

## Logistic Advisory

### Digital Citizen Summit 2017, New Delhi, India 21<sup>st</sup> & 22<sup>nd</sup> September 9:30 am – 5:30 pm

The Friedrich Naumann Stiftung für die Freiheit (FNF) and Digital Empowerment Foundation (DEF) are co-organising the one-day “Digital Citizen Summit” with the objective of learning, information sharing, encouraging South Asian regional dialogue; and developing strategic partnerships between individuals and organisations working towards a better understanding and advocacy on individual rights in the online space.

#### Travel:

- ❑ **Airport Terminals:** You will be arriving at the Indira Gandhi International Airport. On your arrival kindly get the visa formalities completed at the earliest (international guests).
- ❑ **Visa Requirements:** Foreign Nationals coming to India are required to possess a genuine and valid national passport or any other internationally recognized travel document establishing his/her nationality and identity and bearing photograph of the foreigner. Nepal and Bhutan nationals if entering India by land or air from the Nepal or Bhutan border respectively do not require a passport for entering into India. However, they are required to possess, authorized identity proof. Further if they are entering India from a place other than their own country then possession of their national passport is a must. Citizens of SAARC Countries categorized as Group B (General/Public categories including Businessmen, Journalists, Sportsmen etc.) who are coming under "Visa Liberalization Scheme" are exempted from requirement of Visa and Police Reporting.
- ❑ **Travel Arrangement:** Participants are requested to book their own travel from airport to their hotel and from the hotel to the airport back through either an Uber/Ola (Preferred) or airport taxi. The same will be reimbursed by the organizers upon submission of bill.

#### Accommodation & Summit Venue:

##### Accommodation

- ❑ Your accommodation has been arranged at **Evoke Lifestyle Now**, BB-17, Greater Kailash Enclave - II, Opposite Royal Park, Greater Kailash, New Delhi, Delhi 110048, Phone no: 011 4656 1326
- ❑ A special dinner is organized for all the speakers on the 21st of September 2017, 8:00 pm at India Habitat Centre.

- ❑ The hotel can be accessed either via Outer Ring Road which is approximately 14.6 kms from the airport (40 minutes approx.) or via NH 79 which is approx. 17.3 kms from the airport and will take 1 hour.

### **Meeting Venue**

- ❑ The Summit will be held at **India Habitat Centre**, Lodhi Road, Near Airforce Bal Bharati School, New Delhi, Delhi 110003
- ❑ Transport will be provided to speakers and participants to travel from the hotel to the venue on the days of the Summit. All guests are requested to assemble at the hotel lobby at 9 am on Day 1 and at 8.30am on Day 2.

### **FOOD ARRANGEMENTS AND MEDICAL CONCERNS**

- ❑ **Meals** – Buffet breakfast will be provided at the hotel where you will be staying. Morning and afternoon snacks, as well as the lunch will be provided at the summit. For meals outside, there are a lot of restaurants and food choices around the vicinity. Khan Market is 2.2 km from India Habitat Centre.
- ❑ **Special Dietary Needs** - If you have particular dietary requirements (halal, vegetarian, etc.) or food allergies, please inform the organizers immediately so that we can make special arrangements with the hotel to try and meet your requirements.
- ❑ **Medical Concerns** - If you have special medical concerns, we advise that you bring your necessary supporting documents/prescriptions if you plan to buy your medicines here. Many drugstores are easily accessible from the accommodation and conference venue. However, to avoid complications, we advise you to bring your own medication needed for the duration of your trip.

### **INTERNET CONNECTIVITY, MOBILE PHONES, ELECTRIC SOCKETS**

- ❑ **Wi-Fi Internet** – There is wireless internet (wi-fi) in the rooms and common areas of the hotels. The conference room is also equipped with internet connections. There are also different wi-fi hotspots in the surrounding areas and establishments that can be used to connect to the internet when you are outside the venue.

- ☒ **Mobiles** – If you wish to buy a local prepaid SIM Card for your mobile phones, you may do so at the airport or at the malls/shopping complexes located near the hotel where you will be staying.
- ☒ **Plug Socket** – During your stay, you will require power sockets of type C, D and M. The standard voltage is 230 V and the standard frequency is 50 Hz.

**Local & Foreign Currency Exchange** – There are money changing booths near the customs area at the Indira Gandhi International Airport, and also some ATMs where Visa/Mastercard/Cirrus can be used. It is advisable to exchange some cash at the airport just in case you need to be using the Indian currency.

**Weather** - The days are hot and humid and nights are pleasant during this time of the year in Delhi with maximum temperature at around 35° C and minimum at 27° C.

**Post Summit** - Post the summit you are free to explore the city and the historical monuments in the vicinity of the venue. **Kindly do not forget to deposit your boarding passes and other bills on arrival to either Zothan Mawii or Eshita Mukherjee.**

**P.S - Please send us a scanned copy of your return journey boarding pass.**