

## Information Note

### **Regional Meeting on Scaling-up Capacities in Emergency Risk Management in SEAR Countries 29 November – 1 December 2016, WHO-SEARO, New Delhi, India**

#### **1. MEETING VENUE**

##### **WHO Conference Hall**

First Floor  
World Health Organization  
Regional Office for South-East Asia  
Indraprastha Estate  
Mahatma Gandhi Marg  
New Delhi 110002, India

Tel : + 91 11 43040340

Website: <http://www.searo.who.int/en/>



#### **2. ACCOMMODATIONS**

##### **The Imperial Hotel**

Janpath Lane, Connaught Place  
New Delhi 110001, India  
Contact: Mr Bhuvnesh Kaul  
Mob : +09811169532  
Tel : + 91 11 23341234; Fax : + 91 11 23342255  
Email: [bkaul@theimperialindia.com](mailto:bkaul@theimperialindia.com)  
Website: [www.theimperialindia.com](http://www.theimperialindia.com)

WHO has negotiated with Hotel Imperial special rates for its participants and accordingly has block booked rooms (limited numbers) as per below. WHO requests all participants (both WHO sponsored and self-sponsored) to stay at this hotel for reasons of convenience and security. WHO special rate (exclusive of taxes) provided by the hotel are as follows:

Room Type	With VAT Single (INR)/night	With VAT Double (INR)/night
Imperial Room Single/Double	9500/-	11500/-

##### **The above rate is inclusive of the following:**

- Buffet breakfast
- Complimentary WIFI Internet in the rooms
- Two way airport transfers
- Office transfer in shared vehicle in the morning and back to hotel in the evening

### **Early check-in / late check-out policy**

- Hotel check in time : 1400 hrs and check-out time is 1200 hrs
- Complimentary early check-in after 1100 hrs and late check-out upto 1800 hrs (subject to availability)

The hotel will hold the tentative booking until **20 November 2016** and hence participants are requested to send their confirmed ETA-ETD details to the SEARO Secretariat (Mr Mayank Bansal at [bansalm@who.int](mailto:bansalm@who.int)) to confirm accommodations at Hotel Imperial.

Please note, beyond the deadline of 20 November 2016, the hotel will **NOT** be in a position to guarantee accommodations and participants will have to arrange their accommodations themselves.

Participants are requested to settle their hotel bills directly in cash or by credit card at the time of their departure.

**Kindly note** - participants wishing to change the date of their arrival are required to notify the meeting organizers at least 24 hours in advance. A cancellation charge equivalent to one night of lodging will be charged to participants for "No Show" or who do not give 24 hours' notice for late or non-arrival from the date notified.

### **3. PASSPORT, VISAS AND IMMIGRATION**

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All participants must have a valid passport 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. If a Visa facilitation letter is required, please contact the WHO Office in your country or WHO-SEARO Secretariat.

### **4. TRAVEL**

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For the WHO-sponsored participants and WHO staff, WHO Representative 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 **28 November 2016\***. 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, the additional cost and travel time will be the participant's personal responsibility.

All self-sponsored participants to make their own travel arrangements and to notify the WHO-SEARO Secretariat in case assistance is required for booking accommodations at Hotel Imperial.

**\*Note:** WHO Country Office focal points are required to arrive on 27 November 2016 to attend a meeting of ERM AND IHR focal points on 28 November 2016 at 09:00 hrs in Sri Lanka Room, WHO-SEARO.

### **5. REGISTRATION**

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Registration of participants will be done on the first day of the meeting, i.e., 29 November 2016 between 08:30 hrs – 09:00 hrs at the Conference Hall Lobby, First floor, WHO-SEARO.

## 6. PER-DIEM

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- WHO sponsored participants will receive an appropriate subsistence allowance (with deduction for lunch for the meeting days) in the appropriate currency for the duration of the meeting, i.e., from 29 November to 1 December 2016.
- WHO sponsored participants are requested to collect their per-diem from the WHO Office of their country before their departure. Please note that there is no arrangement for the payment of per-diem at the meeting venue.
- Please note that observers/self-sponsored participants, whether local or outstation, shall not be eligible to receive any subsistence allowance for their participation in this meeting.

## 7. AIRPORT TRANSFER

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Two way airport transfers are provided by Hotel Imperial on complimentary basis to all the meeting participants who will be staying in the Hotel.

## 8. INSURANCE AND BAGGAGE

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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 training. Similarly, excess baggage charges and insurance of baggage are the responsibility of the participants. Likewise, taxi charges (other than those provided by Hotel Imperial) to and from airport, airport taxes, portorage expenses incurred in obtaining visas and passports are not reimbursed by the Organization.

## 9. CLIMATE AND TEMPERATURE

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November-December is the perfect time to visit most of the parts of India as it is beginning of winter. The average temperatures in Delhi during this period are a maximum of 27 degrees centigrade and a minimum of 12 degrees centigrade.

## 10. CURRENCY AND EXCHANGE

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The currency in New Delhi, India is Indian Rupees (the currency exchange rate approximately is INR 66.78 for USD 1 as of 1 November 2016). Most international currencies and travelers cheques can be exchanged at banks, airport or local money changers. Major credit cards are accepted in major establishments as well as at money changers.

## 11. LAPTOPS

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All participants are requested to bring their laptops for this meeting. This will be a paperless meeting.

## 12. IMPORTANT CONTACTS

<u>For technical matters</u>	<u>For administrative matters</u>
Dr Arturo Pesigan Programme Area Manager Emergency Management Operations Mob : +09821947664 Email: <a href="mailto:pesigana@who.int">pesigana@who.int</a>	Ms Mona Sharma Executive Assistant Emergency Management Operations Email: <a href="mailto:sharmam@who.int">sharmam@who.int</a>