campus.

**Catering services during the workshop at AITD**

28. Courtesy AITD, tea/coffee and lunch will be provided during the workshop (dining hall).

We wish you a pleasant stay in New Delhi and fruitful deliberations.

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