



THE ASIAN-AFRICAN LEGAL CONSULTATIVE ORGANIZATION (AALCO)

ADMINISTRATIVE ARRANGEMENTS

SIXTY-FOURTH ANNUAL SESSION

New Delhi, India

15–19 December 2026

Heads of Delegations Meeting: 14 December 2026

NOTE: For the latest updates concerning the Session, delegates are requested to consult the AALCO website (www.aalco.int).

1. VENUE

Kamal Mahal Hall
ITC Maurya Hotel
Sardar Patel Marg, Diplomatic Enclave,
Chanakyapuri, New Delhi 110021
INDIA
Toll Free: +91-18004196444
Tel: +91 11-26112233

2. CONTACT INFORMATION – AALCO SECRETARIAT

Ms. Geetika Sharma
AALCO Secretariat
29-C, Rizal Marg, Diplomatic Enclave, Chanakyapuri, New Delhi
Tel: +91 11 26117641/42
Email: as64@aalco.int

3. INVITATIONS AND PARTICIPATION

- a) The Secretary-General of AALCO will extend formal invitations to the Ministers of Justice/Ministers of Foreign Affairs/Attorneys General/Solicitor General of Member States to participate in the Sixty-Fourth Annual Session. Copies of the relevant communications will also be transmitted to the Embassies and High Commissions of AALCO Member States in New Delhi, as appropriate.

- b) Invitations will also be extended to Observers, including non-Member States and international organizations, in accordance with AALCO's established practice.
- c) The relevant Session documents, including the Provisional Agenda, Explanatory Memorandum, Schedule of Meetings and these Administrative Arrangements, will be circulated as they become available.
- d) For the present Session, hosted by the AALCO Secretariat, **each participating delegation will be responsible for its own travel, accommodation and related expenses, as well as any protocol arrangements specific to the delegation.**

4. REGISTRATION

- a) Online registration will open on **1 October 2026** through the following link:
<https://www.aalco.int/form/registration-form-for-the-64thas>
- b) All participants are requested to complete the online registration form **no later than 4 December 2026.**
- c) In the event of technical difficulties with the online registration system, delegates may contact the Secretariat at as64@aalco.int for assistance.

5. HEADS OF DELEGATIONS MEETING

In accordance with Rule 10(3) of the Statutory Rules of AALCO, a meeting of the Heads of Delegations will be held on **Monday, 14 December 2026, at 4:00 p.m.** (India Standard Time) to consider the Provisional Agenda and related organizational matters for the Session.

6. INAUGURAL SESSION

- a) The Inaugural Session will be held on **Tuesday, 15 December 2026, at 10:00 a.m.** (India Standard Time) at Kamal Mahal Hall, ITC Maurya Hotel. Delegates are requested to be seated by 9:45 a.m.
- b) Details concerning the Inaugural Session, including the participation of distinguished guests, will be communicated in due course.

7. PROTOCOL ARRANGEMENTS

Member States are kindly requested to send the **completed Registration Form** to the Secretariat in time, regarding the participation of Ministers or Deputy/Vice Ministers, Attorneys General or Deputy Attorney General and Solicitors General to enable the Secretariat to facilitate appropriate protocol arrangements accordingly.

8. TRAVEL AND ACCOMMODATION

- a) Delegations will be responsible for making their own travel arrangements to and from New Delhi.

- b) Diplomatic Missions of participating Member States in New Delhi are encouraged, where appropriate, to make suitable arrangements for the reception and local transportation of their respective delegations.
- c) The AALCO Secretariat has negotiated a preferential room rate at **ITC Maurya Hotel**, which will also serve as the venue of the Session. Delegates wishing to stay at the conference hotel are requested to make their reservations directly with the hotel. A hotel reservation form is attached as **Annex A** to this Administrative Arrangements for the delegates to facilitate their booking at the preferential rate.

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- d) Rooms at the preferential rate will be subject to availability and will be allocated on a first-come, first-served basis. Delegates are therefore encouraged to make their reservations at the earliest opportunity.
- e) Delegates may choose to stay at other hotels. Those staying outside ITC Maurya will be responsible for arranging their own transportation to and from the Session venue.

9. MEETING ARRANGEMENTS

a) Registration upon Arrival

- Registration desks will be open at the conference venue on Monday, 14 December 2026, from 10:00 a.m. to 4:00 p.m., and on Tuesday, 15 December 2026, from 9:00 a.m. to 10:00 a.m.
- Delegates are requested to complete on-site registration upon arrival and collect their meeting badges and materials.

b) Conference Facilities

The conference venue will be equipped with the audio-visual facilities required for the conduct of the meetings, including microphones, projectors and facilities for presentations.

