

**Regional Workshop on Implementation of Health in All Policies
New Delhi, India
14 – 17 July 2015**

H2/48/51
24 June 2015
ver 2

GENERAL INFORMATION FOR PARTICIPANTS

Venue of the workshop

Neelgiri Hall
The Oberoi
Dr Zakir Hussain Marg, New Delhi 110003, India

Registration

Registration will be done at the venue of the meeting, between 0800-0830 hrs on the first day of the meeting – 14 July 2015.

Arrival information

You are expected to arrive in New Delhi, India, latest by the evening prior to the start of the workshop, i.e. on 13 July 2015.

Accommodation

All participants have been booked with hotel **The Oberoi, Dr Zakir Hussain Marg, New Delhi**. The special negotiated hotel rate per person per night, for single room, is INR 5,500/- (approximately US\$ 90) and for the double room, the rate is INR 6,500 (approximately US\$ 110) inclusive of all taxes, breakfast, two way airport transfers and internet. The address, telephone/fax numbers of the Hotel are given below. The check-out time is 12:00 noon. Early or late check-in/check-out is subject to availability and will attract additional charges. Participants are requested to settle their bills directly with the hotel.

Please send the attached accommodation form duly filled in and signed with your choice of accommodation, addressed to the hotel directly with a copy to Mr Vipul Kumar Sharma at email: sharmavk@who.int and Dr Suvajee Good at email: goods@who.int.

Ms Sambhavi Singh
Sales Manager
The Oberoi
Mobile: +91 9899971637
Email: sambhavi.singh@oberoihotels.com
Email: groups.tond@oberoihotels.com ;

Airport Transfers

The Oberoi, New Delhi will arrange two-way airport transfers and the charges for the same are already included in the room rent as mentioned above. The driver from the Oberoi will receive you at the Indira Gandhi International Airport (IGIA), International Arrival with a placard displaying the logo of WHO and Oberoi Hotel.

Passport, Visa and Custom clearance

All the participants must have a valid passport or travel documents endorsed and valid visa for India. Charges for obtaining the visa, if any, shall be borne by the participants which is not reimbursable.

Travel Arrangements

The WHO authorized Travel Agents, M/s Global Business Travel Pvt Ltd. (earlier known as M/s American Express Travel Related Services) in New Delhi, and/or WHO Representative Offices have been requested to provide WHO sponsored participants with air tickets by the most direct, and cheapest air fare – excursion fare tickets, if available, or by economy class to New Delhi, India and back from the airport nearest to your place of residence.

If you make any change in the proposed itinerary and the type of ticket provided by the WHO authorized Travel Agent, or, if you arrive in New Delhi prior to the date of your assignment, the additional cost and travel time will be your personal responsibility

Lunch

Lunch will be served during workshop days (14 to 17 July 2015). Please inform us of any dietary restriction in advance. Vegetarian food will also be provided routinely.

Per diem for WHO sponsored participants

Participants will receive an applicable subsistence allowance (USD 238 per day) for the duration of the meeting i.e., from 14 to 17 July 2015 excluding the day they reach their respective duty stations, traveling by the most direct route. WHO will provide lunch to all the participants during the workshop from 14 to 17 July 2015. In view of this, a deduction of 10% per diem will be made from your per diem.

Climate

July is the monsoon season in New Delhi. During this month, Delhi experiences heavy rains and humid climate with mean temperature of 30 degrees and Average relative humidity of 70%. It is advisable to carry an umbrella with you.

Currency / Foreign exchange / travelers cheques / credit cards

The currency in India is Indian Rupees (INR). The current exchange rate is approximately INR 63.31 to US\$ 1.00. Traveler's cheques can be encashed at various international banks in the city or at the hotel. Most International credit cards such as American Express, Diners, Master card and Visa are widely accepted.

Health / Medical facilities

Visitors to India arriving from Yellow Fever infected areas should be vaccinated (and certified). Please check the validity of your health certificate with your travel agents.

Insurance and Excess Baggage

Please note that WHO cannot be held liable or responsible for any claim arising out of death, injury, sickness or other disability. Similarly, excess baggage charges or charges for insurance of baggage are the responsibility of the participants. Likewise, taxi charges to and from airport, airport taxes, portorage, expenses incurred in obtaining visas and passports are not reimbursed by the Organization.

Time

New Delhi's time is five and a half hours ahead of Greenwich Mean Time.
