



Innovation Exposition/Meet

NEW DELHI, INDIA

28 – 29 SEPTEMBER 2017

Administrative Arrangement Note

VENUE AND DATES

The Innovation Exposition/meet will be held in New Delhi on **28-29 September 2017**.

The event will be held at:

Pravasi Bhartiya Kendra

15-A, 15B And 15D, Dr.Rizal Marg,

Chanakyapuri

New Delhi-110021

Ph.: 011 2415 6402

REGISTRATION

All delegates from Member States shall register and send their confirmation to the organizing committee by **31 August 2017** through email: rubaab.sood@ficci.com and hq@iora.net. The registration form is attached.

ORGANIZING COMMITTEE

Please direct all enquiries to:

Name: Rubaab Sood

E-mail: rubaab.sood@ficci.com and copy to hq@iora.net

Phone number: +91-11-23355158 / 23487344

HOSPITALITY

Hospitality will be extended for Head of Delegation of IORA Member States. Hospitality will cover hotel accommodation, transportation and select meals.

Courtesy accommodation provided at **Hotel Le Méridien New Delhi** for **check-in 27 September 2017** **check-out 30 September 2017**. 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 Innovation Exposition are as follows

- **27 September 2017: Reception Dinner & Cultural Program for delegates at Hotel Le Meridian, New Delhi.**
- **28 September 2017: Dinner for Innovation Exposition delegates at Hotel Le Meridian, New Delhi.**

TRAVEL

Air travel shall be facilitated for delegation leaders of all the IORA Member States.

ACCOMMODATION

Other designated hotels will also offer special rates for participating delegates:

a. 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

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

Website: www.tajhotels.com

b. The Park (5 star)

15, Parliament Street,
New Delhi, 110001

CP: Jatin Choudhary, Sales Manager

Email: resv.del@theparkhotels.com

Phone No.: +91 (0)11 2374 3000

Website: www.theparkhotels.com/new-delhi.html

c. Hotel the Hans (4 star)

15, Barakhamba Road,
Connaught Place,
New Delhi – 110001

CP: Shoaib Saeed, Asst. Director sales,

Email: shoaib@hanshotels.com

Phone No.: 011 6615017 (D)/ +91 9891586675(M)

Website: www.hanshotels.com

d. Hotel Royal Plaza (4 star)

19, Ashoka Road,
New Delhi – 110 001

CP: Ritu Verma, Sales Manager

Email: ritu@hoteltheroyalplaza.com

Phone No.: +91 1143555555 (D)

Website: www.hoteltheroyalplaza.com

MEALS

The Committee will provide select meals during the meeting. Delegates are kindly required to submit their dietary requirements on the registration form, as attached, by **5 September 2017**.

TRANSPORT ARRANGEMENTS

The committee will provide local travel to all the delegates and from the airport and from the hotel to the meeting venue from **27-30 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 Republic of 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 Indian Embassies or Consulates.

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 |

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|-----|----------------------|---------------|
| 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 |