

ADMINISTRATIVE AND TRAVEL ADVISORY FOR DIREC,2010

PARTICIPANTS

Accommodation

Conference participants are advised to make their reservations as early as possible to be assured of room availability in the hotels of their convenience. A list of hotels and the preferred rates offered to conference participants is available at the DIREC website: www.direc2010.gov.in. Participants are advised to inform the hotel representative/s that they are making the subject booking in connection with the conference, to avail of the special rates. Participants are also advised to inform the DIREC Secretariat, Attention: Dr. Parveen Saxena through e-mail address: psaxena@nic.in, upon confirmation of their booking arrangements so that DIREC Secretariat is aware of their hotel of stay for logistical arrangements.

Travel / Entry Arrangements

Conference delegates are expected to make their own flight arrangements.

Airport Arrival and Departure Information

All arriving passengers will be subjected to immigration and customs screening. A facilitation Centre for DIREC delegates is available at the Arrival Lobby for **Local Transportation Advisory & Assistance**. Participants arriving at the Indira Gandhi International Airport as well as Domestic Terminal are advised to proceed to the **DIREC Facilitation Centres** at the Arrival lobbies for advisory assistance on transportation services.

For airport transfers to hotels or venue of Conference, **metered taxi services** are available at the International Airport. Conference participants, who wish to directly proceed from Airport to the Venue of conference, are advised to take the pre-paid Taxis with NCR insignia such as MERU and many more having NCR permits. The DIREC Officers posted at the Facilitation Desk would render necessary assistance in this regard.

Travel from New Delhi City / Noida to Expo Centre & Mart – Conference Venue:

For the convenience of the Delegates the DIREC Secretariat will provide on complimentary basis point to point Deluxe Bus Coaches from Delhi/NCR to Expo Centre & Mart, Greater Noida from the following convenient locations:

- i) Palika Kendra, Jai Singh Road (Connaught Place area);
- ii) Dhaura Kuan – ARSD College;
- iii) Ashoka Hotel – NDMC Parking;
- iv) MNRE – Metro Station, out side CGO Complex;
- v) Pragati Maidan – Metro Station; and
- vi) Noida – Sector 37, Metro Station.

Delegates and participants desirous to travel by Taxis or rented cars from Airports / Hotels in New Delhi are advised to take the pre-paid taxis with **NCR insignia**.

Identification of Document and Security

Participants are requested to bring Photo Identification Document (With Photo), such as driver's license, passport, etc. for security check and validation of identity as a requirement prior to issuance of the conference Badge. The conference badges will be issued upon validation of identity at the designated registration sites. Security measures shall be strictly enforced; thus, only conference participants with Conference Badges issued by the DIREC secretariat will be allowed entry at the conference venue. Participants are advised to also carry photo identification documents at all times.

Left Luggage Facility

Left luggage facilities have been created at:

- a) Vigyan Bhawan near East Gate
- b) Outside DIREC Registration Area at Expo Centre & Mart – Venue of the Conference

Registration Procedures

Participants who have pre-registered with the conference secretariat shall receive an acknowledgement letter from the Conference Secretariat. Pre-registered participants are assured of a participation slot in the conference. Pre-registered participants may secure their conference Badges and conference packets/ bags on the dates and registration centres listed below:

On or before 25th October 2010, 9:00am-6:00 pm:

Ministry of New and Renewable Energy, Block No. 14, CGO Complex, Lodi Road, New Delhi-110003 (Near Reception Counter)

26th October, 2010, 9:30am- 4:00 pm:

Registrations counter at Main Vigyan Bhawan, New Delhi-110011

27th October, 2010, 8:00 a.m. :

Registration Counter at Venue of the Conference

For additional information, please get in touch with the DIREC Secretariat.

Meals

Snacks and coffee will be served in the Conference Rooms and foyer outside Meeting Rooms during plenary sessions and in the designated meeting rooms for the breakout sessions. Lunches will be available on **PAY BASIS** at the Open Lawn Area, Cafeteria, Fine Dining on the first floor, Restaurant & Food Court on 3rd Floor and quick bites at other convenient locations.

Medical Services

Emergency medical services will be made available at the conference venue. Request for medical services may be done through the DIREC secretariat located at Ground Floor Reception Area.

Language: English is the official language for DIREC, 2010. English is both spoken and understood throughout the country, especially in business negotiations and in the government.