

As on 16 November 2023



**RIS**

**Research and Information System  
for Developing Countries**

विकासशील देशों की अनुसंधान एवं सूचना प्रणाली

## **GLOBAL SUMMIT ON LiFE ECONOMY**

**November 26 - 28, 2023 | New Delhi**

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## **ADMINISTRATIVE ARRANGEMENTS**

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## 1. Introduction

The Global Summit on LiFE Economy (GSLE) will be held in New Delhi from November 26-28, 2023.

This handbook provides general information on arrangements for the Summit. The venue of the Summit is Vigyan Bhawan, New Delhi-110001

*New updates will be posted in the event page on RIS website by accessing the link below:*

<https://ris.org.in/en/node/3795>

## 2. RIS - Summit Secretariat

RIS will be responsible for the general organization and conduct of various meetings, logistical and administrative arrangements, hospitality, protocol and security arrangements.

The Global Summit on LiFE Economy (GSLE) henceforth known as the **Summit Secretariat** has been established to make all necessary arrangements for the Summit.

The Secretariat is already functional and the coordinates of other officials are as follows:

1. Chief Coordinator for the summit  
Mr. Gopalkrishna Tadas, Visting Fellow, RIS is the  
**Mobile:** +91 – 98211 42479  
**E-mail:** [ga.tadas@ris.org.in](mailto:ga.tadas@ris.org.in)
2. For Hotel bookings  
Mr. Baidnath Pandey  
**Mobile:** +91 – 99719 41244  
**Email:** [baidnath.pandey@ris.org.in](mailto:baidnath.pandey@ris.org.in)
3. For Flight bookings  
Ms. Shalini Sharma  
**Mobile:** +91 – 99994 16353  
**Email:** [shalini@ris.org.in](mailto:shalini@ris.org.in)

## 3. Registration and Accreditation

It is essential that all participants at the Summit be registered by the RIS Secretariat. Registration can be done by clicking on the link below not later than 21<sup>st</sup> November 2023

<https://ris.org.in/Others/Invitation/Life-economy.html>.

*Kindly ignore if done earlier.*

## 4. Security

All baggage, parcels, mail, catering supplies and other equipment will be subject to security screening before they are permitted into Summit venue. This includes baggage destined for entry into hotel designated for the stay of visiting delegations.

## 5. Arrival and Departure Arrangements

### A. Visa Requirements

Delegates requiring a visa to enter India may obtain the same from the nearest Indian Mission. All delegates must submit the copy of their invite/visa letter to their respective Indian Mission, for affixing an appropriate Indian visa.

More information about the visa for travel to India is available at the following link:

<https://indianvisaonline.gov.in/visa/index.html>

Delegates may also see the website of Indian Missions in their countries for information concerning visa and travel to India.

### B. Flight booking support

RIS is providing limited amount of support for air travel upon request. The delegates are requested to clearly communicate their flight preferences. Delegates are requested to share the following details to the secretariat at the earliest:

- Preferred dates of travel
- A copy of first and last pages of passport
- Mobile Number
- Seat preference
- Meal preference

***Kindly ensure that the name provided for booking is the same as provided in the passport.***

## 6. Airport Arrangements

All delegates arriving on international flights will deplane at the Indira Gandhi International Airport Terminal-3. Participating delegates are kindly requested to inform the Summit Secretariat of their itinerary.

### A. Baggage handling

Each member of delegation must accompany the baggage during transit from the airport to the place of stay, and vice versa on departure.

### B. Customs requirements:

Customs Guide for travellers can be found at [http://www.cbec.gov.in/htdocs-cbec/guide for travellers/guide-for-travellers](http://www.cbec.gov.in/htdocs-cbec/guide%20for%20travellers/guide-for-travellers)

## **7. Health requirements**

### **A. For entry into India:**

Any person, Foreigner or Indian, (excluding infants below six months) arriving by air or sea without a vaccination certificate of yellow fever will be kept in quarantine isolation for a period up to 6 days if:

- He/She arrives in India within 6 days of departure/transit from a yellow fever endemic area.
- Has come on a ship which has started from or transited at any port in a yellow fever endemic country within 30 days of its arrival in India provided such ship has not been disinfected in accordance with the procedure laid down by WHO.

### **B. For leaving India:**

There is no health check requirement by Indian Government on passengers leaving India.

Persons leaving for a yellow fever infected area are advised in their own interest to get them vaccinated and to be in possession of valid yellow fever vaccination certificates before they leave the country.

## **8. Transport**

The Secretariat will make arrangements for pick-up and drop from hotels to the Summit Venue.

## **9. Hospitality and Accommodation Arrangements**

### **A. Hospitality**

RIS will provide hospitality to the participating delegations for 4 days with check in on 25<sup>th</sup> November, 2023 and check out on 29<sup>th</sup> November, 2023.

The Summit Secretariat will provide the accommodation for delegates. Further information regarding the same will be updated in the event page on the RIS website.

Hospitality will include payment to the hotel of costs of meals, non-alcoholic beverages, internet charges, local telephone calls and local facsimile message transmittals.

Laundry charges will have to be paid directly by the delegate.

All additional costs beyond the period mentioned above including additional stay at hotel, and other expenses will need to be met either by the individual delegate, or through separate arrangements with the Hotels.

Check-in time at the designated hotels is generally from 1200 hrs (IST) on the day of arrival. Delegates who require access to their room prior to check-in time should request early

check-in with the hotel directly, noting that charges may apply. It may be necessary to book accommodation from the night before which will incur an additional charge.

Check-out time for the designated hotels is generally by 1100 hrs (IST) on the day of departure. Delegates who wish to check-out at a later time should request late check-out with the hotel directly, noting that charges may apply.

## **10. Health Services**

### **A. Overview of Services**

Health facilities will be available at Summit venues, with ambulance services for transport to an appropriate health facility, if required.

There will generally be a Medical Care Room in every designated hotel, operating on 24-hour basis.

## **11. Miscellaneous information**

### **A. Weather in New Delhi (November, 2023)**

The temperatures in Delhi during November are mildly low, between 14°C and 26°C, drinking water regularly is advisable.

### **B. General information regarding currency, electricity etc**

The Indian Rupee is divisible into one hundred paise.

Current exchange rates against the US Dollar are around 83 Rupees to one US Dollar. Currency is easily exchanged at designated Government of India approved dealers and at the designated hotels.

Foreign credit cards are accepted in all modern establishments; foreign currency transactions in commercial establishments are not permitted.

Electricity in India is 220-240 volts. Round pins with three points are used in Indian plug points.

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