



COUNCIL FOR SECURITY COOPERATION IN THE ASIA PACIFIC
42nd CSCAP Steering Committee Meeting
Oberoï Hotel, New Delhi, India
9-10 December 2014

GENERAL INFORMATION PAPER

1. MEETING VENUE

Nilgiri Hall (Lobby Level)

Oberoï Hotel

Dr. Zakir Hussain Marg

110003 New Delhi

T: +91 11 2436 3030

M: +91 98 1188 8344 (Ms. Prarthana Thakur)

F: +91 11 2436 0484

W: www.oberoïhotels.com

2. SECRETARIAT

The Secretariat will be located on Level 1 (room number will be informed later). We will be open at 1800-1900hrs on Tuesday, 9 December 2014 and at 0800-1800hrs on Wednesday, 10 December.

3. REGISTRATION

Participants may register at the Secretariat during its opening hours on 9 December 2014. Alternatively, you may also register at the counter located just outside the Foyer, Nilgiri Hall at 0800-1400hrs on 10 December.

4. MEALS

- (a) The welcoming dinner for participants of the Steering Committee Meeting will be held at Connaught Room (Terrace Level) at 1900hrs on 9 December.
- (b) Buffet Breakfast will be served from 0600hrs till 1000hrs at the Café 360 (Lobby Level).
- (c) Lunch on Wednesday, 10 December, will be served at the Annexe, Nilgiri Hall (Lobby Level) at 1230-1400hrs.

5. ACCOMMODATION

Reservations will be made for all foreign participants to stay at the **Oberoï Hotel, New Delhi**. The net room rate is **Rs.12750 (USD208)** per room per night (inclusive of airport transfer provided by the hotel on arrival and departure, daily buffet breakfast, Internet access, and all taxes). In accordance with usual CSCAP practice, participants attending the Steering Committee meeting will be responsible for meeting the full cost of their own accommodation. The hotel has agreed to early check-in at 0900hrs and late check-out at 1800hrs subject to availability (in lieu of the standard check in time at 1400hrs and standard check out time at 1200hrs).

However, to guarantee early check-in, the room must be reserved for the night prior to the guest's arrival. The full rate will be levied for check-out after 1800 hrs. Participants who wish to arrive earlier or depart later should liaise directly with the hotel or inform the Secretariat well in advance.

6. ATTIRE

- (a) Smart casual for the welcoming dinner and preliminary committee meetings.
- (b) Business attire for the Steering Committee Meeting.

7. TRANSPORTATION

The hotel will receive you at the airport and provide transport on arrival and departure.

On arrival at IGIA T3, after you have cleared Immigration and Customs, please proceed through the Exit to the Arrival Hall and look out for a 'CSCAP' placard. The holder will guide you to the hotel transport.

(Note: On the off chance that you do not connect with the hotel representative for any reason, please exit the terminal and cross the first traffic lane to the row of Meru radio taxis parked just across. They will charge by electronic meter, with 25% extra from 2300-0500hrs. The trip of about 19 km to the Oberoi hotel takes around 45 minutes and costs about Rs.600. Please retain the receipt that the driver will give you at your destination and give it to the Secretariat for reimbursement).

8. AIRPORT TAX

Airport tax is usually included in the air ticket at IGIA T3.

9. VISA REQUIREMENTS

Your passport should have a validity period of at least six months beyond the time of stay required in India. You may require a visa prior to your arrival in New Delhi. For information on visa requirements, please go to the website of the Indian Embassy/High Commission/Consulate in the city where you will be applying or contact the Consular Officer in charge. If you require a letter of invitation, please register early and indicate your need for an appropriate letter.

10. FURTHER INFORMATION

For further information, please contact Mr. Woo Hon Weng at CSCAP Secretariat in Kuala Lumpur, and Mr. R.K. Jha and Mr. J.S. Bhatia at CSCAP India Secretariat in New Delhi. Please note that we will be at the Secretariat Room (Level 1) at the Oberoi Hotel on 9-10 December 2014.

Mr. Woo Hon Weng

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