



Manekshaw Centre, New Delhi, India
6-7 October 2017

INSTRUCTIONS FOR DELEGATES

Introduction

Welcome to IC-TRAM 2017 Seminar & Exhibition.

Venue

Manekshaw Centre is an Army-owned convention centre, located on NH8, 3km from Dhaula Kuan on the airport road. The seminar will be held at Ashoka Hall and the exhibition and refreshments in the Exhibition Area located under the hall.

Ample parking is available inside the venue. Car Parking sticker will be provided at the main gate on your arrival by Capt MS Bisht of IMR.

To reach the Manekshaw Centre, you may approach it from the airport or Dhaula Kuan crossing. See map below.

The address of the auditorium is:
Manekshaw Centre
Junction of Parade Road and NH8
Delhi Cantt 110010

Show Guide

A Show Guide will be placed in all Delegate Folders with the programme.

Entry Clearance

If you are not an Indian national, the Manekshaw Centre authorities require security





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clearance, which will be obtained by IMR if you have provided your particulars on the required form with passport and business/conference visa copies.

Summit Hours

Delegates will have access to the venue from 08.30 hrs on Friday 6 October 2017. The conference will take place in the auditorium.

Badges

You will be issued with a personal delegate badge on your arrival at the Registration Desk. Please wear it at all times in the conference/exhibition areas. Failure to do so will result in you being refused admittance.

It is essential that all attendees are able to provide current photo ID on request. Anyone failing to do so may be refused entry. Please ensure that this information is circulated to all personnel who plan to attend this event.

Refreshments

Morning/mid-morning/mid-afternoon tea and coffee, and a buffet lunch, are provided on both days of the conference and exhibition.

Smoking

Smoking is not allowed in the conference or exhibition areas.

Cloakrooms

Please keep all your valuable personal belongings with you. A rack stand will be provided at the entrance to the auditorium with the security guards.

Laptops and tablets are permitted inside after due security checking. Please contact IMR for further details.

Messages

If you need to contact the IMR Media team, the telephone number is +91 9582 649 662. (Tanwir Rahman).

Accommodation Information

All delegates are responsible for making their own reservation. The organizers recommend the following hotel which is 5 km from the venue. You may contact Shweta Tiwari, Asst Sales Manager (shweta.tiwari@itchotels.in) mob: +91- 07506744803 and give reference of IMR Media of special rates and discounts.

ITC Maurya
A Luxury Collection Hotel
Diplomatic Enclave
New Delhi - 110021 India
Tel: +91 (0)11 2611 2233 extn: 5246
Direct Tel: +91-11-46215408
Fax: +91 (0)11 2611 5555
Web: www.itchotels.in



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Terms & Conditions

Payment. Full payment is required prior to the event; otherwise you will not be permitted to set up your stand. A credit card machine will be available at the Regn Desk.

If you have any queries or difficulties, please contact the organisers and we will do our best to assist you

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