



IORA-India Cruise Tourism Conference “Spot light on the Indian Ocean”

**Mumbai – India
February 27-29, 2020**

ADMINISTRATIVE NOTE

Dear delegate,

We look forward to welcoming you to the Conference on IORA-India Cruise Tourism Conference “Spot light on the Indian Ocean”, scheduled on **February 27 – 29, 2020**, in Mumbai, India. The seminar is being jointly organized by Ministry of External Affairs, Federation of Indian Commerce and Industries (FICCI) and the Indian Ocean Rim Association (IORA) with the support of two key line Ministries of Government of India : Ministry of Tourism and Ministry of Shipping.

Information related to logistics and administrative arrangements for the said event are as follows:

1. VENUE FOR THE MEETING

i. HOTEL FOUR SEASONS: 1, 136, Dr E Moses Rd, Gandhi Nagar, Upper Worli, Worli, Mumbai, Maharashtra 400018

2. ORGANIZING COMMITTEE

i. Nodal Officer from FICCI

Ms Sushma Nair

Additional Director & Head Multilateral Engagement

+91-1123487332; 9871460820

sushma.nair@ficci.com

ii. Project Manager

Ms. Daulata Chakraborty,

Deputy Director, FICCI

+91-11-23487219; +91 9560711132

daulata.chakraborty@ficci.com

iii. Nodal Officer from Ministry of External Affairs

Mr Gince Kuruvilla Mattam
Under Secretary
Indo-Pacific Division
Ministry of External Affairs
91-11-49018127;
osdiora@mea.gov.in

3. REGISTRATION

- i. Each Member State is requested to nominate **ONE** delegate (experts cruise and beach tourism) to participate at the said meeting.
- ii. All delegates are required to submit the Registration Form provided at **Annex-I. The completed Registration Form with a phone and a copy of passport must be sent to the Organizing Committee to:** daulata.chakraborty@ficci.com with copy to sushma.nair@ficci.com; usasean2@mea.gov.in, hq@ihor.int
- iii. **The deadline for submission of Registration Form is February 14, 2020**

4. HOSPITALITY

One participant from each Member State will be invited for the workshop on the following basis:

- i. **LDC Member States** will be provided full hospitality i.e. international economy return air ticket; hotel accommodation (cost inclusive of single occupancy standard room rent, breakfast and taxes only) for two nights in Mumbai (February 27 & 28, 2020); meals – as part of the conference package; and local transportation, including airport transfers, as per conference itinerary.
- ii. **Non-LDC Member States** will be provided with local hospitality i.e. hotel accommodation, for two nights in Mumbai (February 27 & 28, 2020) ; meals – as part of the conference package; and local transportation, including airport transfers, as per conference itinerary.
- iii. **Dialogue Partner States** shall bear their own expenditure on accommodation and international flight ticket. Meals and local transport for site visits shall be provided by the organisers as per the conference itinerary.

iv. Costs not included in the above including laundry charges, mini bar services in the room, telephone call charges, travel not related to conference itinerary, medical costs etc. are at the expense of the delegates and are to be settled directly with the hotel at the time of check-out. *A credit card for security purposes shall be required to be submitted to the hotel reception.*

v. **Accommodation** in a standard single room will be provided at:

Hotel The Oberoi (Mumbai)
Check-in 27th February 2020
Check-out 29th February 2020

vi. Any further stay, amendments to the room category or services (such as room service, minibar, laundry and other hotel services) at the hotel will be at the individual's cost.

vii. Contact person for accommodation:

Ms. Daulata Chakraborty
Deputy Director- Multilateral Engagement
FICCI
Email: daulata.chakraborty@ficci.com.
Tel: +91-11 23487219; +919560711132

5. TRANSPORT ARRANGEMENTS

- i. **Local Transportation:** Transportation shall be provided to registered delegates to and from the airport, from the hotel to the meeting venue and other movements as part of the programme.
- ii. **Air-ticket booking:** Registered participants from Member States (as per Para 4.1 above) are **requested to email a scanned copy of their passport and visa by February 14, 2020** to travels@ficci.com with copy to daulata.chakraborty@ficci.com

6. WELCOME DINNER

- i. A welcome dinner will be organized on February 27, 2020 at Hotel Four Seasons. Registered delegates are warmly invited.

7. VISA PROCEDURE

- i. All delegates must hold a passport with validity of at least 6 months from the date of entry into Indian Territory, as well as a valid Conference Visa to enter India. **Please refer to ANNEX II for details.**

- ii. Any enquiries regarding visa can be directed to the Indian Embassy/Consulate in the respective country with reference to IORA-India Cruise Tourism Conference “Spot light on the Indian Ocean”.

