

ITU-T SG3RG-AO Meeting and Regional Standardization Forum for BSG (20-23 September 2016, New Delhi, India)

Practical information for Participants

1. Meeting Venue

New Delhi, India



The Claridges Hotel



12 Dr APJ Abdul Kalam Road (Aurangzeb Road)
New Delhi - 110011, India

Tel: +91 11 3955 5000/ 4133 5133

Fax: +91 11 2301 0625

Website: www.claridges.com

2. About New Delhi, India

Delhi is situated on the banks of river Yamuna in North India on the floodplains of the mighty Himalayas. Once a part of the Aravali Mountains, today Delhi has only the Ridge area to tell the story of the greenery this place once had. The city is sprinkled with captivating ancient monuments, fascinating museums and art galleries, architectural wonders, a vivacious performing-arts scene, fabulous eating places and bustling markets. Delhi is and has been the political hub of India. Every major political activity in the country traces its roots here.

For more information, please refer website: www.delhitourism.nic.in



3. Weather

New Delhi, the capital of India is a land locked city. The location and distance from the sea gives Delhi an extreme type of continental climate. The winter in Delhi is very cold, but the season during September will be pleasant to visit Delhi. The temperature varies from 30 degree Centigrade maximum to 15 degrees Centigrade minimum during the month of September.

4. Hotel Accommodation

The Claridges Hotel (also meeting venue for the events)

Built in 1952, The Claridges remains one of New Delhi's most iconic hotels till date. A perfect amalgamation of elegance and contemporary luxury, it is located in close proximity to the Capital's bustling commercial and cultural centers. Long ago, the plush lawns of The Claridges Garden used to be India's first Prime Minister Mr. Nehru's favourite spot for an evening tea.

Here, you will find yourself in the most stunning stretch of Lutyen's Delhi, surrounded by a classic blend of colonial charm and modern amenities. The Hotel offers exquisitely appointed rooms and suites, an array of celebrated dining options, as well as dedicated leisure and business facilities. It is also equipped with a delightful temperature-controlled swimming pool, complete with sun decks, cabanas, loungers and a bar, where you can savour exotic cocktails, amidst uplifting music and ambient lighting! Surrounded with expansive lawns, the Hotel is designed to leave nothing wanting. With truly Indian warmth and service, it is the very best Delhi has to offer.

The Claridges Hotel

Website: www.claridges.com

Address: 12 Dr APJ Abdul Kalam Road (Formerly known as Aurangzeb Road)
New Delhi - 110011, India

