ECONOMIC AND SOCIAL COMMISSION FOR ASIA AND THE PACIFIC

ARTNeT/RIS Follow-up Workshop on Gravity Modelling of Trade Facilitation and “Behind the Border” Measures Affecting Trade

21-25 September 2009
New Delhi, India

INFORMATION NOTE FOR PARTICIPANTS

General

1. ARTNeT/RIS Follow-up Workshop on Gravity Modelling of Trade Facilitation and “Behind the Border” Measures Affecting Trade will be taken place at the RIS Conference Room, Indian Habitat Centre (IHC), New Delhi, India, from 21 to 25 September 2009.

2. The opening of the Workshop will be at 0900 hours on Monday, 21 September 2009. The subsequent sessions will be held from 0915 – 1600 hours.

Organizing secretariats

3. The workshop is jointly organized by ESCAP under ARTNeT project and Research and Information System for Developing Countries (RIS), New Delhi.

For information concerning substantive preparation and organizational aspect of the workshop, please contact:

Ms. Mia Mikic, Economic Affairs Officer, Trade Policy Section, ESCAP
e-mail: mikic@un.org

Mr. Yann Duval Economic Affairs Officer, Trade Facilitation Section, ESCAP
e-mail: duvaly@un.org

Mr. Prabir De, Fellow, RIS
e-mail: prabirde@ris.org.in
Tel: +91-11-2468 2177 Fax: +91-11-2468 2174

For information concerning local organizational and logistical aspects of the event, please contact:

Ms. Panjai Limchupong Team Assistant Trade Policy Section ESCAP
Tel: (66-2) 288-2251 Fax: (66-2) 288-1027, 288-3066 e-mail <limchupong@un.org>
Visa requirements

4. Participants should obtain an entry visa to the India, if necessary, from the Embassy or Consulate of the India located in their respective countries before departing for New Delhi.

5. Participants are also advised to obtain, where necessary, a transit visa for places en route to New Delhi before the commencement of their journey.


Registration and identification badges

6. Participants are requested to register and obtain meeting badges at the registration desk, located in front of the meeting room between 0830 to 0900 hours on the opening day. Participants who do not register on the opening day are requested to do so on subsequent day, to ensure that their names appear in the list of participants. Without registration, names of participants will not be included in the list.

Hotel accommodation

7. Accommodation at special rate has been arranged for participants at:

The Connaught (referred as the hotel thereafter)
37 Shaheed Bhagat Singh Marg
New Delhi - 110 001
Tel.: +91-11 2336 4225
Fax: +91-11 2334 0757
Web: www.theconnaughtnewdelhi.com
E-mail: theconnaughtnewdelhi@yahoo.com

- The rate for single standard room is at Rs 4000 (approximately US$ 83 at the current exchange rate). The rate includes Buffet Breakfast and all taxes.
- Check-in & Check-out Time is 1200 hours. Late check-out will be charged 50% of the contracted rate and will be offered subject to availability. Full rate shall be charged for late check out after 1800 hours.
- Cancellation within 72 hours of check-in date shall attract one night charges as retention. “No Show” shall also attract one night retention charges.
- All payments must be settled by Cash or Credit Card by the participants at the time of their departure.

Participants will be individually responsible for settling their own bills (room and personal expenses such as the use of telephone, business center, etc.).

8. All sponsored participants are advised to stay at The Connaught and forward the request for room reservation on page 5 of this note and flight details (tentative) and indicate whether they need the airport pick-up facility or not at the earliest in accordance with the attached hotel reservation form, preferably before 15 September 2009.

9. In addition, participants can make their own transportation arrangements from the Indira Gandhi International Airport to the hotel. Pre-paid taxis are readily available at the airport. More information on the airport is available at http://www.newdelhiairport.in/
Transportation: the hotel-IHC (the workshop venue)-the hotel

10. Shuttle service will be arranged for the entire period of the workshop, 21-25 September. Schedule will be announced in due course.

Electricity

11. Please visit the site http://www.travel-images.com/electric-plugs.html for more information.

Foreign exchange

12. Money can be exchanged at any one of the numerous foreign exchange conversion units including banks. Some of the common foreign exchange merchants are Travelex and Thomas Cook. Money exchange facility is also available at the airport on arrival.

