



ASIAN-AFRICAN LEGAL CONSULTATIVE ORGANIZATION (AALCO) FIFTY-FIFTH ANNUAL SESSION HOSTED BY AALCO SECRETARIAT AT NEW DELHI (INDIA)

16th - 20th May 2016

ADMINISTRATIVE ARRANGEMENTS

1. The Fifty-Fifth Annual Session of the Asian-African Legal Consultative Organization (AALCO) will be hosted by the AALCO Secretariat in New Delhi, India from 16th to 20th May 2016. The Venue for the Session will be **“Sovereign”, Le Meridien Hotel, New Delhi (India)**.

2. Focal Points for Contact:

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3. Invitations

- a) The Secretary-General of AALCO shall send invitations to the Ministers of Justice/Minister of Foreign Affairs/Attorneys General of Member States to allow them to arrange their schedules. Invitations shall also be sent by the Secretary General of AALCO to Heads of Member States of AALCO in New Delhi. **Since the Annual Session is being hosted by AALCO Secretariat, all the esteemed participants including Ministers/Attorneys General are kindly requested to take care of their own expenses including hotel accommodation, and necessary protocol arrangement.**

- b) The Secretary-General shall also send Administrative Arrangements, the Provisional Agenda, Annotated Agenda and the Schedule of Meetings to all Member States, Observers (non-Member States and International Organizations) in due course of time.

4. **Immigration**

Participants are requested to obtain entry visas before departure from their country. Delegates from countries where India has no diplomatic/consular mission are required to apply for an appropriate Indian visa in the neighboring countries where an Indian diplomatic/consular mission is situated. In case of any exigency the delegates are invited to contact the Secretariat in time.

5. **Quarantine**

International certificates of vaccination against yellow fever are required only for those participants arriving from countries specified by the World Health Organization (WHO) for that purpose.

6. **Flight Arrangements**

Participants are requested to make their own flight arrangements and inform the AALCO Secretariat of the details at the earliest.

7. **Hotel Accommodation**

The AALCO Secretariat has negotiated special rates with single occupancy at **Hotel Le Meridien, New Delhi**. Since the conference venue will also be at the same hotel, the participants are advised to book their accommodation at Hotel Le Meridien. However, the participants may book other hotels of their choice through their Embassy/Missions in New Delhi.

The details of the hotel are as follows:-

LE MERIDIEN NEW DELHI
Windsor Place, Janpath, New Delhi- 110001,
India
Phone: +91 11 23 71 01 01 Fax: +91 11 23 71 69 96
Website: www.lemeridiennewdelhi.com

The details of the Room Types and the Special Tariff are mentioned below for the information of the participants. The booking is on first come first served basis. The rate is per night, per room.

Room Type	Special Rates(Exclusive of Taxes) in Dollars per night	Special Rates(Exclusive of Taxes) in Rupees per night	Inclusions
Executive Single	US \$ 105	INR 7000	Buffet Breakfast and Wi-Fi
Executive Double	US \$ 125	INR 8500	Buffet Breakfast and Wi-Fi
Club Single	US \$ 150	INR 10,000	Buffet Breakfast, Wi-Fi, and Airport Transfers
Club Double	US \$ 170	INR 11,500	Buffet Breakfast, Wi-Fi, and Airport Transfers
Executive Suite Single	US \$ 215	INR 14,500	Buffet Breakfast, Wi-Fi, and Airport Transfers
Executive Suite Double	US \$ 235	INR 16,000	Buffet Breakfast, Wi-Fi, and Airport Transfers

Please note that the Luxury and the Service taxes are exempt for all the participants. However, the Value Added Tax (VAT) has to be paid by the participants.

Please note that for Room Reservations, please contact the below mentioned person (Ms. Surbhi Chaudhary). Also be advised if any room is not blocked through Ms. Surbhi Chaudhary (Sales Manager) the above mentioned rates will not be honored.

Ms. Surbhi Chaudhary
Sales Manager
Le Meridien New Delhi
New Delhi (India)
Email: schaudhary@lemeridien-newdelhi.com
Mobile: +91 9654354318
Phone: +91 11 23 71 01 01
Fax: +91 11 23 71 69 96

All the participants are kindly requested to make their hotel accommodation booking directly with the Hotel. A copy of the same should be sent to the AALCO Secretariat for information and follow-up action.

8. Venue

Sovereign (Hall)
Le Meridien New Delhi, Windsor Place, Janpath, New Delhi- 110001
INDIA
Tel: +91 11 23 71 01 01 Fax: +91 11 23 71 69 96

9. Arrivals

All the diplomatic missions of the AALCO Member States and Observer States have been requested to receive their respective delegations on their arrival at the Indira Gandhi International Airport. However, the AALCO Secretariat officials will be at the airport to receive the Ministers/Attorneys General of the AALCO Member States and the delegations of those Member States who have no diplomatic missions in New Delhi and the representatives of International Organizations upon request.

10. Transportation

Transportation will be arranged for participants to attend any official functions during the session for the delegations whose countries do not have diplomatic representatives in New Delhi.

11. Conference Arrangements

I. Registration

A Registration desk will be opened at Le Meridien. The Registration will commence on 16th May 2016 from 10.00 a.m. to 6.00 p.m. and will continue on 17th May 2016 from 8.00 a.m. to 9.30 a.m. All delegates and observers are advised to register their names prior to the Inaugural Session and to obtain their Conference Badges, which are required for access to the Conference Hall. **(Participants are requested to send their names/delegation names in advance to enable the Secretariat to prepare badges for entry to the Conference Hall.)**

II. Distribution of Documents

Delegates of Member Governments are requested to bring the sets of documents dispatched to them in advance. For economical purposes, only one set for each member country delegation will be provided at the time of registration.

Observer delegations will receive one set of documents at the time of registration.

AALCO's Fifty-Fifth (55th) Session Documents will also be displayed on the official website of AALCO i.e. www.aalco.int (except organizational and budget documents). Additional copies can be downloaded from the above-mentioned website.

III. General Information Services

A general information desk shall be opened at the venue of the conference throughout the Session.

IV. Inaugural Session

The Inaugural Session will be held on 17th May 2016 at 09:30 a.m. After the completion of the Inaugural Session, there will be a group photo of all the Heads of Delegations to participating at the session. A detailed programme will be distributed at the time of registration.

V. Interpretation

There will be simultaneous interpretation during the Session from English into Arabic and vice versa at the General Meetings and the Meetings of the Delegations of the AALCO Member States.

VI. Secretariat

The AALCO Secretariat office will be located at the conference venue.

12. Social Functions

Invitation for receptions and social functions will be distributed before the events.

13. General Information

- a) **Banking Services and Currency:** Indian Rupees exchange rate (US \$ 1= Rs. 67 approximately; subject to change)
- b) **Climate:** The average temperature in New Delhi in the month of May is 40 degree Celsius. It is hot and sticky. Light summer suits (inside the conference hall) are recommended.
- c) **Time Zone:** + 05:30 hrs.
- d) **Tipping (TIPS):** 5 to 10%
- e) **Electric supply:** 220 Volts
- f) **Airport tax:** Airport tax is not charged as it is included in the ticket upon arrival as well as upon departure for all national/ international destinations.
- g) **Health Advisory:** Get vaccinated, eat and drink safely, prevent bug bites, reduce exposure to germs and reduce exposure to the sun.