

**9th Capacity Building Programme for
Officers of Electricity Regulatory Commissions
21-22 Nov. 2015 at IIT Kanpur and
24-26 Nov. 2015 at Singapore**

Travel Note and Guidelines for Participants

Reaching the Campus

Please send your final travel schedule with all details to misra.abhi02@gmail.com or mabhi@iitk.ac.in. He will coordinate your travel accordingly. In case of difficulty in finding your taxi on your arrival please call Surendra Yadav, Taxi operator (0512-259 5094, M: 9936 051 842)

If you arrive at Lucknow / Kanpur Airport or Kanpur Central Railway Station, look for a person holding placard of your name (else enquire about IIT *taxi-walla* when outside, just in case). At Kanpur Central Railway Station, please exit from **Platform No. 1** side in. When inside the campus, please head towards Visitors Hostel (Guest House). Please note the address given below

**Visitors Hostel (Guest House)
Indian Institute of Technology Kanpur
Kanpur - 208 016**

Reception Ph: 0512-259 7209

On arrival, you may contact Control Room in the Visitors Hostel for any help on arrival.
Contact: *Mr. Abhishek Misra (O: 0512- 259 6955; M: 9795813369).*

Registration and Venue

Venue: Room No. 104, Dept. of IME and PBCEC Conference Room, VH

Registration: 8:30 – 9:00 am on 21st November, 2015.

Itinerary for participants

20 Nov. - Participants reach IITK
21-22 Nov. - Programme at IITK
22-23 Nov. - Travel to Singapore via Delhi **
24-25 Nov. - Programme at Singapore
26 Nov. - Site Visit
27 Nov. - Departure from Singapore
27 Nov. - Arrival at Delhi IGI Airport.
27 Nov. - Departure to individual destinations by self

Note: ** - Departure by Taxi from IIT Kanpur at sharp 3:30 PM.

The program would conclude on arrival at New Delhi Airport on 27th Nov. 2015. Participants are to make their own arrangements for onward travel to their respective destinations.

Flight details are given below

1. AI 812 22 NOV LKO-DEL 1815 1920
2. AI 380 22 NOV DEL-SIN 2300 0700+1
3. AI 381 27 NOV SIN-DEL 0820 1130

Accommodation & Facilities

1. Your accommodation has been arranged at Visitor's Hostel (VH) for three nights starting from 20th Nov. 2015., to 22nd Nov., 2015 at IIT Kanpur and five nights (including early arrival on 23rd Nov. 2015) at Singapore.
2. All meals including breakfast would be served in Dining Hall in VH, IITK.
3. Internet facility is available in all rooms in the Visitor's Hostel through LAN/Wi-Fi connectivity. You may bring your laptop, if desired. You are required to maintain security of your laptop throughout the program.
4. Please note that no accompanying persons are permitted/supported as per FOR policy.

For Ticketing and Travel Insurance:

For ticketing and travel insurance, please send (ASAP) the information required as given in the attached Excel file to **Mr. Abhishek Misra**, misra.abhi02@gmail.com or mabhi@iitk.ac.in. Please make sure that all information is correct (spellings etc. as given in your passport).

For Visa:

IITK would pay for embassy visa fee and VFS charges on production of original receipt (in case you do this directly). Otherwise, we are arranging visa processing with M/S Balmer Laurie. Do note the following requirements for visa

1. Current passport plus all old passports (along with old Singapore visa copy (if any)).
2. **Imp.:** Current passport with at least 6 months validity after the date of departure.
3. Duly filled up visa form
4. Ticket copy (we will send shortly after you check and confirm your name spelling as per passport)
5. 2 photos (45mm x35mm, white background, 80% of the photo should be covered by face, matte finish) (PHOTO SHOULD BE LATEST AND STRICTLY AS DEFINED HERE. THEY DO REJECT VISA APPLICATIONS DUE TO THIS.)
6. Covering letter from company or from the applicant addressed to The Visa officer, Singapore High Commission, New Delhi
7. NOC from your employer.
8. Invitation letter from Singapore (letter from FOR may suffice)
9. Address proof letter from company, if passport is issued anywhere other than Northern region)
9. Address in Singapore

Programme Schedule

Detailed programme schedule and updates would be available at following website

http://www.iitk.ac.in/ime/anoops/for_nov15

Have a nice Journey!