There are now ATMs where you can get rupees against your international debit or credit card (maximum amount is 25,000 - 50,000 rupees depending on the ATM). State Bank of India (SBI) is the biggest bank in India and has the most ATMs. ICICI bank has the second largest network of ATMs, and accepts most of the international cards at a nominal charge. International banks like Citibank, HSBC, Barclays, Deutsche Bank, ABN Amro, Standard Chartered etc. have significant presence in major Indian cities.

In many cities and towns, credit cards are accepted at retail chain stores and other restaurants and stores. Small businesses and family-run stores almost never accept credit cards, so it is useful to keep a moderate amount of cash on hand.

Working language of the seminar and documents

13. All events will be conducted in English, and all documentation will be issued only in English. There will be no interpretation service provided.

Financial and administrative arrangements

14. In those cases where the participation costs are borne by the ESCAP secretariat, its financial responsibilities will be limited to workshop travel expenses as indicated in paragraphs 16, 17 and 18 below. Any other expenses will be the sole responsibilities of the participants themselves, for example:

(i) All expenses in the home country incidental to travel abroad, including expenditure for visa, medical examination, inoculations and other such miscellaneous items and internal travel to and from the airport of arrival and departure in the home country;

(ii) Salary and related allowances for the participants during the period of the seminar;

(iii) Cost incurred by participants in respect of insurance, accident insurance, medical bills or hospitalization fees in connection with attending the seminar;

(iv) Compensation in the event of death or disability of participants in connection with attending the seminar;

(v) Any loss of or damage to personal property of participants while attending the seminar or losses or damages claimed by third parties as a result of any negligence on the part of the
participants;

(vi) Any other expenses of a personal nature, not directly related to the purpose of the seminar.

15. For participants whose travel is sponsored by ESCAP, UNDP offices in their respective countries will be authorized to issue them most direct economy round-trip air ticket (home country/ New Delhi/home country) to arrive at New Delhi on 20 September and to depart on 26 September. The participants will be provided with a daily subsistence allowance (DSA) of US$ 156/ day (at current UN DSA rate) for the duration of the event which include one extra day in lieu of miscellaneous and terminal expenses. **DSA will be disbursed on Tuesday, 22 September. Accommodation and other expenses at The Connaught or any other hotel will be at participants’ own responsibility.** DSA in connection with transit expenses for places en route to and from New Delhi (according to the authorized route) will be reimbursed upon participants’ submission of their completed UN voucher for international travel expenses (F.10 form) to the ESCAP secretariat after the return to their respective countries. The duly completed F.10 forms must be sent along with the used air ticket stubs, boarding passes and the completed payment instruction forms which will be provided, on request, at the seminar. For participants whose countries do not have UNDP offices, ESCAP will send travel advice to respective airlines in their countries for ticket collection.

16. **To facilitate the payment of subsistence allowance, eligible participants are requested to submit their air tickets, passports and copy of inbound boarding passes to the ESCAP secretariat staff on duty in the meeting room before the opening of the workshop**

17. Sponsored participants are expected to stay for the full duration of the workshop. However, if for any sudden reason, they are unable to stay for the full duration of the workshop, they are requested to inform the secretariat as soon as possible so that their daily subsistence allowance can be adjusted accordingly.

**Other useful information**

18. **Please be advised that the airport terminal fee for departing passengers is “Rs. 500”.**
**HOTEL RESERVATION FORM**

**ARTNeT/RIS Follow-up Workshop on Gravity Modelling of Trade Facilitation and “Behind the Border” Measures Affecting Trade**

**21-25 September 2009**  
**New Delhi, India**

**The Connaught, New Delhi**

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**Passport Details**

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Please **fax or email** the Form with attention to address given hereunder **before 15 September 2009**:

1. Mr. Anil Kohli  
   Dy. General Manager – Accommodation  
   The Connaught, New Delhi  
   Tel.: 91-11-2336 4225  
   Facsimile: 91-11 23340757  
   Email: theconnaughtnewdelhi@yahoo.com  
   Email: sales@theconnaught.in

2. Ms. Panjai Limchupong  
   Team Assistant  
   Trade & Investment Division  
   ESCAP  
   Tel.: (66-2) 288-2251  
   Fax: (66-2) 288 3066, 288 1027  
   Email: limchupong@un.org

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