

## **INFORMATION CIRCULAR**

### **Welcome :**

The Commonwealth Parliamentary Association, Chhattisgarh Branch hosting the 4th India and Asia Region Commonwealth Parliamentary Association Conference from 25th to 29th October, 2010 at Chhattisgarh - feel privileged to welcome all Delegates, Secretaries and other distinguished guests visiting the State of Chhattisgarh to attend and participate in the Conference.

### **Inaugural Ceremony:**

The inaugural ceremony will take place at Dr. Shyama Prasad Mukerjee Auditorium, Chhattisgarh Legislature Complex, Raipur at 10.00 A.M. on Tuesday, the 26th October, 2010. Delegates, Observers, Secretaries, Members of Parliament of State of Chhattisgarh and Member of Legislative Assembly are requested to take their seats by 9.55 A.M. for the inaugural ceremony. The Plenary Sessions, on 26th and 27th October, 2010 will be held in the Chamber of Chhattisgarh Vidhan Sabha. Video cameras, cellular phones and other electronic gadgets are not permitted in the Meeting Halls.

### **Group Photographs :**

A group photograph of all Delegates would be taken at 09.40 hours on Tuesday, 26th October, 2010 at **Central Lawn** (at the bottom steps of Library Building).

### **Floor Language :**

Floor language for the Conference shall be both Hindi and English.

### **Arrival :**

All branches are requested to communicate the itineraries of their Delegates, Observers & Secretaries to the Commonwealth Parliamentary Association, Chhattisgarh Branch at the earliest latest by 5th October, 2010 so that arrangements for reception at Airport/ Railway Stations on their arrival are made accordingly.

### **Hotel Accommodation :**

All the Delegates, Observers & Secretaries will be accommodated in **Hotel Babaylon Inn, Hotel Babylon International, Hotel Golden Tulip and Hotel Celebration**, Raipur. The delegates, Secretaries, etc. will be guests of the Chhattisgarh Branch from 25th to 29th October, 2010 only. Early arrivals or late departures beyond these dates will be the responsibility of the respective delegates.

All other expenses such as local/long distance telephone calls, ISD, faxes, e-mail, laundry/dry-cleaning, alcoholic drinks, all unofficial surface/rail transport charges in the State and India, personal entertainment etc. are the responsibility of the delegates. However Fax/E-mail facility would be available for Delegates at the Conference venue.

### **Spouses/Observers :**

Delegates accompanied by their Spouses/Observers should inform the Host Branch well in advance.

A fee of Indian Rupees 20,000.00 and Rupees 60,000.00 has been fixed for the Accompanying Persons/Spouses and Observers respectively to cover the cost of accommodation, meals, tour, entertainment etc. The amount has to be paid at the time of registration at the Hotel. Facility for conversion of foreign currency into Indian currency exists at the Hotel.

### **Registration and Identification :**

Delegates and Secretaries are requested to register themselves at the Information Desk in **Hotel Babylon Inn, Hotel Babylon International, Hotel Golden Tulip and Hotel Celebration** on

their arrival. After registration the delegates will be handed over literature for the conference including Conference Handbook, Diary of Events, List of Delegates, Identification Badges, etc. Delegates are requested to wear the badges during the conference and post-conference tour for easy identification.

**Transportation :**

On arrival, conveyance will be provided from Raipur Airport/ Railway Station to Hotel and from Hotel to Airport/Railway Station at the time of departure. Transport facility will also be provided from the places of stay to the Conference venue and back during the Conference period. Officials at the Registration Desk in the Hotel will offer assistance regarding transport. Delegates in Hotel are requested to contact the **"Registration Desk"** in the lobby of Hotel for any assistance.

**Post-Conference Tour :**

Post-Conference Tour will take place on Thursday, 28th October, 2010. All the Delegates, their Spouses, Secretaries and Observers will be taken to places of historical importance.

**Climate and Clothing :**

The weather in Raipur is pleasant during October. The average maximum temperature is 35 degree Celsius and minimum temperature is 22 degree Celsius, respectively.

**Medical Facilities :**

Arrangements have been made to provide medical assistance in case of emergencies both at places of stay on a round-the-clock basis and at the conference venue till the conference is in session. The provision of medical facilities covers only first aid and symptomatic treatment. The diagnosis of any serious ailment and its treatment will be the responsibility of delegates concerned.

**Banking Facilities :**

Pound sterling, US Dollars and travellers' cheques are freely exchanged in Indian Banks. Such facility is also available at the Hotel. A Branch of State Bank of India and State Bank of Indore is available at the venue of the Conference.

**Insurance :**

Delegates will be responsible for insurance against accident, medical, travel, loss of luggage and currency and against any damage or injury or loss of life resulting from war, hostility or terrorist activities.

**Photography :**

The Conference will have photographic coverage. The proof of the photos taken will be displayed at the venue of the Conference. Delegates interested in having copies of the same may please see them and place orders with the photographers who will be available near the place of display of the photographs. The copies will be supplied on payment basis.