



**WORKSHOP ON**  
**‘EMPOWERING WOMEN THROUGH ENTREPRENEURSHIP’**  
**NEW DELHI, INDIA**  
**27<sup>th</sup> SEPTEMBER 2017**

**Administrative Arrangement Note**

**VENUE AND DATES**

The Workshop on ‘Empowering Women through Entrepreneurship’ will be held in New Delhi on 27<sup>th</sup> September 2017.

The meeting will be held at:

**Pravasi Bharatiya Kendra**

Dr. Rizal Marg, Chanakyapuri

New Delhi – 110021

India

**REGISTRATION**

All delegates from Member States shall register and send their confirmation to the organizing committee by 5 September 2017 through email: [sneha.kataria@ficci.com](mailto:sneha.kataria@ficci.com), [iora@ficci.com](mailto:iora@ficci.com) and copy to [hq@iora.net](mailto:hq@iora.net) .

**ORGANIZING COMMITTEE**

Please direct all enquiries for the Organizing Committee to:

Name: Uma S Seth  
E-mail: [iora@ficci.com](mailto:iora@ficci.com) and copy to [hq@iora.net](mailto:hq@iora.net)  
Phone number: +91-11-23487475; +91-11-23357243

**HOSPITALITY**

Hospitality will be extended for Head of Delegation of IORA Member States. Hospitality will only cover hotel accommodation, local transportation and select meals (as indicated in the program).

Courtesy accommodation is provided at Le Meridian for 2 (two) nights, check-in 26<sup>th</sup> September 2017 (at 2 pm), check-out 28<sup>th</sup> September 2017 (by 12 pm). All other costs during stay will be on personal account and should be settled with the hotel upon check-out. Please email the Organizing Committee for reservation requests.

Venue and related arrangements for cultural evening and dinner for the Workshop for Women Entrepreneurs are as follows:

- 26<sup>th</sup> September 2017: Welcome Dinner for delegates at The Imperial, New Delhi
- 27<sup>th</sup> September 2017: Reception Dinner & Cultural Program for delegates at Hotel Le Meridian, New Delhi

## **TRAVEL**

Air travel shall be facilitated for delegation leaders for the following countries :

- a. Bangladesh
- b. Comoros
- c. Madagascar
- d. Mozambique
- e. Somalia
- f. Tanzania
- g. Yemen

## **ACCOMMODATION**

Designated hotels shall offer special rates for participating delegates. Please complete the reservation by the specified dates. Any reservation made after this date will be subjected to hotels availability. The designated hotels are listed below:

**a. Le Meridian, New Delhi (5 star)**

Windsor Place, Janpath  
New Delhi, 110001,  
India

CP: Ishita Bhatia, Assistant Manager,

Email: [ibhatia@lemeridien-newdelhi.com](mailto:ibhatia@lemeridien-newdelhi.com)

Phone No.: +91 11 23710101/+91 11 23460282(D) / +91 9711733581 (M)

Website: [www.lemeridiennewdelhi.com](http://www.lemeridiennewdelhi.com)

**b. Taj Palace, (5 star)**

2, Sardar Patel Marg,  
Diplomatic Enclave,  
New Delhi, 110021

CP: Hansy Priya Bhatia, Sales Manager – Global Sales Office

Email: [hansy.dhawan@tajhotels.com](mailto:hansy.dhawan@tajhotels.com)

Phone No.:(91-11) 6650 3741 (D); +91 9953715581 (M)

Website: [www.tajhotels.com](http://www.tajhotels.com)

**c. The Park (5 star)**

15, Parliament Street,  
New Delhi, 110001  
CP: Jatin Choudhary, Sales Manager  
Email: [resv.del@theparkhotels.com](mailto:resv.del@theparkhotels.com)  
Phone No.: +91 (0)11 2374 3000  
Website: [www.theparkhotels.com/new-delhi.html](http://www.theparkhotels.com/new-delhi.html)

**d. Hotel the Hans (4 star)**

15, Barakhamba Road,  
Connaught Place,  
New Delhi – 110001  
CP: Shoaib Saeed, Ass. Director sales,  
Email: [shoaib@hanshotels.com](mailto:shoaib@hanshotels.com)  
Phone No.: 011 6615017 (D)/ +91 9891586675(M)  
Website: [www.hanshotels.com](http://www.hanshotels.com)

**e. Hotel Royal Plaza (4 star)**

19, Ashoka Road,  
New Delhi – 110 001  
CP: Ritu Verma, Sales Manager  
Email: [ritu@hoteltheroyalplaza.com](mailto:ritu@hoteltheroyalplaza.com)  
Phone No.: +91 1143555555 (D)  
Website: [www.hoteltheroyalplaza.com](http://www.hoteltheroyalplaza.com)

**Notification:**

As the program is being organized in September, delegates are suggested to make hotel reservation at the earliest.

**MEALS**

The Committee will provide selected meals during the meeting. Delegates are kindly required to submit their dietary requirements on the registration form, as attached, by 31<sup>st</sup> August 2017.

**TRANSPORT ARRANGEMENTS**

The committee shall be providing local travel to the delegation leaders of all the 20 member nations on 26<sup>th</sup>, 27<sup>th</sup> & 28<sup>th</sup> September 2017.

**ENTRY VISA PROCEDURES**

All delegates must hold a valid passport with expiration date of at least 6 (six) months prior to the date of entry into India, with a valid visa to enter India. Please refer to ANNEX I.

## ANNEX I

### VISA REQUIREMENTS

All visitors to India are required to possess a valid passport, with expiration date of at least 6 (six) months prior to the date of entry into the territory of India.

All participants have a visa requirement; it is recommended that they obtain a valid visa before arrival. It is advisable to submit their visa application as early as possible, to the Embassies or the Consulates of the India.

Application form must be completed with recent colored photographs (passport size) and copy of flight itineraries or tickets and signed by the applicant. The application form can be obtained at the Indian Embassies or Consulates.

For the delegates of the IORA Workshop on Empowering Women through Entrepreneurship the following table provides information pertinent to India Visa Regulation:

No.	Countries	Visa Requirements	
		Regular Passport	Diplomatic /Service/ Official Passport
1.	Australia	Visa Required	
2.	Bangladesh	Visa Required	
3.	Comoros	Visa Required	
4.	Indonesia	Visa Required	
5.	Iran	Visa Required	
6.	Kenya	Visa Required	
7.	Madagascar	Visa Required	
8.	Malaysia	Visa Required	
9.	Mauritius	Visa Required	
10.	Mozambique	Visa Required	
11.	Oman	Visa Required	

12.	Seychelles	Visa Required
13.	Singapore	Visa Required
14.	Somalia	Visa Required
15.	South Africa	Visa Required
16.	Sri Lanka	Visa Required
17.	Tanzania	Visa Required
18.	Thailand	Visa Required
19.	United Arab Emirates	Visa Required
20.	Yemen	Visa Required