



COUNCIL FOR SECURITY COOPERATION IN THE ASIA PACIFIC
2nd Meeting of CSCAP Study Group on Harmonisation of
Aeronautical and Maritime Search and Rescue (SAR)
The Taj Mahal Hotel, New Delhi
April 7-9, 2016

GENERAL INFORMATION PAPER

1. MEETING VENUE

Aftab Mahtab

The Taj Mahal Hotel, New Delhi

Number one, Mansingh Road

New Delhi – 110011

Telephone No. +91-011-66566162

Contact Person

Ms. Manashee Khanna

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2. SECRETARIAT

The Secretariat will be located on a residential floor (room number and working hours on April 7-9, 2016 will be intimated in the near future).

3. REGISTRATION

Participants may register at the Secretariat during its opening hours. Alternatively, you may also register at a counter located just outside the Foyer, Aftab Mahtab Hall at 0800-1400hrs on April 8, 2016.

4. MEALS

(a) The welcoming dinner for participants of the Study Group Meeting will be held at Aftab Mahtab (Lower Lobby) at 1930hrs on Thursday 7th April 2016.

(b) Buffet Breakfast will be served from 0600hrs till 1000hrs at the "Machan" (Lobby Level).

(c) Lunch on 8th & 9th April 2016, will be served at Aftab Mahtab (Lower Lobby)

5. ACCOMMODATION

Reservations will be made for all foreign participants to stay at the **Taj Mahal Hotel, New Delhi** the room rate is **Rs. 13500/15500/- on Single/Double occupancy** per room per night (inclusive of taxes, daily buffet breakfast, dinner at designated venue and internet access). In accordance with usual CSCAP practice, CSCAP India will provide accommodation for up to three nights for one designated participant from each CSCAP Member Committees. Non designated participants attending the Study Group Meeting

will be responsible for meeting the full cost of their own accommodation. The standard check-in time is 1400hrs and standard check-out time is 1200hrs. The Secretariat will assist the participant(s) to store their luggage with the hotel concierge in case(s) of early arrival.

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 1500hrs.

Participants who wish to arrive earlier or depart later should liaise directly with the hotel or inform the Secretariat well in advance.

6. ATTIRE

Smart casual

7. TRANSPORTATION

On arrival at IGIA T3 (Terminal 3) after you have cleared Immigration and Customs, please proceed through the Exit to the Arrival Hall and look out for a 'CSCAP' placard (at Exit Gate 4). CSCAP India will provide free pick up and drop to and from airport.

[Note: On the off chance that you do not connect with the CSCAP 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 2300hrs to 0500hrs. The trip of about 15kms to the Taj Mahal Hotel takes around 30 minutes and costs about Rs.700. 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.

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 conference visa prior to your arrival in New Delhi. For information on conference 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 after you receive your invitation letter.

10. FURTHER INFORMATION

Should you require further information, please contact Mr. Nandan Singh Bhaisora Deputy Secretary at the CSCAP India Secretariat at New Delhi. Email: cscapindia@icwa.in or director@icwa.in Telephone: +91-11-23753615 and Fax: +91-11-3310638 and Capt. Gurpreet Khurana (Mobile +91-09911609024) Telephone: +91-011-26154901, Fax number +91-011-26156520 email: exec.nmf@gmail.com or gurpreet.bulbul@gmail.com

We will also be at the Secretariat at the Taj Mahal Hotel on April 7-9, 2016.