



International Civil Aviation Organization

**ELEVENTH MEETING OF THE SOUTHEAST
ASIA AND BAY OF BENGAL SUB-REGIONAL
ADS-B IMPLEMENTATION WORKING GROUP
(SEA/BOB ADS-B WG/11)**



New Delhi, India 17 – 19 November 2015

MEETING BULLETIN

1. Location & Schedule of Meeting

1.1. The Eleventh Meeting of the of the South East Asia & Bay of Bengal Sub-regional ADS-B Implementation Working Group (SEA/BOB ADS-B WG/11) will be held from 17 to 19 November 2015 in New Delhi, India. The Meeting will commence at 10:00 hours 17 November.

1.2. The venue of the meeting is Hotel IBIS, Asset No. 9, Hospitality District, Delhi Aerocity, IGI Airport, New Delhi – 37, which is located at about 4 kms from the IGI Airport (T-3), New Delhi. Contact Details are hereunder:

Hotel IBIS

Address: No. 9, Hospitality District, Delhi Aerocity, IGI Airport,
New Delhi – 110037

Website: www.ibishotel.com

Email: H7484-sl2@accor.com

Contact Person: Ms Upasna Khanna, Asst. Sales Manager,

Tel: +91-11-43020202,

Mobile: +91-7838381278

1.3 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. kilometers, 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 outside the conference room on Tuesday 17 November 2015 between 0900 – 0945 hrs. Participants are also requested to put on the identification badge while attending all activities during the meeting.

3. Officers and Secretariat concerned with the Meeting

3.1 Mr. Li Peng, Regional Officer CNS of the ICAO Asia and Pacific Office will act as Secretary of the meeting. His contact addresses is as follows:

Tel: +66 (2) 537 8189 to 97 Ext. 158
Fax: +66 (2) 537 8199
E-mail: pli@bangkok.icao.int

4. Meeting documents for distribution

4.1 All Working/Information Papers for the Meeting should be submitted in Microsoft Word and/or Power Point format **before 6 November 2015** for publishing on the ICAO APAC web site. Participants are requested to download the meeting papers from ICAO APAC website. No hard copy of papers will be distributed. E-mail address for submitting papers for the meeting: APAC@icao.int & pli@icao.int

5. Hotel Accommodation

5.1. Considering the seasonal and peak festival season, it is recommended to make hotel booking well in advance.

5.2. The list of recommended hotels along with the details is enclosed for ready reference. All the mentioned hotels at Sl. No. 2 to 5 are located within 02 Kms. radius from the venue while Hotels mentioned at Sl. No. 06 and 07 are within 15 Kilometer radius from the venue. The venue of the meeting is well connected and is very near to the International Terminal (T-3), of IGI Airport and can also be accessed by Delhi Metro Airport Express Line (Nearest Metro Station: Delhi Aerocity), other hotels from Sl. No. 2 to 4 can also be accessed by Delhi Aerocity Metro Station.

6. Miscellaneous Information

6.1. Climate: November in Delhi witness moderate climate; it's the onset of winter season. The average max. temperature is around 27° C and Min. Temperature is around 16° C.

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

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

6.4. Drinking Water: Although the tap water is also potable, but it is recommended to take only Bottled water for drinking purpose.

6.5. Passport/Visa: All foreign nationals are required to possess valid Passport, other mandatory travel documents and should contact Indian Consulate Office for necessary guidelines. Please visit the Ministry of External Affairs, Govt. of India website www.mea.gov.in for details in this regard. In case, any further clarification is required, Airports Authority of India office may be contacted.

6.6. 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 66.00 Approx. International credit cards like American Express/Master/Visa/Diners Club etc. widely accepted at hotels, departmental stores and other shops, restaurant etc. Foreign exchange services are available at Delhi Airport round the clock. Other money changers booth / authorized agents are available at major markets.

6.7. Language: Hindi, Punjabi, English.

6.8. 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 for detailed information in this regard.

