
Economic and Social Commission for Asia and the Pacific

Second Session of the Working Group on the Asian and Pacific Decade of Persons with Disabilities, 2013-2022

2-3 March 2015
New Delhi

Information for participants

I. Session-related information

1. The Second Session of the Working Group on the Asian and Pacific Decade of Persons with Disabilities, 2013-2022, is being organized by ESCAP in cooperation with the Government of India through the Ministry of Social Justice and Empowerment.
2. It is scheduled to be held in New Delhi, India from 2 to 3 March 2015.
3. The opening will commence at 09:30 hours on Monday, 2 March 2015.

Venue

4. The Session will be held at the Banquet Hall in the Ashok Hotel, New Delhi. The address of the venue is:

Banquet Hall (3rd floor)
Ashok Hotel
Diplomatic Enclave, 50-B Chanakayapuri
New Delhi 110021, India
Tel: +91 11 26110101
Website: <http://www.theashok.com/>

Registration and identification badges

5. All Session participants are requested to register and obtain their official badges at the registration desk located in the Lobby of the Ashok Hotel. The registration desk will be open from 08:30 on the opening day of the Session.
6. For identification and security reasons, the badges should be worn visibly at all times during the Session and at social functions.

Documentation and working language

7. The Session will be conducted in English, and all documentation will be issued only in English. The documentation is available online at the Session's website:

- <http://www.unescap.org/events/second-session-working-group-asian-and-pacific-decade-persons-disabilities-2013-2022>
- <http://www.unescapsdd.org/events/second-session-working-group-asian-and-pacific-decade-persons-disabilities-2013-2022>

8. A folder containing relevant documentation will be distributed to every participant upon registration.

Contact points of the organizing secretariat

9. Participants with specific queries regarding logistics may contact the focal point in the Ministry of Social Justice and Empowerment, Government of India, as indicated below:

Mr. K. V. S. Rao
Director
Department of Empowerment of Persons with Disabilities
Ministry of Social Justice and Empowerment
Room 518, B-11, Wing, Paryavaran Bhawan
New Delhi, India
Tel: +91 11- 24369054 (From 09.30 am to 17.30 pm, IST. Monday to Friday)
Fax: +91 11- 24364392
Email: kvs.rao13@nic.in

Contact persons at the Ashok Hotel are:

(i) Mr. Gauri Manikandan
Manager, Corporate Marketing and Sales
Ashok Hotel
Mobile: +91 11-8800191144/9990578555
Email: gauri@theashokgroup.com; gauri_mmk@yahoo.com

(ii) Lobby Manager of the Ashok Hotel
Tel: +91 11-24123888/24123595

10. Participants with specific queries about substantive preparation and organizational aspect of the Session may contact the ESCAP secretariat, as indicated below:

Ms. Nanda Krairiksh
Director, Social Development Division
Economic and Social Commission for Asia and the Pacific (ESCAP)
United Nations Building
Bangkok 10200
Thailand
Tel: +66(2) 288-1513
Fax: +66(2) 288-1030, 288-3031
Email: sdd-escap@un.org

II. Visa requirement

11. Every visitor to India must have a valid passport and an entry visa to India. All participants are advised to initiate their visa application at their earliest convenience to allow sufficient time for the processing of visa requests.

12. Visas are issued by the Government of India through its Embassies or Consulates. Visitors with round-trip tickets from countries which have special agreements with the host country may be exempted from the visa requirement. For some selected countries, visas upon arrival are issued at Indira Gandhi International Airport, New Delhi.

13. In case participants need separate invitation letters issued by the Government of India to apply for their visa, they can send their request directly to Mr. K. V. S Rao.

14. Detailed information on visa application procedures and related application forms can be obtained from the Indian Embassy, Consulate or other consular authority in the country of residence or by accessing the following websites:

- <http://www.mea.gov.in/>
- <https://indianvisaonline.gov.in/>

III. Hotel accommodation

15. The Ashok Hotel where the Session will take place has been designated by the Government of India as a recommended hotel for the Session participants.

16. For one representative per Working Group member participating in the Session, the Government of India will provide a standard room (single) and board at the Ashok Hotel for a maximum of three nights from 1 to 4 March 2015. Incidental expenses including long-distance telephone bills, laundry, room service, mini-bar, restaurant and bar service shall be borne by the participants.

17. For the designated Observers of the Working Group, one representative per Observer will be provided with room and board by the Government of India with the same conditions as specified above.

18. For the remaining participants whose costs for room and board are not borne by the host country, preferential room rates have been arranged at the Ashok Hotel. Daily rates for a standard room (single) in the Ashok Hotel are Rs. 8,000 (equivalent to 129 USD), inclusive of breakfast and all applicable taxes.

