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| **ANNEX 2**  **ITU Centre of Excellence Network for ASIA PACIFIC REGION**  **ADVANCE LEVEL TELECOM TRAINING CENTRE**  **Face-to-Face Training on**  **BROADBAND ACCESS NETWORK PLANNING**  **GHAZIABAD,UP**  **INDIA**  **5 TO 9 Oct 2015**  **INFORMATION NOTE** |

1. **Introduction**

This training is an endeavor of ITU and BSNL under the aegis of ITU Asia-Pacific Centre of Excellence (CoE), to provide a common platform for understanding broadband access technology planning, through training by experts from the industry, government and the internet service provider.

The objective of training is to equip participants with an understanding of current and future wireline and wireless broadband technologies, network architecture and its planning and implementation.

The training will enable participants to understand wireless and wire-line broadband internet access network from ISP’s perspective. After attending this program, the participants shall develop an understanding of various broadband wireline and wireless Technologies, network elements, protocol standards, service providing, capacity planning, QoS implementation and issues, billing and other support sub-systems.

1. **Venue of the TRAINING**

Room No 806, ALTTC, BSNL, RAJ NAGAR, GHAZIABAD, U.P- INDIA 201002. The training institute at Ghaziabad is about 40 Km from Indira Gandhi International Airport, New Delhi.

1. **COORDINATORS**

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| **Institute coordinator**  Mr. D. N Sahay, Addl. GM ( EB), Room No. 717, Admin Building , ALTTC , Raj Nagar, Ghaziabad, UP INDIA -201002  Tel: +91 120 272 8259  Mob: +91 941 273 9215  Email: dgmtm.alttc@gmail.com | **Training coordinator**  Mr. R.P. Singh, DGM ( BB), Room No. 720, Admin Building , ALTTC , Raj Nagar, Ghaziabad, UP INDIA -201002  Tel: +91 120 275 5158  Mob: +91 941 273 9217  Email : rpsingh.its1@gmail.com | **ITU coordinator**  Mr. Ashish Narayan, Program Coordinator, International Telecommunication Union  Regional Office for Asia & the Pacific,  5th Floor,Thailand Post Training Centre,111  Moo3 Chaengwattana Road,  Laksi Bangkok 10210,Thailand  Tel: +66 257 500 55  FAX:+66 257 535 07  Email: ashish.narayan@itu.int |

1. **ON-SITE REGISTRATION AND Working Hours**

Venue : Room No 806, ALTTC, BSNL, RAJ NAGAR,GHAZIABAD,U.P- INDIA 201002

* Dates : by 5th October 2015.
* Time : up to 12 :00 hrs
* Working Hours 6:30 Hrs ( 9 :30 -17 :00 Hrs), Lunch break : 13 :00-14 :00.

1. **Visa Formalities**

Participants may visit <https://indianvisaonline.gov.in/visa/tvoa.html> for e-Tourist Visa Facility. Please contact the coordinators in case you need letter of support for visa.

1. **ACCOMMODATION**

Participant shall inform to the institute coordinator well in advance for booking of the hotel. In case no information is received from the participants, the boarding and lodging arrangement will be made in the training centre facility (J.C Bose Hostel @ 50 .00 USD per participant per day including all Taxes)

1. **LIST OF PROPOSED HOTELS**

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| NAME OF HOTEL | Per Day charges inclusive of Tax | | |
| With Breakfast | Breakfast + Dinner | Breakfast + Lunch + Dinner |
| Fortune Inn Grazia  Plot No.1, Sector-23, Sanjay Nagar District Centre, Ghaziabad- 201 002  Phone :+91-120-3988442  Fax :+91-120-3971-170 | INR 3000.00 | INR 3600.00 | INR 4200.00 |

This hotel is at walkable distance (300m Approx.) from the training venue. However, transport from hotel to training venue will be provided by Training centre.

1. **DETAILS OF ARRIVAL AND TRANSPORT**

The participant of this training shall be arriving at Indira Gandhi International Airport, New Delhi. Training institute will arrange the transportation between the Indira Gandhi International Airport (DEL) and the accommodation. This training institute is about 40 Km from airport. Participant has to intimate arrival and departure flight schedule to the institute coordinator making pickup and drop arrangement from airport to accommodation. ALTTC staff will escort the trainees to the hotel accommodation in Ghaziabad and return.

1. **CURRENCY**

The unit of currency is Indian Rupees which comes in denominations of 1, 2, 5, 10, 20, 50, 100, 500 and 1,000. Please use authorized money changers and banks to change currency. They will issue a certificate of exchange which is required at the time of re-conversion of any unused currency. Under the Foreign Exchange Management Act 1999, it is an offence to exchange foreign currency other than through authorized money changers or banks. Foreign Exchange Rate is approximately INR 63.74 to USD 1.00 (as of May 2015).

Most bank ATMs honor Visa, Visa Electron, Master & Maestro cards & you may use these ATMs also to withdraw money. Most hotels, shops & other establishments accept credit cards. Master & VISA cards are accepted at almost all such establishments whereas some of them accept Diners & American Express cards as well.

1. **ELECTRICAL APPLIANCES**
2. The voltage in India is 220 Volts A.C with frequency of 50 Hz. The trainees are required to carry 3 pin rounded plug adapter( and a voltage converter for the device working on 110 Volts)

230 Volts AC 50Hz Electric sockets are Type D

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1. Hotels – Same as above
2. **LANGUAGES**

English and Hindi

1. **SECURITY**

General security conditions are ok in the city. But as a preventive measure it is advised not to venture outside in the late evening without intimation to the concerned authorities of the training centre.

1. **MEDICAL AND HEALTH**

Participants may carry their general medicines with them. However, in case of any emergency, the participant should immediately contact to training /institute coordinator for the medical aid.

1. **WEATHER**

The temperature is about 30 degree centigrade in the month of October with no requirement of woolen in that period.

1. **INTERNET**

Internet connectivity will be provided in the ALTTC campus.