

INFORMATION NOTE



MEETING VENUE

THE IMPERIAL, NEW DELHI

Connaught Place, Janpath, Delhi - 110001

Tel. +91-11-2334 1234

Website: <http://www.theimperialindia.com>

Contact Person: Mr Bhuvnesh Kaul

Email: bkaul@theimperialindia.com

The Imperial is an iconic property situated in the heart of capital. The hotel located on Janpath and is 30 minutes' drive from the International Airport.

ACCOMMODATION

The Imperial has offered a special package for this meeting:

- INR 8,832/- (around USD 136) per night for single occupancy
- INR 10,880/- (around USD 167) per night for double occupancy

The rates are inclusive of:

- Applicable taxes;
- buffet breakfast;
- wi-fi; and
- airport transfer.

For World Health Organization's (WHO) sponsored participants bills for single occupancy standard room with one meal (breakfast only) will be settled directly by WHO but for any other/extra services WHO shall not be responsible for any other expenses for any service beyond the standard room rent as mentioned above.

If require, please provide the latest/final date of arrival and departure to Mr Mayank Bansal at bansalm@who.int in the format given below.

S.No.	Name of Participant	Designation / Title	Arrival Date	Arrival Flight & Time	Departure Date	Departure Flight & Time

EARLY CHECK-IN / LATE CHECK-OUT (SUBJECT TO AVAILABILITY)

Standard Check-in time is at 1400 hrs and check-out time is at 1200 hrs.

Early check-in -

- between 1200 to 1400 hrs - complimentary (subject to availability)
- between 1000 until 1200 hrs - 50% extra of original room rate
- before 1000 hrs - 100% extra of original room rate

Late checkout -

- until 1400 hrs - complementary (subject to availability)
- between 1400 hours until 1700 hrs - 50% extra of original room rate.
- after 1700 hrs - 100% extra of original room rate

AIRPORT TRANSFER

Airport transfer charges are inclusive in the room rent.

PASSPORT AND VISA

Please note, that it is the participant responsibility to obtain visas which may be necessary for his/her travel. All travelers must have a valid passport (minimum of 6 months before the expiry date).

Should you require a visa facilitation letter, kindly send in the copy of your passport to (Mr Mayank Bansal, email: bansalm@who.int) well in advance.

NOTE: PLEASE ALSO CARRY THE INVITATION LETTER ISSUED BY WHO.

TRAVEL ARRANGEMENTS

The WHO travel agents in your respective country shall provide air tickets by the most direct and economical route to Delhi, India from the airport nearest to your place of residence. If you request any changes and type of ticket in the proposed itinerary provided, then additional cost shall be at your personal responsibility. All participants should arrange their own travel insurance.

All participants are requested to notify ETA and ETD (Expected Time of Arrival and Expected Time of Departure) to Mr. Mayank Bansal at bansalm@who.int.

PER DIEM

- Participants shall receive a standard per diem rate. Following deductions shall apply.
 - 60% for the period of stay in hotel (as per the advised travel plan)
 - 10% extra deduction on meeting days i.e 19-21 June 2018 as lunch will be provided
 - 10% extra deduction on the day of reception dinner (only one day)
- WHO sponsored participants are requested to provide supplier form duly filled-in and signed for transfer of per-diem in their bank account in the currency of that account. Non-electronic payments-in cash or cash vouchers are not encouraged. Please note that there is no arrangement for the payment of per-diem at the meeting venue.

CLIMATE AND TEMPERATURE

The climate at this time of the year is mostly sunny and very warm. The temperatures would be around 40°C-42°C.

DELHI

Delhi, India's capital territory is a massive metropolitan area in the country's north. Delhi has been continuously inhabited since the 6th century BC. Through most of its history, Delhi has served as a capital of various kingdoms and empires.

MODE OF PAYMENT

Payment to the hotel will be made either by cash (in Indian Rupee) or by credit cards. Only selected credit cards are accepted in the hotel, and we would request you to kindly carry a sufficient amount of cash with you. For the use of credit cards a surcharge may apply.

CURRENCY AND EXCHANGE

Indian Rupee (INR) can be generally obtained in exchange for US\$, Euros or other currencies in banks, hotels and foreign exchange services located at the airport or nearby hotel. The current UN exchange rate for 1 USD is approximately INR65.

INSURANCE AND EXCESS BAGGAGE

Please note that WHO cannot be held liable or responsible for any claim arising out of death, injury, sickness or other disability. Similarly, excess baggage charges or charges for insurance of baggage are the responsibility of the participants/individuals.

HEALTH

A yellow fever vaccination certificate is required from travelers coming from countries at risk of yellow fever transmission. For further information please contact International Travel and Health (<http://www.who.int/ith/en>).

PLEASE ALSO ENSURE TO CARRY YOUR ROUTINE PERSONAL MEDICINES BEFORE DEPARTING.

ELECTRICITY

The electricity in India is 220/230 volts at AC at 50HZ. Recommended plugs are 2-pin round and 3-pin round/square.

CONTACTS

For further queries, you may please contact the following:

For Administrative & logistic matters Mr. Mayank Bansal, SEARO Email: bansalm@who.int	For Technical focal point Dr. Gyanendra Gongal, SEARO Email: gongalg@who.int
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WE WISH YOU A SAFE AND SOUND TRIP TO DELHI.