7. Contact Point

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

Mr. Pan Singh, General Manager (CNS)
Airports Authority of India
O/o Executive Director (CNS-OM)
Contact: +91 9958311255
email: pansingh@aai.aero or pansinghnegi@gmail.com

Mr. Sanjeev Shah, AGM (CNS)
Airports Authority of India
O/o Executive Director (CNS-OM)
Contact: +91 9968379495
email: shah@aai.aero or sshah1118@gmail.com

LIST OF HOTELS

S. No.	Name & Address of the Hotel	Accommodation Information & Tariff in INR	Contact Details
1.	Hotel IBIS, Asset No. 9, Hospitality District, Delhi Aerocity, IGI Airport, New Delhi - 37	INR – 3600 + Taxes (Standard Room) (Single Occupancy) INR- 3900 + Taxes (Standard Room) (Double Occupancy)	Website: ibishotel.com Email: H7484-sl2@accor.com Contact Person: Ms Upasna Khanna, Asstt. Sales Manager Tel: +91-11-43020202 Mobile: +91- 7838381278
2.	Hotel JW MARRIOTT, Asset No. 4, Hospitality District, Delhi Aerocity, IGI Airport, New Delhi - 37	-----	Website: www.marriott.com Email: arjun.saigal@marriott-hotels.com Contact Person: Mr Arjun Saigal, Asstt. Sales Manager Tel: +91-11-45242199 Exr:2285 Mobile:+91 8826695704
3.	Hotel HOLIDAY INN Asset No. 12, Hospitality District, Delhi Aerocity, IGI Airport, New Delhi - 37	-----	Website: ihg.com Email: neeru.raina@holidayinndelhi.com Contact Person: Neeru Raina, Asstt. Manager-Catering Sales Tel: +91-11-42222000 Fax: +91-11-42222020 Mobile: +91-8130496068
4.	Hotel LEMONTREE, Asset No. 6, Hospitality District, Delhi Aerocity, IGI Airport, New Delhi - 37	INR – 6200/7000 + Taxes (Single/Double occupancy) -Superior INR – 11000 + Taxes (Double occupancy) – Executive INR – 21000 + Taxes (Double occupancy) – Duplex Suite	Website: lemontreehotels.com Email: fnbsales.dl1@lemontreehotels.com Contact Person: Ms Neha Khandelwal, Banquet Sales Executive Tel: +91-11-44232323/44232376 Mobile: +91-9560823843/9599224796
5.	Hotel RADISSON BLU, National Highway No. 8, Mahipalpur, New Delhi - 37	INR – 7500/8500 + Taxes (Single/Double occupancy) -Superior Room INR – 8500/9800 + Taxes (Single/Double occupancy) – Premium Room INR – 10500/10500 + Taxes (Single/Double occupancy) – Business Class Room	Website: radissonblu.com/hotel-newdelhi Email: corporatesales3@radissondel.com Contact Person: Mr Ajeet Singh, Sales Manager Tel: +91-11-26779191 Exr:574 Fax: 91-11-26779090 Mobile: +91-9873667683

6.	Hotel HYATT REGENCY Bhikaji Cama Place, Ring Road, New Delhi – 110066	INR – 11000 + Taxes (Guest Room) INR – 12000 + Taxes (Pool View Room) INR – 15000 + Taxes (Regency Club Room) (All rates are for Single Occupancy)	Website: delhi.regency.hyatt.com Email: arkodeep.ghosh@hyatt.com Contact Person: Mr Arkodeep Ghosh, Event Sales Manager Tel +91-11-66771462 Fax: +91-11-26791024 Mobile: +91 -9871007452
7.	Hotel ASHOK HOTEL 50B, Diplomatic Enclave, Chanakyapuri, New Delhi - 21	INR-9500/10500 + Taxes (Single/Double Occupancy)	Website: theashok.com Email: ashokmarketing@gmail.com , ashokrooms@gmail.com Contact Person: Mr Vishal Sharma, Sales Executive Tel: +91-11-26110101, Extn: 3047, 3159, 91-11- 26876567 Fax: 91-11-26114401, 26873216 Mobile: +91- 9910305975