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GENERAL INFORMATION FOR WORKSHOP PARTICIPANTS

Travel: International travel for the shortest route in economy class will be provided for invited participants. A pick and drop facility from Airport to Hotel and back to Airport will be provided on arrival on 15th May and on departure on 19th May. Transportation will also be provided from Hotel to Venue of the Workshop in the morning and back to Hotel in the evening.

Accommodation: The accommodation for the duration of the workshop, 3 days/ 4 nights (the nights of 15, 16, 17 and 18 May) will be provided at The Metropolitan Hotel & Spa (*5-star deluxe*), 12 kms. from the workshop venue. The Hotel's contact details are given below.

The Metropolitan Hotel and Spa

Bangla Sahib Road

New Delhi – 110001, **India**

Tel: (91 11) 42500 200, Fax: (91 11) 42500 300, Email: info@hotelmetdelhi.com

The luxury hotel is strategically and centrally located on Bangla Sahib Road in Connaught Place, New Delhi's premier business and shopping district, and is steps away from most of the corporate and financial centres, ministries, embassies and the exhibition/trade fair venues. THE MET is the perfect destination for an international traveler looking for an easy access to doing business, shopping and tourist activities in New Delhi.

- Easy access from the International and Domestic Airport
- Only Hotel with walking distance access to Airport Express Line's Shivaji Metro Station
- 10 minutes drive from the hub of New Delhi's embassy district
- Neighbors the largest business & shopping center in the city
- Walking distance of Delhi Metro stations

- Close proximity to the President's Estate, Parliament House, Supreme Court, Pragati Maidan and New Delhi Railway Station
- Close to some of New Delhi's famous monuments, national zoo and national museum
- Easy access from the Industrial township of Noida
- Easy access from Corporate and Industrial hub of Gurgaon

Also visit their website <http://www.hotelmetdelhi.com> for more information about the Hotel.

- a) **Meals:** The participations will be provided with breakfast, lunches, dinners and refreshment breaks directly during the workshop.
- b) **Insurance:** Travel health insurance for the duration of the workshop will be provided.
- c) **Visa:** the cost of the fee of the entry visa to India (*if needed*) will be provided, excluding courier or travel fees related to applying or pick-up.

General weather in Delhi during May: A hot summer season with a temperature of maximum 42 degree celcius and minimum 30 degree celcius.

Currency: The Indian Currency is in Rupees and US\$ 1.00 is equal to INR 51.00

Electric current : India uses 220 V. For using foreign electrical appliances, a converter or a transformer is needed. Adapters can be brought at electronics store and airports.

IDD: Country Code (India): 0091, City (New Delhi): 11

Transportation: Taxies are easily available at affordable rates, including Radio Taxis.

Delhi Metro: Convenient travelling connecting all important parts of the City, including shopping malls. The nearest Metro Station from Metropolitan Hotel is Rama Krishna Ashram Marg Metro Station which is 7 minutes walking distance from hotel.

Bus: Not recommended

For more information, please contact Event Managers of the Workshop:

Mrs. Shashi Sharma
Manager, Vision Travels & Tours (P) Ltd.
I-M, DCM Building, 16 Barakhamba Road, **New Delhi 110001**
Tel: +91-11-43755555, E-mail: vttpl@yahoo.com