

18TH ANNUAL GLOBAL DEVELOPMENT CONFERENCE

Science, Technology and Innovation for Development

ISID Complex, 4 Vasant Kunj Institutional Area, New Delhi – 110070, INDIA

March 22-23, 2018

INFORMATION NOTE

Dear Conference Participant,

Thank you for accepting our invitation to participate in the 18th GDN Annual Conference which is scheduled to take place in New Delhi, India. Here is some key information that you should keep handy as you prepare to travel.

KEY INFORMATION

Your Hotel	Applicable for GDN Sponsored participants and some self-paid participants, who booked a room through GDN: The Grand, New Delhi (http://www.thegrandnewdelhi.com/) Nelson Mandela Road, Vasant Kunj - Phase II New Delhi 110 070, India Phone: +91 11 4766 1200 Email: reservation@thegrandnewdelhi.com
The Venue	ISID Complex 4 Vasant Kunj Institutional Area, New Delhi – 110070, India For further details please refer to the Conference Program. Or visit www.gdn.int/conference2018
Registration	Registration Desk: March 22 and 23, 2018: Auditorium, ISID Complex from 08:30 AM onwards
GDN Secretariat	West Wing, 2 nd Floor, ISID Complex

Travelling to Delhi

VISA If you require a visa to enter India, we advise that you secure a visa at your earliest convenience from an Indian Embassy or Consulate abroad. If you reside in countries where India has no Consulate or Diplomatic representation, then kindly contact GDN Travel Desk at traveldeskgdn.int for further assistance.

----- **François Bourguignon** Chairman, Board of Directors **Pierre Jacquet** President -----

Headquarters: 2nd Floor, West Wing, ISID Complex, 4 Vasant Kunj Institutional Area, New Delhi-110070, India
T: +91 11 4323 9494 / 2613 9494 | F: +91 11 2613 6893 | Website: www.gdn.int

FOREX SERVICES & ATM MACHINES There are ATMs near the shopping mall and markets located around the hotel and the conference venue. In addition, foreign exchange services are also available at the reception desk at the hotel and at the International Airport, Delhi. The local currency is the Indian Rupee, with an exchange rate of approximately 61 INR for 1 USD.

TRAVEL & CLIMATE Delhi is the capital of India and the home of executive, legislative, and judiciary branches of the Government of India. The average temperature can vary from 28°C to 30°C in the month of March and will be mainly sunny during the day and pleasant in the night. A symbol of the country's rich past and thriving present, Delhi is a city where ancient and modern blend seamlessly together. Like the rest of the Gangetic Plains, Delhi is as flat as a pancake. The only geographical features of any significance are the river Yamuna, which flows down the eastern side of the city, and the Aravalli Hills which form a wide but low arc across the west. On the west bank is the crowded and congested Old (Central) Delhi and, to the southwest, the broad, tree-lined avenues of New Delhi, built by the British to rule their empire.

When you arrive

Indira Gandhi International Airport, located in the south-west of the city, is the arrival point into Delhi. **AT IMMIGRATION** When you enter the country, the Immigration Control officer will review the visa documents and authorize to stay as per the visa conditions.

AIRPORT TRANSFERS GDN sponsored participants or those self-paid participants who are staying at the GDN recommended The Grand Hotel, need to look for a representative/cab driver from The Grand Hotel, **just before the exit gate**. They will be holding up a placard with the Hotel name and logo. GDN will not reimburse taxi fares for airport transfers.

DISTANCE FROM THE AIRPORT The distance between Indira Gandhi International Airport and the hotel and the Conference Venue is around 9 kms and will take about 25 minutes in non-peak hour traffic and about 40 minutes during peak hours. **In case of a travel emergency please contact Mr. Dominic Massey from GDN Travel Desk at +91 98186 88774 (traveldeskgdn@gn.int) and +91 95601 94096 Concierge at the Grand hotel.**

AT THE HOTEL Please look for the reception in the main lobby and provide your credit card details at the check in counter to guarantee your personal expenses. Regular check in time at the hotel is 3 pm and check out time is 12 noon.

