

## Information Note

### Regional Consultation on Strengthening of Emergency Medical Teams (EMTs)

5-6 June 2018, New Delhi, India

#### 1. Training Venue

##### **Hotel Le Meridien**

Windsor Place  
New Delhi – 110001, India  
Tel: (91-11) 2371 0101  
Website: [www.lemeridiennewdelhi.com](http://www.lemeridiennewdelhi.com)

**Meeting Venue:** Sovereign - II

##### **Focal Person:**

##### **Mr Nitin Gupta**

Assistant Director of Sales  
Mob: +91 9711983154  
Email: [ngupta@lemeridien-newdelhi.com](mailto:ngupta@lemeridien-newdelhi.com)

##### **Ms Pamita Singh**

Sr. Business Development Manager  
Direct Tel: +91 11 23460201  
Email: [psingh@lemeridien-newdelhi.com](mailto:psingh@lemeridien-newdelhi.com)



#### 2. PASSPORT, VISAS AND IMMIGRATION

All participants must have a valid passport and travel documents endorsed and valid for India. It should be noted that a visa will be granted only if passport remains valid for a minimum period of six months. In case of the requirement for a visa facilitation letter, please contact the WHO Office in your country or write to the WHO-SEARO Secretariat at [sharmam@who.int](mailto:sharmam@who.int).

#### 3. TRAVEL

The WHO Country Offices in respective countries have been requested to provide air tickets by the most direct, and cheapest air fare – excursion fare tickets, if available, or by economy class to New Delhi, India from the airport nearest to the place of residence.

All participants are requested to arrive in New Delhi on **4 June 2018**. If participants wish to make any change in the proposed itinerary and the type of ticket provided by the WHO authorized Travel Agent or if participants arrive in India prior to the scheduled date of arrival (*except secretariat and facilitators who arrive on 3 June 2018*), the additional cost and travel time will be the participant's personal liability.

**Note:** Secretariat of the consultation and facilitators are required to arrive a day early as separately notified by the SEARO Secretariat.

#### **4. REGISTRATION**

---

Registration of participants will be on the first day of the consultation, i.e., **Tuesday, 5 June 2018** between 08:30 – 09:00 hrs at the Sovereign Hall.

#### **5. ACCOMMODATIONS**

---

WHO has negotiated special rates with Hotel Le Meridien and has pre-booked rooms for all outstation participants (sponsored by SEARO).

WHO will be paying the hotel directly for accommodations hence it is mandatory for all participants to stay at Hotel Le Meridien. Participants are not required to settle accommodation costs with hotel as the same will be settled by WHO. The cost of accommodation includes buffet breakfast, complimentary Wi-Fi (basic access) and airport transfers.

However, all other costs, i.e., meals, snacks, room service, laundry, minibar, etc. are to be settled by the participants before their departure.

##### **Check-in / check-out policy of Hotel**

- Hotel checkin time: 15:00 hrs.
- Hotel check-out time: 12:00 hrs.
- Additional charges will be levied for early check-in or late check-out in case of non-official reasons.

Participants are requested to send their ETA-ETD details to the secretariat (Mona Sharma and Marina Benjamin) latest by **30 May 2018** to confirm the room bookings.

Please note, beyond the deadline of 30 May, hotel will **NOT** be in a position to guarantee accommodations and participants will have to make their own arrangements and bear the cost.

#### **6. PER-DIEM**

---

WHO sponsored participants/WCO staff will receive the subsistence allowance (with applicable deductions for accommodations and lunch on training days) in appropriate currency for the duration of training.

WHO sponsored participants/WCO staff are requested to coordinate with the WHO Country Offices in their respective countries before their scheduled departure regarding the per-diem. Please note that there is no arrangement for payment of per-diem at the venue.

#### **7. AIRPORT TRANSFER**

---

Two way airport transfers will be provided by Hotel Le Meridien on complimentary basis to all participants. Kindly ensure sharing ETA-ETD with SEARO Secretariat well in advance, i.e., before 30 May 2018.

#### **8. INSURANCE AND BAGGAGE**

---

Please note that WHO cannot be held liable or responsible for any claim arising out of death, injury, sickness or other disability during travel or course of the meeting. Similarly, excess baggage charges and insurance of baggage are the responsibility of the participants. Likewise, taxi charges (other than those

provided by the Hotel), airport taxes, portorage expenses incurred in obtaining visas and passports will not be reimbursed by the Organization.

## 9. CLIMATE AND TEMPERATURE

---

The climate in Delhi around June is very dry and hot with temperature going up to 44°C. Light summer clothing is recommended, however temperature within the meeting venue will be controlled.

## 10. CURRENCY AND EXCHANGE

---

The currency is Indian Rupees and approximate exchange rate is INR 66.66 for USD 1 as of 1 May 2018. Most international currencies and travelers cheques can be exchanged at banks or local money changers. Major credit cards are accepted in major establishments as well as at money changers.

## 11. LAPTOPS

---

All participants are requested to bring their laptops as sessions, exercises and presentations will require the use of it.

## 12. IMPORTANT CONTACTS AT WHO

<b>Technical focal points:</b>	<b>Administrative focal points:</b>
<p><b>Dr Arturo Pesigan</b> Programme Area Manager, Emergency Operations Tel : + 91 11 43040492 Email: <a href="mailto:pesigana@who.int">pesigana@who.int</a></p> <p><b>Dr Nilesh Buddha</b> Technical Officer, Emergency Operations Tel : +91 9958097017 Email: <a href="mailto:buddhan@who.int">buddhan@who.int</a></p>	<p><b>Ms Mona Sharma</b> Mob: +91 9910490791 Email: <a href="mailto:sharmam@who.int">sharmam@who.int</a></p> <p><b>Ms Marina Benjamin</b> Mob: +91 8826622944 Email: <a href="mailto:maybelm@who.int">maybelm@who.int</a></p>

\*\*\*\*\*