Email: reservations@claridges.com

Tel: +91 11 3955 5000/ 4133 5133

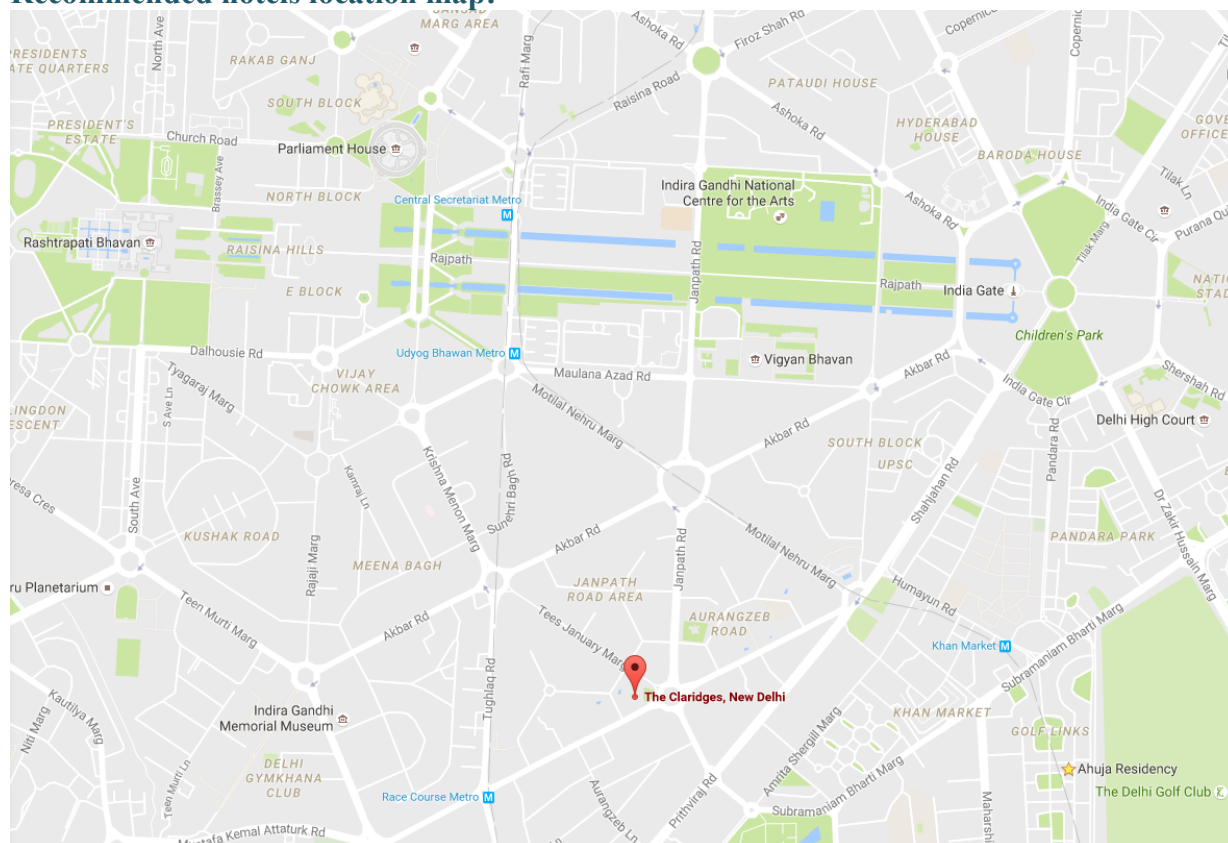
Fax: +91 11 2301 0625

Reservation in Recommended Hotels:

Special rates have been negotiated for participants in the hotels close to the venue of the event. Participants who choose hotels that are shown in table below are kindly requested to fill out the **Hotel Reservation Form (see page 11)** and **email it directly to the contact person of the selected hotel** before **5th September 2016** in order to guarantee preferential rates. The account of the hotel will be paid directly by each participant at the end of the stay.

IT IS STRONGLY ADVISED TO MAKE HOTEL RESERVATION THROUGH THE FORM ATTACHED AND NOT THROUGH INTERNET BOOKING IN ORDER TO ASSURE THE NEGOTIATED RATE AND TO AVOID PROBLEMS IN CASE IT IS CANCELLED.

Recommended hotels location map:



Recommended hotels with special negotiated rates:

Name of Hotel	Room specifications	Room rate in Rs	Contact Person
The Claridges Hotel *****	Standard (Single Room)	Rs.8000 (US\$ 119/- approx.) (Excluding of taxes)	Ph:+91-11-3955 5000, 4133 5133 Contact Person: Ms. Deepshikha Verma, Email: reservations@claridges.com
		Rs.9,990/- approxi including taxes)	
Ahuja Residency 3, Sunder Nagar, New Delhi-110003	Single Occupancy	Rs.4960/- (Inclusive of taxes) (US\$ 75 /- approx.)	T: +91-11- 45785000 / 43523556
	Single Occupancy	Rs.5580/- (Inclusive of taxes) (US\$ 83 /- approx.)	Contact Persons: Mr. Avinash Chaudhary, Email: info@ahujaresidency.com

Note:

1. The room rates above are inclusive of breakfast for one.
2. The Check In & Check Out time is 12.00 noon.

Booking of Hotel & Payment of Accounts

All the delegates are advised to book the hotel directly by quoting 'TRAI-ITU Meeting' for availing special rates.

