**Useful Information**

**About Mumbai**

Mumbai is the financial and entertainment capital of India, it is also one of the world's top 10 centers of commerce in terms of global financial flow, generating 5% of India's GDP, and accounting for 25% of industrial output, 70% of maritime trade in India (Mumbai Port Trust & JNPT), and 70% of capital transactions to India's economy. The city houses important financial institutions such as the Reserve Bank of India, the SEBI, numerous national stock exchanges and the corporate headquarters of numerous Indian companies and multinational corporations. It is also home to some of India's premier scientific and nuclear institutes like BARC, NPCL, IREL, TIFR, AERB, AECI, and the Department of Atomic Energy.

The city also houses India's Hindi (Bollywood) and Marathi film and television industry. Mumbai's business opportunities, as well as its potential to offer a higher standard of living, make the city a melting pot of many communities and cultures.

**Currency**

The local currency is Rupee, or “RS” and “INR” for short. The exchange rate depends on the current rate. At the airports and hotels you can exchange internationally accepted currency and travelers cheques. Credit cards, including Visa, MasterCard, American Express, can be used at the hotels and most shops.

**Telephone**

The country code of India is 91 and the area code of Mumbai is 22. All the rooms at the hotel have an international dialing facility and on check in at the hotel the tariff card for the various countries call rates will be provided at the hotel reception. The telephone bill is settled along with the hotel staying bill and is cleared on the checkout date.

**Weather**

Mumbai is in tropical monsoon climate, with plenty of sunshine and good rainfall. Average daily temperature in November is 28 degree centigrade. The range of temperature is from 21 to 34 degree centigrade

**Time zone**

Mumbai’s local time is early five and a half hours than Standard time.

**Voltage**

India's voltage is 230 V; Plugs C & D. You will need a voltage converter, and plug adapter in order to use U.S. appliances. We recommend getting a universal adapter and converter kit.

**Visa**

Please contact the local India embassy or consulate and we will help to provide the necessary documents requested by them.

Indian company: Federation of Indian Chamber of Commerce and Industry (FICCI)

Contact person in India: Apoorv Srivastava

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**Insurance**

Registration fees do not include insurance of any kind. It is strongly recommended that all delegates take out their own travel and medical insurance prior to coming to the conference. The policy should include loss of fees/deposit through cancellation of your participation in the conference, or through cancellation of the conference itself, loss of airfares for any reason, medical expenses, loss or damage to personal property, additional expenses and repatriation should travel arrangements have to be altered. Neither the Conference secretariat nor the Organizing committee will take any responsibility for any participant failing to insure. Please speak to your travel agent or airline in regard to this matter.

**Official language**

The official languages of the conference will be English. Simultaneous interpretation service will be provided at all the sessions. Alternate interpretations will be provided at the banquet. The languages for the simultaneous interpretation are: English (Channel 1), Chinese (Channel 2), Japanese (Channel 3).

**Dress code**

Business attire is required for all meetings and banquets.

**Transportation**

Delegated should make their own ground transportation. Mumbai International Airport is one hour away from the conference Hotel by car. After immigration clearance at the exit gate of the airport, there is a taxi booking counter where you can book a taxi to the hotel. The rates are fixed as per destination. If you wish personal use of a vehicle, please contact the hotel receptionist or the concierge. Hotel will make the necessary arrangements and depending on the places of visit there will be a fee charged.

**Conference Reception and Service Center**

The conference reception service center is responsible for offering information about the agenda, reception and vehicle arrangement, Badge loss and post-registration, lost and found services to delegates and journalists.

Opening Hours:

14:00-18:00 November 25 and 08:00-17:00 November 26-27

Location:

Delegates and media registration desk: Lobby, The Trident, Nariman Point

Speaker registration desk: Foyer, Lotus Room, Lower Level, The Trident, Nariman Point

**Press Center**

The conference has set up a press work space for journalists' convenience. The work space will provide local calls, fax, copying and Internet services.

Opening Hours: November 26-27, 08:00-18:00

Location: Gulmohar Room, Banquet Level, The Trident, Nariman Point

**Badge**

Please wear the Badge during the conference. The badge will allow you to attend various activities and dine. If your badge is lost or damaged, please post-register at the conference service center.

**Meals**

Registration fee includes all tea breaks and lunch. We recognize that some delegates may have special dietary requirements. Please advise the Conference secretariat via the registration form or in writing should you require alternative arrangements be made on your behalf. Please be advised that the venue might not be able to provide all special dietary requirements.  In some cases additional charges might apply (however not usual) and may need to be charged to the delegate. If this is the case you will be notified separately of these charges which will enable you to either accept these additional charges or consider an alternative option.

**About Trident/Oberoi**

Please click the website for more information:

<http://www.tridenthotels.com/mumbai_nariman_point/index.asp>

**Check In:** 2 pm. Early arrival is subject to availability. For guaranteed early check in, reservation needs to be made starting from the previous night.

**Check Out:** 12 noon. Later check outs are available on request and subject to availability.

**Guarantee and Cancellation:** All bookings must be guaranteed at time of reservation by Credit Card or Travel Agency. All major credit cards are accepted. A cancellation is free of charge if done 48 hours prior to arrival. Penalty charge for late cancellation is one night.

**Internet Service:** The Hotel has a Wi-Fi system for internet connectivity. All rooms have internet connection. Hotel offer all our guests 30 minutes complimentary internet usage each day during their stay. Please check with the Hotel for Tariff applicable.

**Business Center:** The hotel has a business centre where you can also check your mails and use the fax and copier services. This is billed extra directly to delegates.

**Air Ticket Service:** Please contact Concierge at the Hotel for Air Ticket Booking.

**Medical Service:** The hotel has a medical facility and pharmacy inside the hotel where you can buy general medicines across the counter. It is better that regular medicines for cough, cold, fever, stomach diarrhea are carried to India while travelling.

**City Tour:** Organizer in association with Cottage Industries Exposition (CIE), ‘The Indian Cultural Tours Partner’ will be arranging complimentary city tours, twice daily on 24th, 25th and 28th November starting at 12 noon and 3pm. There will be only 1 city tour staring at 3 pm on 26th & 27th. For booking the tour, the confirmation must be sent a day prior. Delegates can contact the following numbers (0091) 98200 96112 (Ms Farida) and (0091) 98200 22082 (Ms Jayshree) when they require the tours pre conference. Email: marketing.mumbai@cieworld.com; jayshree@cieworld.com. CIE will also manage a stall on site to manage the bookings on the conference dates, from 26th to 28th November. All delegates interested in registering for city tour on 28th (for 12 noon and 4pm slots) should register by 27th at the stall. Delegates must gather at Hotel Lobby 15 minutes prior to the scheduled departure with Valid Identity Card & Conference Badge.

**Tips:** In India you can give tips to the waiters / bartenders and service boys at the hotel there is no need to tip the local taxi drivers.

**Reminder**

The hotel does not provide one-time washing tools.

**Time to go to the airport**

It takes an hour to drive from the Hotel to the Mumbai International Airport and takes 3 hours to check-in and security check. Please print your itinerary in advance and check out five hours before your flight departure time.