**Practical information for participants**

**Event venue**

Habitat World, India Habitat Centre,

Lodhi Road, New Delhi, 110 003

India

Telephone: (+11) 24682001 - 24682005

Fax: (+11) 24682010

Email: info@indiahabitat.org

Website: <http://indiahabitat.org/main.htm>

**Hotel**

Hotel accommodation has been arranged for all participants at:

Hotel Le Méridien New Delhi

Windsor Place, Janpath, New Delhi - 110001

Website: [www.lemeridien-newdelhi.com](http://www.lemeridien-newdelhi.com)

Hotel reservation will be made directly by delegates by filling the Hotel reservation form (see **Annex 1**) to be sent by Fax or Email to:

Ms. Charu Yadav

Telephone: 00 919 711 733 581

Fax: 00 91(011) 2371 4400 or 00 91(011) 2371 6996

Email: Cyadav@lemeridien-newdelhi.com; groupresv@lemeridien-newdelhi.com

**Transportation**

Arrangements have been made by the host to meet delegates upon arrival at the airport and take them to the venue hotel. This service is included in the Hotel rate.

Any participant wishing to benefit from this service is requested to specify their travel itinerary in the Hotel reservation form (**Annex 1**).

**Taxis**

There are two types of Taxi services in Delhi: Non-AC Black and White Taxis and Radio Taxi services (AC).

There are counters of Taxi services at the airport customs at Indira Gandhi International Airport, New Delhi, where both types of Taxi services are available.

Even though both Taxi services are safe, it is recommended to choose the Radio Taxi services which are meter Taxis with fare meter readings.

**Time zone**

Standard Time Zone: UTC/GMT +5:30 hours
No daylight saving time in 2013

**Internet connectivity**

An Internet connection will be available at the event venue and is included in the Hotel rate.

**Local host contacts:**

|  |
| --- |
| **Ms. Charu YadavAssistant Manager Sales** **Telephone : +91 11 23710101** **Direct : +91 11 23460247** **Mobile : +91 9711733581** **Fax : +91 11 23716996****Email :** **cyadav@lemeridien-newdelhi.com** |

ANNEX 1

 

# RESERVATION FORM

**⁬** New Reservation **⁬** Amendment  **⁬** Cancellation

|  |
| --- |
| NAME OF GUEST (first, last): |
| (First): (last/family name):  |
| E Mail -  |

|  |
| --- |
| NAME OF THE COMPANY: |

|  |  |
| --- | --- |
| ARRIVAL DATE: | DEPARTURE DATE: |
| FLIGHT: ETA: TRANSFER\*: YES/NO | FLIGHT: ETA: TRANSFER\*: YES/NO |

|  |  |
| --- | --- |
| TYPE OF ROOM:NO.OF ROOMS: | **ITU Conference**ROOM RATE:Single Room at Rs 10500/- Inclusive of taxes per night with 1 buffet breakfast ( )  Double Room at Rs 10500/- Inclusive of taxes per night With 2 buffet breakfast ( )  |

|  |
| --- |
| Special Requests: Smoking ( ) Non Smoking ( )  |

|  |  |
| --- | --- |
| Credit Card GuaranteeCredit Card No.:Expiry Date:Card Type: | Name:Tel. No.:Fax No.:Date:E Mail: |

* Rates are inclusive of all applicable taxes. In case of any changes in the taxes the same shall be applicable extra.
* Our Check In time is 1500 hrs and checkout time is 1200 hrs. Early check or check out cannot be guaranteed, and is subject to availability at the time of arrival, unless the room is pre-register from the night before.
* Please advise us of any special requirements such as baby cots (free), extra bed (Rs 2000 inclusive of taxes per night), and rooms on the same floor, adjoining rooms or connected rooms. The hotel will endeavor to fulfill your request. However these cannot be guaranteed.
* All reservations must be guaranteed by a credit card. Any reservation not guaranteed with the credit card shall not be accepted.
* This reservation will only be held until 72 hours prior to the day of arrival if not guaranteed by a credit card.
* To cancel / amend a guarantee reservation, kindly advice the hotel by 5th March 2013, otherwise entire stay will be charged on the credit card number given.
* These rates are applicable from 12th March 2013 to 16th March 2013
* **These rooms are subject to availability on receipt of reservation request latest by 28th February 2013. After this any reservation received would be on the best available rate of the day and subject to room availability.**

#### Kindly direct all reservations to Varun Bhola and Charu Yadav, at Fax 91(011) 2371 4400/91(011) 2371 6996 or via email: groupresv@lemeridien-newdelhi.com, cyadav@lemeridien-newdelhi.com

Windsor Place, Janpath, New Delhi-India

**Tel.:**91(011)2371 0101 **Fax:**91(011)2371 4545 **Toll Free** 1 600 111415

**Website:** [www.lemeridien-newdelhi.com](http://www.lemeridien-newdelhi.com)