

ICAO APAC CIVIL MILITARY COOPERATION REGIONAL CONFERENCE

New Delhi, India 19-20 May, 2016

MEETING BULLETIN

1. Location & Schedule of Meeting

- 1.1. The ICAO APAC Civil Military Cooperation regional conference will be held on 19th and 20th May, 2016 in New Delhi, India. The Meeting will commence at 09:00 hours 19th May, 2016.
- 1.2. The venue of the meeting is the Hotel Radisson Blu Plaza, Near Mahipalpur Extension, National Highway NH8, New Delhi, 110037, which is located at about 2 kilometres from the Indira Ghandi International (IGI) Airport (Terminal-3), New Delhi. Contact Details are hereunder:

Hotel Radisson Blu Plaza Delhi
Address: NH 8, Mahipalpur, New Delhi – 110037
Website: www.radissonblu.com
Email: vishvapreet@radissondel.com
Contact Person: Mr. Vishvapreet Singh Cheema, General Manager,
Tel: +91-11- 26779009
Mobile: +91-9582009990

- 1.3 New 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 19th May, 2016 between 0800 – 0845 hrs. Participants are also requested to wear the identification badge issued by the host, during the meeting.

3. Officers and Secretariat concerned with the Meeting

- 3.1 Mr. Len Wicks, Regional Officer ATM of the ICAO Asia and Pacific Office will act as Coordinator of the conference. His contact addresses is as follows:

252/1 Vibhavadi Rangsit Road
Chatuchak, Bangkok 10900
Tel: +66-2-537-8189 to 97 ext 152
Fax: +66-2-537-8199
E-mail: Lwicks@icao.int

4. Meeting documents for distribution

- 4.1 All Presentations delivered in the Meeting should be submitted in Power Point or PDF format **before 7th May, 2016** for publishing on the ICAO APAC web site. Participants are requested to download the presentations from the ICAO APAC website. No hard copy of papers will be distributed. E-mail address for submitting papers for the meeting: APAC@icao.int & lwicks@icao.int

5. Hotel Accommodation

- 5.1. Considering the summer season and School holidays, 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 (see Attachment). The second through fifth choices are located within a two kilometer radius of the venue, while the sixth and seventh choice hotels are within a 15 kilometer radius of 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 Aero city), other hotels from Sl. No. 2 to 4 can also be accessed by Delhi Aero city Metro Station.
- 5.3 Please note there are several Radisson Blu Hotel located in Delhi. The venue will be the Radisson Blu Plaza Delhi Hotel.

6. Miscellaneous Information

- 6.1. Climate: Delhi climate, in the month of May, is hot and semi-arid; it is characterized by extreme heat due to nearly overhead sun, low humidity and very hot winds. The average max. temperature is around 45° C and min. temperature is around 35° C. In summer adequate precautions need to be taken, to avoid the intense heat, such as wearing light cotton clothing, wearing a hat or sunshade while going outdoors and drinking plenty of liquids.
- 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 69.00 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, Qutub 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.

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, Safdarjung Airport New Delhi - 110003:

Mr. M.C. Dangi General Manager (ATM- ASM)
Airports Authority of India
RG Bhawan, Safdarjung, New Delhi
110003 Contact: +91 9650222144
email: mcdangi@aai.aero or gm_asm@aai.aero

Mr. S. Swaminathan,
Joint General Manager (ATM-ASM)
Airports Authority of India
RG Bhawan, Safdarjung, New Delhi
110003
Contact: +91 9891922801 or 9910249918
email: sswaminathan@aai.aero or swamy64aqua2003@yahoo.com

LIST OF HOTELS

S. No.	Name & Address of the Hotel	Accommodation Information & Tariff in INR	Contact Details
1.	Hotel RADISSON BLU, National Highway No. 8, Mahipalpur, New Delhi - 37 (Meeting Venue)	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- New Delhi Email: corporatesales3@radissondel.com Contact Person: Mr Ajeet Singh, Sales Manager Tel: +91-11-26779191 Exr:574 Fax: +91-11-26779090 Mobile: +91-9873667683
2.	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-s12@accor.com Contact Person: Ms Upasna Khanna, Asstt. Sales Manager Tel: +91-11-43020202 Mobile: +91- 7838381278
3.	Hotel JW MARRIOTT, Asset No. 4, Hospitality District, Delhi Aerocity, IGI Airport, New Delhi - 37	-----	Website: www.marriott.com Email: arjun.saigal@marriotthotels.com Contact Person: Mr Arjun Saigal, Asstt. Sales Manager Tel: +91-11-45242199 Exr:2285 Mobile: +91 8826695704
4.	Hotel HOLIDAY INN Asset No. 12, Hospitality District, Delhi Aerocity, IGI Airport, New Delhi - 37	-----	Website: ihg.com Email: neeru.raina@holidayinnndelhi.com Contact Person: Neeru Raina, Asstt. Manager- Catering Sales Tel: +91-11-42222000 Fax: +91-11-42222020 Mobile: +91-8130496068
5.	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.d11@lemontreehotels.com Contact Person: Ms Neha Khandelwal, Banquet Sales Executive Tel: +91-11-44232323/44232376 Mobile: +91-9560823843/9599224796
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, +91-1126876567 Fax: +91-11-26114401, 26873216 Mobile: +91- 9910305975