Before checking out of hotel, the participants are expected to settle all dues directly with hotel, including room charges and other expenses such as local and long-distance telephone calls, Internet, business centre, laundry, room and hotel transportation services, mini-bar items, as well as for restaurant and bar services. Participants are also responsible for any charges incurred with respect to rooms remaining vacant owing to their late arrival or rescheduled departure for which inadequate prior notice is given.

5. Visa Information (<http://passportindia.gov.in/AppOnlineProject/online/visaServices>)

1. The policy, acts and rules relating to entry of foreigners into India are framed by the Ministry of Home Affairs (MHA), Government of India. (website: <http://mha.nic.in>).
2. Visa regime is implemented abroad by Indian missions & posts and in India by Foreigners Regional Registration Offices (FRROs), home departments & district administrators in the states besides immigration posts.
3. Visa like passport and consular services is a service and a fee is charged for grant of visa in accordance with the scale laid down by the Government of India. Visa Fees, once charged, are not refundable. However, it is advisable to also consult the website of the concerned Indian Mission/Post for scale of visa fees applicable.

4. General provisions:

All foreigners entering India must have a passport or any other internationally recognized travel document and visa.

- i. Nepalese or Bhutanese nationals entering by land must have some Photo Identity Papers as proof of their nationality. But in case of entry by air directly from Nepal/Bhutan or from a country other than China, they must have a passport. No visa is required. However, they must have visa if they are traveling from China
 - ii. The visa applicant should ordinarily be within the jurisdiction of the mission/post or else it is necessary to make a reference to the Indian mission/post in the country to which the applicant belongs. Additional fee is chargeable for making reference to the concerned mission/post.
 - iii. Gratis visa is granted to diplomats and officials, UN officials traveling on duty or those traveling to India on invitation of Government of India as its guest. Those granted scholarship under Cultural Exchange Programmes are also granted gratis visa.
5. The following types of India visa are issued to foreign nationals in accordance with the purpose of their visit. Details of requisite documentation may please be accessed at the website of concerned Mission/Post or Ministry of Home Affairs, New Delhi.

Type of visa	Abbreviation
Diplomat	D
Official	O
UN Official	UD
Transit	TR
Entry	X
Tourist	T
Employment	E
Project	P
Student	S
Journalist	J
Business	B
Missionary	M
Mountaineering	X
Conference/Seminar/Meeting	C
Research	R
Medical	MED
Medical Attendant	MEDX
Universal	U

6. **Diplomatic/Official/UN Official Visa:** Diplomats/Officials assigned to their countries Missions/Posts in India or Diplomatic/Official/UN passport holders working in UN or international organizations located in India and their spouses/children holding any type of passport are granted diplomatic/official visas.
7. **Conference/Seminar Visa:** Visas may be granted by Missions/Posts to foreign delegates to international conferences, seminars etc conducted by Government bodies, Public Sector Undertakings or Government aided bodies and NGOs provided necessary clearance by nodal Ministries/Departments of the Government of India/State Governments is in place.
8. Missions/Posts abroad and MHA/State Governments in India. All Tibetan settlement are Restricted Areas.

