

**INTERNATIONAL CIVIL AVIATION ORGANIZATION  
ASIA AND PACIFIC OFFICE**

**Airport Collaborative Decision Making (A-CDM)  
Integration with Air Traffic Flow Management (ATFM) Workshop**

*(New Delhi, India, 2 - 4 December 2019)*

**INFORMATION BULLETIN**

1. **Dates and Venue**

1.1 The A-CDM Integration with ATFM Workshop will be held in New Delhi, India from 2 to 4 December 2019. The workshop will start at 0900 hours each day. The workshop venue is:

**Indian Aviation Academy**, New Ruchi Vihar, Vasant Kunj, New Delhi-110070, Delhi, India  
Google Map Link: <https://goo.gl/maps/kzxZsErcLGKivyRB9>

1.2 Delhi, the capital of India, is situated in northern India and stands on the west bank of Yamuna River. Delhi is spread over an area of 1483 sq. kilometres, 216 meters above sea level and has a population of around 14 million. Apart from its historical importance, Delhi also happens to be the political hub of India, where every political activity in the country traces its roots to Delhi. The people of Delhi proudly call themselves as "Delhi-ites". A lot of pride is associated with this word. Delhi is the fifth most populated urban area in world with satellite towns like Faridabad, Gurgaon and Noida making the National Capital Region (NCR). Delhi is multi linguistic and multi cultured. Being the capital of the world's largest democracy, Delhi has embassies of more than 160 countries.

2. **Registration of Participants**

2.1. Participants are requested to register at the Registration Desk at 0900 and 0930 hours on the opening day of the workshop.

2.2. Participants are also requested to wear the identification badge, which will be issued to them, when they are attending the workshop.

3. **Officers and Secretariat Concerned with the Workshop**

3.1 Mr. Hiroyuki Takata, Regional Officer ATM, ICAO APAC RSO, will act as the organizer of the workshop.

3.2 Mr. M. K. Nelli will provide coordination, liaison and logistics support on behalf of the host, the Airports Authority of India (AAI).

4. **Passport, Visa and Customs**

4.1. All foreign nationals entering India must possess valid passports or other valid documents for travel. Participants may wish to obtain information on India entry requirements by accessing the website <http://www.moea.gov.in>

4.2 Participants must be in possession of medical insurance coverage to meet expenses for any sickness or medical emergency during the workshop.

4.3 Currency, Credit Cards & Banking Services: The monetary unit in India is INR (Indian Rupee). Currency notes, coins of different denominations are in circulation. The current exchange value/rate is US \$1= INR 71.00 Approx. International credit cards like American Express/Master/Visa/Diners Club etc. widely accepted at hotels, departmental stores and other shops, restaurants etc. Foreign exchange services are available at Delhi Airport round-the-clock. Other money changers booth / authorized agents are available at major markets.

5. **Hotel Reservations**

**LIST OF HOTELS**

No.	Name & Address of the Hotel	Contact Details
1.	Hotel Radisson BLU Plaza New Delhi  National Highway No. 8, Mahipalpur, New Delhi – 37	Website: <a href="http://www.radissonblu.com">www.radissonblu.com</a>  Contact person Mr. Vivek Jamwal, Sales Manager Mobile: +91-8376803714 Email: <a href="mailto:vivek.jamwal@radissondel.com">vivek.jamwal@radissondel.com</a>
2.	Hotel JW Marriott  Asset No. 4, Hospitality District, Delhi Aerocity, IGI Airport, New Delhi – 37.	Website: <a href="http://www.marriott.com">www.marriott.com</a>  Contact person Mr. Aayush Kapoor, Sales Manager Mobile: +91-8527172228 Email: <a href="mailto:aayush.kapoor@marriott.com">aayush.kapoor@marriott.com</a>
3.	Hotel Holiday Inn  Asset No. 12, Hospitality District, Delhi Aerocity, IGI Airport, New Delhi – 37.	Website: <a href="http://www.holidayinndelhi.com">www.holidayinndelhi.com</a>  Contact person Ms. Aprajita Uttal, Asstt. Sales Manager Mobile: +91-8130496058 Email: <a href="mailto:aprajita.uttal@holidayinndelhi.com">aprajita.uttal@holidayinndelhi.com</a>
4.	Hotel Lemon Tree  Asset No. 6, Hospitality District, Delhi Aerocity, IGI Airport, New Delhi – 37.	Website: <a href="http://www.lemontreehotels.com">www.lemontreehotels.com</a>  Contact person Mr. Gaurav Narang, Asstt. Sales Manager Mobile: +91-9650100841 Email: <a href="mailto:sales4.dl@lemontreehotels.com">sales4.dl@lemontreehotels.com</a>
5.	Hotel IBIS  Asset No. 9, Hospitality District, Delhi Aerocity, IGI Airport, New Delhi – 37.	Website: <a href="http://www.ibishotel.com">www.ibishotel.com</a>  Contact person Ms. Jyotsna Kamran, Director of Sales Email: <a href="mailto:Jyotsna.kamran@accor.com">Jyotsna.kamran@accor.com</a>  Mr. Sushab Nath, Sales Manager Mobile: +91-9711121702 Email: <a href="mailto:sushab.nath@accor.com">sushab.nath@accor.com</a>
6.	Hotel Pullman  Asset No. 2, Hospitality District, Delhi Aerocity, IGI Airport, New Delhi – 37.	Website: <a href="http://www.accordhotels.com">www.accordhotels.com</a>  Contact person Mr. Kavesh Attary, Asstt. Sales Manager Mobile: +91-9643100653