8. OTHER INFORMATION

- i. **Attire and language:** Business attire is recommended during the meeting. English will be the working language of the meeting.
 - ii. **Access to the meeting venue:** For access to the meeting venue, delegate badges will be issued to all the delegates. The delegate badges should be worn at all times.
 - iii. **Currency and Banking:** The Indian currency is the Rupee. The approximate US Dollar-Rupee exchange rate is USD 1 = INR 71. All major international credit cards are widely accepted. Banking hours are from 1000 hrs. to 1600 hrs. ATMs accepting international debit and credit cards are available throughout India.
 - iv. **Business Hours:** Public Offices and major businesses are generally open from 10:00 hrs. to 17:00 hrs. from Monday to Friday.
 - v. **Electricity:** The electricity supply in India is 220 Volts @ 50 Hertz.
 - vi. **Weather and Climate:** The climate in Mumbai is usually hot and humid. In the month of February, it is dry, with warm days and mild evenings. Mumbai in February experiences around 9-10 hrs of sunshine with moderate heat and humidity, which is about 64%. The temperatures can reach an average afternoon high temperature of 30°C. The evenings cool down to an average low of around 19°C.
 - vii. **Taxis:** All main hotels provide reliable taxi services.
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Mumbai, India
February 27-29, 2020



REGISTRATION FORM

(Please fill in with Block Letters and submit by February 14, 2020)

Member State		
Full Name (Mr/Mrs./Ms)		
Participation level	IORA Member State Official	
	Conference Participant/Speaker	
	IORA Dialogue Partner Official	
	IORA Secretariat Official	
Institution/Organization		
Position		
Phone/Mobile		
Fax		
Email		
Accommodation	Requested Check in date	Requested Check out date

Flight Itinerary	Date of Arrival		Flight No.		ETA	*
	Date of Departure		Flight No.		ETD	*
Dietary Restrictions	Vegetarian		Non Vegetarian			
	Others, please specify:					
Food allergies/ Restrictions (if any)						
Approval from National Focal Point (NFP)	Yes;					
	Signature of NFP:					
	No					
200-word biography						

Kindly return the completed registration form to the organizing committee not later than February 14, 2020 by email to Ms Daulata Chakraborty daulata.chakraborty@ficci.com with copy for information to sushma.nair@ficci.com, usasean2@mea.gov.in and hq@iora.int

ANNEX II

VISA REQUIREMENTS

All visitors to India are required to possess a valid passport, with validity of at least 6 (six) months from the date of entry into Indian Territory. For participants from countries with visa requirements, it is recommended that they obtain a valid visa (Conference Visa) before arrival. It is advisable to submit their visa application as early as possible, to the relevant Indian Embassies / Consulates. Application form is available at the following link:

<https://indianvisaonline.gov.in/visa/Registration> (Regular Visa Application-Conference Visa).

Duly filled application along with the two recent colour photographs (passport size), copy of flight itineraries or tickets and a letter of invitation to the Meeting would be required for applying for the Indian visa. It may be noted that Conference Visa cannot be applied as an online e-Visa.

The following table provides information relevant to Indian Visa regulation for short/temporary visit:

No.	IORA Member Countries	Visa Requirements	
		Regular Passport	Diplomatic / Official Passport
1.	Australia	Visa Required	
2.	Bangladesh	Visa Required	Visa Exempted
3.	Comoros	Visa Required	
4.	Indonesia	Visa Required	Visa Exempted
5.	Iran	Visa Required	Visa Exempted (Diplomatic Only)
6.	Kenya	Visa Required	Visa Exempted (Diplomatic Only)
7.	Madagascar	Visa Required	
8.	Malaysia	Visa Required	Visa Exempted
9.	Maldives	Visa Required	Visa Exempted
10.	Mauritius	Visa Required	Visa Exempted
11.	Mozambique	Visa Required	Visa Exempted

12.	Oman	Visa Required	Visa Exempted (Diplomatic/Special/Service and Official Passports)
13.	Seychelles	Visa Required	
14.	Singapore	Visa Required	Visa Exempted
15.	Somalia	Visa Required	
16.	South Africa	Visa Required	Visa Exempted
17.	Sri Lanka	Visa Required	Visa Exempted
18.	Tanzania	Visa Required	Visa Exempted (Diplomatic & Official/Service Passports)
19.	Thailand	Visa Required	Visa Exempted
20.	United Arab Emirates	Visa Required	Visa Exempted (Diplomatic/Official and Special Passports)
21.	Yemen	Visa Required	
	IORA Dialogue Partners	Regular Passport	Diplomatic/ Official
1.	China	Visa Required	
2.	France	Visa Required	Visa Exempted (Diplomatic Only)
3.	Japan	Visa Required	Visa Exempted (Diplomatic Only)
4.	United States of America	Visa Required	
5.	Egypt	Visa Required	Visa Exempted (Diplomatic/Official/Special & Service)
6.	Germany	Visa Required	Visa Exempted (Diplomatic Only)
7.	United Kingdom	Visa Required	
8.	South Korea	Visa Required	Visa Exempted (Diplomatic/Official)
9.	Turkey	Visa Required	Visa Exempted (Diplomatic Only)

10.	Italy	Visa Required
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Note: For any inquiries regarding visa please see the respective Embassy/Consulate website. The IORA Secretariat on the email hq@iora.int is also available for assistance.