

9th



13th - 15th June, 2019
 India Expo Centre & Mart
 Delhi NCR, INDIA



IEIA OPEN SEMINAR 2019
TRAVEL GUIDE



Issued By: Indian Exhibition Industry Association (IEIA)

Organized by



Supporting Associations



www.ieia.in

VISA

Please apply for a 'BUSINESS VISA' only for attending IEIA Open Seminar 2019 and do not mention- 'Conference' as purpose of your visit as a Conference Visa for India requires clearance from Ministry of External Affairs and Home Ministry.

You can apply for E-visa at <https://indianvisaonline.gov.in/evisa/tvoa.html>

Important Instructions:

All documents uploaded by the applicant including business cards, invitation letters etc. must be in English language, failing which e-Visa application would be liable for rejection.

Your Passport should have at least six months validity from the date of arrival in India.

The passport should have at least two blank pages for stamping by the Immigration Officer.

Documents required for e-Business Visa

1. Scanned Bio Page of the passport showing the Photograph and Details
2. Copy of Business Card
3. A Letter of Invitation from Organisers (IEIA) - may also be required in some cases. Send the details as per the fields mentioned on <https://www.ieia.in/ieiaos2019/visa.html> for getting your Letter of Invitation, or simply drop us an email at secretariat@ieia.in. We shall send you the required Invitation Letter for attending IEIA Open Seminar.

Instructions for uploading various documents:

Digital photograph to be uploaded along with the Visa application should meet the following requirements:

- » Format – JPEG
- » Size: Minimum 10 KB, Maximum 1 MB
- » The height and width of the Photo must be equal
- » Photo should present full face, front view, eyes open and without spectacles
- » Center head within frame and present full head from top of hair to bottom of chin
- » Background should be plain light colored or white background
- » No shadows on the face or on the background
- » Without borders



Scanned Bio Page of the passport showing the Photograph and Details.

- » Format - PDF
- » Size: Minimum 10 KB, Maximum 300 KB

Other document (Invitation Letter)

- » Format - PDF
- » Size: Minimum 10 KB, Maximum 300 KB

E-VISA APPLICATION PROCESS

Step 1: Apply online
Upload Photo and Passport Page

Step 2: Pay visa fee online
Using Credit / Debit card

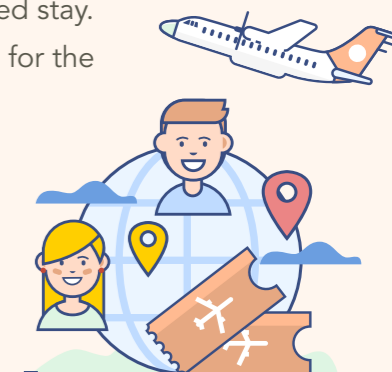
Step 3: Receive e-Visa Online
e-Visa Will be sent to your e-mail

Step 4: Fly To India
Print e-Visa and carry at the time of travel



Air Tickets:

Please book your air tickets and share the copy of the ticket with us for accounts purpose and also for arranging your airport transfers and accommodation in Greater Noida, Uttar Pradesh according to your planned stay. Re-imbusement if offered in the invite for the air ticket shall be done immediately post the IEIA Open Seminar, within a period of 15 days.



Getting to Greater Noida, Uttar Pradesh:

You should book your travel to New Delhi International airport, which is connected to major destinations across the globe through direct flights.

Local Climate in Greater Noida, Uttar Pradesh

The climate in Greater Noida (India) is hot and humid during June.

Average Temperature

- » Day - Average 40° C
- » Night - Average 35°C

Special Business Interests:

Please inform us if you like to share any specific business objectives you may have for attending the IEIA Open Seminar in terms of meeting any specific section of attendees.

Also please fill the Business Match Making Form which is available on the IEIA Open Seminar (<https://www.ieia.in/ieiaos2019/index.html>) under the download section, if you wish to participate in this Session. The registration for the Business Match Making Session is complementary to you, as mentioned in our initial invite.

Program Schedule:

The outline of the Program schedule is <https://www.ieia.in/ieiaos2019/agenda.html> for your reference. Please note that some changes may take place in this Program outline as we endeavour to fine tune the same.

Clothing:

- » Tropical Formals for attending the Welcome Dinner on 13th June and Main Program on 14th and 15th June, 2019
- » Light Summer Wear for the extended days if any

Reaching the Hotel:

- » Representatives of IEIA will receive you at the Airport, if the airport transfers are confirmed as part of the invite, as per the itineraries shared by you and conveyance arrangements shall be provided for airport and venue transfers during your visit for the IEIA Open Seminar 2019.

Food Preference:

- » Please notify us at seminar@ieia.in for your Food preference, if any, specifically for any allergies, special needs, etc.

Accommodation:

- » Your accommodation is being arranged by IEIA at our Hotel Partner - Radisson Blu, Greater Noida.
- » All expenses towards your food and non-alcoholic drinks shall be borne by IEIA for the total number of nights offered in your invite. Other incidental expenses including tobacco, alcoholic drinks, laundry, phone etc have to be directly settled at your end before your check out from the hotel.

Special Excursion within India:

Please share with us if you like to plan any special excursion/ visits to any places within India or if you require extended hotel stay, transport, etc. We shall help you for coordinating the arrangements for the same.

Hope you have a pleasant and memorable experience attending
IEIA Open Seminar 2019.

We look forward to welcome you at
Greater Noida soon.

Exhibitions
Mean Business

Point of contact in India:

E: seminar@ieia.in | secretariat@ieia.in

For any urgent requirements, please feel free to contact

Ms. Nidhi Sharma, Executive Director IEIA

E: ed@ieia.in | M: +91 96547 30590

IEIA Fixed Line Numbers: +91 11 41045481 | +91 11 41045483

India Expo Centre & Mart Fixed Line Numbers: +91 120 232 8011

Radisson Blu - For hotel related query: Abhishek Kumar, +91 92057 75275

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Supporting Associations



The Global
Association of the
Exhibition Industry



IEIA Secretariat

Indian Exhibition Industry Association

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