		Email: <a href="mailto:kavesh.attary@accor.com">kavesh.attary@accor.com</a> Ms. Poorva Chaudhary, Asstt. Sales Manager Email: <a href="mailto:h7559-sl6@accor.com">h7559-sl6@accor.com</a>
7.	Hotel Roseate  Asset No. 10, Hospitality District, Delhi Aerocity, IGI Airport, New Delhi – 37.	Website: <a href="http://www.roseatehotels.com">www.roseatehotels.com</a>  Contact person Ms. Suman Julka, Director of Sales & Marketing Mobile: +91-9711154549 Email: <a href="mailto:suman.julka@roseatehotels.com">suman.julka@roseatehotels.com</a>
8.	Hotel The Grand  Nelson Mandela Road, Vasant Kunj- Phase-II, New Delhi Delhi – 110 070.	Website: <a href="http://www.thegrandnewdelhi.com">www.thegrandnewdelhi.com</a>  Contact person: Mr. Abhimanyu Chandra, Director of Sales Mobile: +91-9871693938 Email: <a href="mailto:dos@thegrandnewdelhi.com">dos@thegrandnewdelhi.com</a>

\*Discount rate for some hotels may be available, the information will be provided in due course.

## 6. **Catering Arrangements**

6.1. Tea and Coffee during the workshop hours will be provided both in the forenoon and afternoon sessions and working Lunch will be provided on all five days of the workshop.

6.2 Participants should note that the workshop Order of Business will resume promptly at the programmed time following the lunch break (normally 1 hour).

## 7. **Further Information**

7.1. Correspondence pertaining to travel arrangement such as information of participants' arrival details, information for hotel accommodation and other associated matters should be directed to the following officers of Airports Authority of India, CHQ, Rajiv Gandhi Bhavan, Safdarjung Airport, New Delhi - 110003:

Mr. M.K.Nelli, Joint General Manager (ATM-ATFM)  
Airports Authority of India  
O/o Executive Director (ATM-ATFM)  
Contact: Tel: +91-11-24699738  
Mobile: +91-9910021565  
Fax: +91-11-24699738  
E-mail: [mknelli@aai.aero](mailto:mknelli@aai.aero)

Mr. Puneet Gupta, Joint General Manager (ATM-ATFM)  
Airports Authority of India  
O/o Executive Director (ATM-ATFM)  
Contact: Tel: +91-11-24699738  
Mobile: +91-9868622843  
Fax: +91-11-24699738  
Email: [puneetgupta@aai.aero](mailto:puneetgupta@aai.aero)

7.2 Climate at New Delhi during this period would be mild winter, more information can also be obtained through website of Indian Meteorological Department at <https://www.imd.gov.in>. The

highest temperature in New Delhi in December is 30 degree Celsius and the lowest temperature approximately 08 degrees Celsius. Formal clothing is preferable for the workshop and on other occasions light woollen wear would be ideal during this season.

8. **Miscellaneous Information**

8.1 **Languages spoken:** Hindi, Punjabi, English.

8.2 **Places of Tourist Interest:** Lal Quila, Kutub Minar, Lotus Temple, Akshardham Temple, Jantar Mantar, India Gate etc. Please visit the Delhi Tourism website: [www.delhitourism.gov.in](http://www.delhitourism.gov.in) for detailed information in this regard.

8.3 **Time:** India is 5 Hours 30 Minutes ahead of Universal Coordinated Time (UTC+0530 Hrs).

8.4 **Electricity System:** The Electricity supply system in India operates on 220V/50 Hz. Adaptor to suit two/three pins outlets (5Amps/15Amps) are required for connecting appliances/Notebooks/Laptops. In the conference hall, extension cords will be available for the purpose. In each room also, suitable provision is there for Notebooks/Laptops.

8.5 **Drinking Water:** Although the tap water is potable, it is recommended to use bottled water for drinking purpose

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