19. To facilitate hotel bookings, all Session participants, regardless of their sponsorship status, are advised to complete the hotel reservation form (annexed to this information note) and return it to ESCAP secretariat as soon as possible, no later than 20 February 2015.

IV. Travel arrangements and daily subsistence allowance

20. For the representatives of Working Group members whose room and board are provided by the host country (see para. 16), a round-trip economy class air ticket from their country of residence to New Delhi will also be provided by the Government of India. In this connection, they are advised to self-arrange their tickets to travel from their country of residence to New Delhi on the most direct and economical flight. Reimbursement in Indian Rupees will

be made by the Government of India up to an acceptable limit of airfare upon receipt of a copy of e-ticket, and an original copy of used boarding pass (inward) during the Session. A form regarding reimbursement of the airfare shall be completed, and submitted to the Government of India in advance of the Session.

21. For the same representatives (see para. 20), the Government of India will provide daily subsistence allowances at applicable UN rates for the duration of the Session after deduction is made for board and lodging.

22. For all other participants, they shall self-finance their travel and hotel accommodation, as per the adopted Rules of Procedure of the Working Group.

V. Local transportation

23. Upon arrival, pick-up services from the Indira Gandhi International Airport to the Ashok Hotel will be provided by the host country to all Session participants, except for those who will stay outside the Ashok Hotel. The same services will also be provided at the time of departure. For participants who are wheelchair users, will need to notify their special request to the host country when completing the hotel reservation form. To facilitate early arrangement of pick-up services by the Government of India, participants are advised to send their completed hotel reservation forms to the ESCAP secretariat as early as possible, but no later than 25 February 2015.

24. If participants should arrange their own transportation from the airport to the hotel, pre-paid taxis are readily available at the airport. More information about taxi services available at the airport can be accessed at: <http://www.newdelhiaairport.in/>.

25. Participants staying at hotels other than the Ashok Hotel will be responsible for arranging their own transportation between their respective hotels and the Session venue.

VI. Health and vaccination

26. No vaccinations are required in order to enter India. However, travellers who have recently visited Ebola-infected African countries may need to undergo screenings at the airport.

27. Indoor smoking is strictly prohibited in the Session venue and in most buildings and public places in India. Participants are allowed to smoke only in designated areas outside the Session venue.

VII. Foreign exchange facility

28. The currency of India is Rupee (Rs.). Rupee banknotes come in Rs. 5, 10, 20, 50, 100, 500 and 1,000 denominations, and Rupee coins come in Rs. 1 and 5.

29. The exchange rate is subject to market fluctuations and is traded at approximately 61 Rupees per United States dollar as of 20 January 2015. Foreign exchange facilities are available at the airport, the Ashok Hotel and at the numerous foreign exchange conversion units including bank.

VIII. Insurance

30. Neither the Ministry of Social Justice and Empowerment, Government of India, nor ESCAP will be responsible for personal accidents or damages to the private property of participants. Participants are advised to make their own arrangements for personal insurance.

IX. General information**Weather and temperature**

31. At the time of year when the Session is being held, New Delhi's daytime temperature usually ranges from 22°C to 32°C, and the night-time temperature usually ranges from 17°C to 23°C.

Time

32. New Delhi time is 5 hours and 30 minutes ahead of Greenwich Mean Time (GMT+5:30).

Electricity supply

33. The standard electricity supply in India is 220V AC (Cylindrical and round sockets).



Annex:

HOTEL RESERVATION FORM

**Second Session of the Working Group on the
Asian and Pacific Decade of Persons with Disabilities, 2013-2022
2-3 March 2015, New Delhi**

The Ashok Hotel Diplomatic Enclave 50-B Chanakayapuri New Delhi 110021, India		<input type="checkbox"/> <i>Yes, I want to stay in the Ashok Hotel.</i> (If yes, please continue to fill out the form) <input type="checkbox"/> <i>No, I will arrange myself for another accommodation at _____ Hotel at my own expense.</i>
Personal details		
<input type="checkbox"/> Mr. <input type="checkbox"/> Ms.	Full name:	
Nationality:		
Passport number:		
Occupation title and Office name:		
Postal address of the Office:		
Contact details:	Tel. (landline):	
	Mobile:	
	Fax:	
	Email:	
Flight details		
Arrival:	Date of arrival:	
	Time of arrival:	
	Flight number:	
Departure:	Date of departure:	
	Time of departure:	
	Flight number:	
Special request	<input type="checkbox"/> I am a wheelchair user.	