9. **Registration:** Foreigners entering India on Student visa, Employment visa, Research visa, Missionary visa valid for more than 180 days are required to get themselves registered with the concerned Foreigners Registration Office within 14 days of their arrival in India. Foreigners holding any other type of visa valid for more than 180 days do not require registration if the period of their stay in India on each visit is less than 180 days. However, they must register themselves within 180 days of arrival if the period of their continuous stay exceeds 180 days. For more details, please access the website of MHA or Bureau of Immigration (www.boi.gov.in).
10. **Pakistani Nationals and Foreigners of Pak Origin:** Visa is granted to Pakistani nationals and foreigners of Pak origin only after clearance by concerned authorities. Pakistani nationals holding visitors visa are required to register themselves at the check post of entry within 24 hours of their reaching the specified places. Pak nationals are permitted to enter into and exit from India only through designated check posts.
11. **Chinese Nationals:** Only single entry Tourist and Business visas valid up to 3 months are granted to Chinese nationals. The visa may be extended up to 3 months by FRROs/Ministry of Home Affairs. All other types of visas fall in prior clearance category.
12. **Extension of Visa:** Extension of visa, while in India, is dealt by Foreigners Regional Registration Offices, Ministry of Home Affairs.
13. **Gratis Visa:** In view of the existing bilateral agreements/arrangements, all types of visas are issued gratis to the nationals of Afghanistan, Argentina (Tourist visa only), Bangladesh, Democratic People's Republic of Korea, Jamaica, Maldives, Mauritius, Mongolia, South Africa and Uruguay.
14. Diplomatic, official/service and ordinary passport holders of certain countries are exempt under bilateral agreements from visa requirement:

Country	Category of passport exempted	Period of stay
Bangladesh	Diplomatic & Official	45 days
Bhutan	All passports	Not specified
Cambodia	Diplomatic & Official	60 days
Hong Kong	Diplomatic & Official	
Indonesia	Diplomatic & Official	30 days
Israel	Diplomatic & Official	90 days
Japan	Diplomatic Only	90 days
Laos	Diplomatic & Official	30 days
Malaysia	Diplomatic & Official	90 days
Maldives	All passports	90 days
Mongolia	Diplomatic & Official	90 days
Myanmar	Diplomatic & Official	90 days
Nepal	All passports	Not specified
Philippines	Diplomatic & Official	30 days

Country	Category of passport exempted	Period of stay
Republic of Korea (South Korea)	Diplomatic & Official	90 days
Singapore	Diplomatic & Official	Not specified
Thailand	Diplomatic & Official	90 days
Turkey	Diplomatic only	90 days
Vietnam	Diplomatic & Official	90 days

To apply for a visa, participants have to apply at nearest Indian diplomatic or consular mission by providing the following documents:

- Valid passport.
- A roundtrip airline or bus ticket. If travelling with a vehicle, title of the car or documentation that proves you are able to drive it.
- Hotel booking in your name or in the name of the person with address/phone number of the place where you will stay.
- If applicable, invitation letter received from India.
- Indian visa application <https://indianvisaonline.gov.in/visa/index.html>

Eventually, the Consular Mission may ask for additional information. Please find the nearest Consular mission: <http://www.immihelp.com/directory/indianconsulates.html>

Those participants, whose flights **make a stop in other countries, must pay special attention to the requirements of these countries, since they may need an entry or transit Visa to the country or change of airport.**

Visa supporting letter can be issued on request. Please submit the following information along with a copy of passport to **Mr. Joseph Manoharan, Senior Research Officer, TRAI** for the visa supporting letter.

Full Name

Date of Birth

Passport Number

Nationality

Date of Issue

Date of Expiry

Place of Issue

Contact Point :

For any further information you may require or if you need a personal invitation letter or official document for your travel clearances, please contact:

For attendance, participation, visa support letter etc.

Mr. Joseph Manoharan

SENIOR RESEARCH OFFICER (INTERNATIONAL RELATIONS)

EMAIL: IRDIVISION@TRAI.GOV.IN

MOB;- 9013135454

Tel :+91-11- 23664220

Fax: +91-11-23211046

6. Health Requirements

ITU advises all the participants to take medical and travel insurance covering the whole period of the training course and overseas travel. Neither ITU nor TRAI will be able to meet any expenses relating to injury, accident or medical treatment of the participant during their stay in India.

7. Arrival at airport

In order to secure reception at the airport and transportation to hotels, participants are requested to fill the **Hotel Reservation Form (see page 11)** and send it to the hotel they choose for accommodation.

The airport has all necessary amenities to welcome participants. It is located 25 minutes by car from Lutyens' Delhi and the official hotels of the meeting.