- Delegation nameplates indicating the names of Member States or organizations will be placed on the tables.
- A prayer room will be available at the conference venue.
- A dedicated working area with computers and printing facilities will be available for delegations.
- Interpretation booths will be available for simultaneous interpretation.
- Lunch and refreshments will be provided to registered delegates during the Session from 15 to 19 December 2026.
- Official photography and video recording will be undertaken during the Session.

c) Working Languages and Interpretation

- English and Arabic will be used for the conduct of the Session, and key Session documents will be made available in both languages.
- Secretariat documents relating to the substantive agenda items will also be made available in Arabic, as appropriate.
- Simultaneous interpretation between English and Arabic will be provided during the plenary meetings of the Session.

d) Statements

Delegations intending to deliver statements are kindly requested to provide an electronic copy to the Secretariat in advance, where possible, to facilitate interpretation and the preparation of the official record of the Session.

e) Dress Code

Business attire or national dress is appropriate for delegates attending the meetings and official functions.

10. SESSION DOCUMENTS

- a) Session documents will be made available electronically through the AALCO website (www.aalco.int). Delegations are encouraged to access the documents electronically during the Session.
- b) A limited number of printed sets of official meeting documents will be made available to delegations, as necessary.
- c) Arrangements for the distribution of Arabic-language documents will be communicated to the relevant delegations.

11. SECRETARIAT AND HELP DESK

- a) The AALCO Secretariat and a Help Desk will operate at the conference venue throughout the Session to assist delegations with administrative and meeting-related matters.
- b) Printing, photocopying and internet-enabled computer facilities will be available to the delegates at the Secretariat room.
- c) The Secretariat will prepare the documentation required for consideration by the plenary at the concluding stage of the Session, in accordance with AALCO's established practice.

12. PASSPORT, VISA AND ENTRY REQUIREMENTS

a) Passport and Travel Documents

- Participants are responsible for ensuring that they hold valid travel documents and, where applicable, an appropriate visa or other authorization for entry into India.

- Passports must remain valid for at least six months from the date of arrival in India and should contain at least two blank pages for immigration stamps.
- Delegates are advised to verify the applicable passport requirements with the nearest Embassy or High Commission of India prior to travel.

b) Visa Requirements

- Foreign nationals travelling to India are required to hold an appropriate visa or other valid authorization for entry, except where they are exempt from the visa requirement under applicable arrangements.
- Depending on their nationality and status, eligible travellers may be able to obtain an e-Visa.
- Delegates are strongly advised to initiate the necessary visa arrangements sufficiently in advance of their intended travel and to consult the nearest Embassy or High Commission of India, or the official Indian visa portal, regarding the requirements applicable to their nationality and category of passport.
- Delegates travelling on diplomatic, official, service or special passports are advised to verify whether they are exempt from the visa requirement under an applicable bilateral visa exemption arrangement with India. The current list of countries and categories of passports covered by such arrangements is maintained by the Ministry of External Affairs of India.

Visa Exemption Arrangements for Diplomatic/Official Passports:
MEA Visa Exemption Arrangements

- As visa and immigration requirements may be subject to change, delegates are strongly encouraged to consult the latest official information issued by the Government of India before commencing their journey.

Indian Visa Online:
Indian Visa Online

c) e-Arrival Card

- Foreign nationals, including OCI cardholders where applicable, should comply with the prevailing requirements concerning the submission of the electronic Arrival Card (e-Arrival Card) prior to arrival in India.
- Delegates are requested to fill out the e-Arrival Card before reaching the Arrival Immigration Counters: <https://indianvisaonline.gov.in/earrival/>
- Delegates from countries in which India does not maintain a resident Embassy or High Commission are advised to consult the Indian Mission accredited to their country. The AALCO Secretariat may also provide appropriate assistance or guidance, where necessary, in coordination with the relevant authorities.

13. HEALTH AND SAFETY REGULATIONS

- a) All passengers are required to complete the Self-Declaration Form before proceeding to the Arrival Immigration Counters. The form is available at: <https://airsuvidha.civilaviation.gov.in/>
- b) Delegates are advised to ensure that their routine vaccinations are up to date before travelling to India.
- c) Travellers arriving from, or having recently travelled through, yellow fever endemic countries may be required to present a valid Yellow Fever Vaccination Certificate upon arrival in India. Delegates concerned should verify the applicable requirements prior to travel. Further information is available at: <https://ihpoe.mohfw.gov.in/vaccination.php>
- d) Additional vaccination or certification requirements may apply to travellers arriving from countries affected by poliovirus transmission. Delegates concerned should verify the applicable requirements prior to travel.
- e) Delegates who have travelled to or transited through Ebola affected countries within the 21 days may undergo enhanced health screening and travel history verification upon arrival.
- f) As public health requirements may change, delegates are strongly encouraged to consult the latest requirements issued by the competent authorities of the Government of India before travelling. Further information is available at: [Ministry of Health and Family Welfare, Government of India](#)

14. SOCIAL EVENTS

Details of official and social events to be held in connection with the Annual Session will be communicated to delegations in due course.

15. OTHER USEFUL INFORMATION

Additional practical information concerning local climate and temperature, banking services, currency and other matters relevant to delegates will be provided in **Annex B**.