During the Conference

TRAVELLING TO THE CONFERENCE VENUE The venue of the GDN Annual Conference is **ISID Complex, Vasant Kunj Institutional Area, New Delhi**. In order to reach the venue, a complimentary shuttle bus service is arranged as per the schedule below:

Shuttle Bus Departure from The Grand Hotel to Conference Venue		Shuttle Bus Departure from Conference Venue to The Grand Hotel	
Morning		Evening	
Mar-22	Mar-23	Mar-22*	Mar-23
8.20 AM	8.20 AM	6.10 PM	6.45 PM
8.30 AM	8.30 AM	6.20 PM	6.55 PM
8.40 AM	8.40 AM	6.30 PM	7.05 PM
8.50 AM	8.50 AM	6.40 PM	7.15 PM

* On March 22 the Gala Reception is organized at the residence of the Hungarian Ambassador. A special shuttle will be organized for those with an invitation. **This event is strictly by invitation only. Please carry your invites and some form of ID.**

Shuttle buses will depart strictly as per the schedule above. We must be exactly on time, especially on March 22, so that we can complete the registration process on priority before the opening. If you miss the bus, please arrange your own transport, at your own cost. Shuttle Buses will depart in the evenings from the front gate of the ISID Complex.

REGISTRATION Participants are requested to secure their conference registration **Badge** from the Registration Desk (see page one for location). GDN Staff and Volunteers will help you register and will issue the conference badge and conference material. Please do wear your badge throughout the conference period. It helps with remembering names, access to the Lunch Area and is also a security measure.

MEALS The reservations at the Grand Hotel, New Delhi include breakfast from **6:30 AM to 10:00 AM**. The following meals during the conference days will be ensured by GDN:

- March 22: Coffee Breaks outside Auditorium and Lunch Hall, Block C
- March 22: Lunch at the Lunch Hall, Block C
- March 23: Coffee Breaks outside Auditorium and Lunch Hall, Block C
- March 23: Lunch at the Lunch Hall, Block C

Please wear the badge to access the Lunch area at the Conference venue. GDN will not cover any other meal during and beyond the Conference dates. For any clarification, please feel free to reach out to conference team at conference@gdn.int.

DRESS CODE is business casual.

LANGUAGES The conference will be conducted in English only.

EXPENSES

- **COVERED EXPENSES** For those staying at The Grand Hotel, your hotel room includes single room tariff, breakfast for one, Wi-Fi plus all applicable taxes. Each participant is personally responsible for any additional charges incurred during

his/her stay. These charges may be associated with additional guests (cost for double room is additional approx.15 USD/day), room service, mini bar, phone calls, photocopies, laundry, early check-in, late check-outs, and other such incidentals.

All participants need to secure valid travel insurance at their own expense and cover the cost of visa fees, unless stated otherwise by the GDN travel desk.

- **REIMBURSEMENTS** If your visit is sponsored by GDN and you have made your own travel arrangements or any reimbursement as individually specified, then please contact Mr. Naushad Khan at the GDN Secretariat. You will need a copy of your ticket, travel agency invoice, bank details and one way original boarding pass. Naushad can be reached at nkhan@gdn.int.

Local Travel in Delhi

In case you need to travel within Delhi and neighboring areas, then reputed Radio Taxi service like OLA, UBER and MERU should be preferred for safety reasons.

When you depart

You are required to be at the airport at least three hours before your flight, as getting the boarding card may take on average 30 minutes at the Economy Class counters at the airport. Heavy traffic is expected from 9 AM till 8 PM on all weekdays. **Departure transfers** are arranged through the Grand Hotel for the GDN Sponsored participants and for self-paid participants staying at the same hotel. Kindly contact the hotel Concierge at the Hotel Lobby or in case of emergencies, contact Mr. Dominic Massey at GDN travel desk for assistance. If there is a change in your flight schedule or cancellation, please inform the GDN travel desk immediately at traveldeskgdn.int.

General Assistance: In case of any clarification or assistance, kindly contact Mr. Raman Abrol, Director Finance, HR & Administration of the Global Development Network at **+91 9650154488** or rabrol@gdn.int.