Airport practical Information:

At the airport, taxi service is available at the Arrivals and the fees are reasonable. Now getting a cab at the airport becomes quicker. Step outside the terminal and be greeted by the newly introduced post-paid radio taxi service at the airport. A hassle - free convenience that gets you to your destination sooner and safer.

Taxi Airport:

Name	Telephone	Location
Meru Cabs	44 22 44 22	T3 International Airport arrivals
Mega Cabs	41 41 41 41	T3 International Airport arrivals
Easy Cabs	43 43 43 43	T1C Domestic Arrival Terminal

8. Transportation

Hotels officially recommended are located close to the event. For those who wish to take a taxi, apart from these airconditioned taxi operators mentioned above, one can find the typical yellow and black taxis across the city.

9. Services available for participants during meetings

Information display:

It will be located outside the main meeting room and will provide information on many issues of interest of the participants and will forward to other services, such as city tour and transfers, mail, medical care, communications, etc. It will also be the place where you should deliver or collect lost items.

Communication center:

Internet Access free of charge will be available at the event meeting room. Participants will also be provided with fax service.

Security:

For security reasons, all participants should be permanently using their badges during the meeting and in all social activities.

Medical Assistance:

Emergency and urgency medical assistance will be provided free of charge within the premises where the meeting will take place. Nevertheless it is advised to take out international travel insurance to cover any medical expenses in case of medical treatment.

10. Banks & Currency

The unit of currency is Indian Rupees which comes in denominations of 1, 2, 5, 10, 20, 50, 100, 500 and 1,000. Please use authorised money changers and banks to convert currency. They will issue a certificate of exchange which is required at the time of re-conversion of any unused currency. The currency may be exchanged at the airport on arrival. Foreign Exchange Rate is approximately Rs.66 to US \$ 1 (as in July, 2016).

Most bank ATMs honour Visa, Visa Electron, Master & Maestro cards. Most hotels, shops & other establishments accept all major international credit cards.

The exchange rate in India is pegged to the dollar, other currencies rate can be consulted at https://rbi.org.in/scripts/BS_PressReleaseDisplay.aspx?prid=37540 / or www.oanda.com.

As of August 2016:

1 Euro = 73.8884 Rs (approx.).

1 US\$ = 66.6670 Rs (approx.).

11. Language

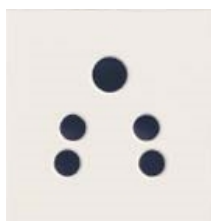
Hindi is the official language but English is widely used throughout the City.

12. Time Zone:

New Delhi is GMT + 5:30 hours.

13. Electricity:

230 Volts AC 50Hz Electric sockets are: Type D



14. General Information about India:

Government:	Federal parliamentary republic
President:	Pranab Mukherjee
Vice-President:	Mohammad Hamid Ansari
Prime Minister:	Narendra Modi
Area:	3,287,263[14] km
Population:	1,293,057,000 (2016 estimate)
Capital:	New Delhi
Language:	Hindi, English

HOTEL RESERVATION FORM
*(to be submitted **before 5th September 2016**)*



**ITU-T Study Group 3 RG-AO meeting
and Regional Standardization Forum for BSG
New Delhi, India, 20-23 September 2016**



(PLEASE USE CAPITAL LETTERS)

1. Mr. / Mrs _____

(Family name)

(First name)

2. Country : _____

3. Address : _____

4. Tel.: _____ Fax: _____ E-mail : _____

5. Name of chosen hotel _____

Selected Rate _____ Rs

Booking of a single room

Booking of a double room

Type of room _____

Check-in (dd/mm/yy): _____ Check-out (dd/mm/yy): _____

Total of nights _____

6. Credit Card Information:

Number: _____

Type of card: _____

Expiration date: _____

Name of cardholder (as written on the card): _____

7. Arrival Date : ____ / ____ /2016

Flight No. : _____ Time : _____ Flight coming from (city): _____

8. Departure date : ____ / ____ /2016

Flight No. : _____ Time : _____

Date : _____ Signature : _____