



GOVERNMENT OF INDIA



WIPO
WORLD
INTELLECTUAL PROPERTY
ORGANIZATION

E

INTERNATIONAL CONFERENCE

WIPO/GDCM/DEL/18/INF/2
ORIGINAL: ENGLISH
DATE: NOVEMBER 12, 2018

The Global Digital Content Market

GDCM2018: Focus on Asia-Pacific

organized by
the World Intellectual Property Organization (WIPO)

and

hosted by
the Department of Industrial Policy and Promotion
Ministry of Commerce and Industry, Government of India

New Delhi, November 14 and 15, 2018

GENERAL INFORMATION

prepared by the International Bureau of WIPO

CONFERENCE DATE, VENUE AND ACCESS

1. The Conference will take place on November 14 and 15, 2018, at the Durbar Hall, Hotel Taj Palace (Diplomatic Conclave), Sardar Patel Marg, Chanakyapuri, New Delhi – 110021.
2. Access to and presence at the Taj Palace will be restricted to badge-holders. Delegates are requested to wear badges in plain view at all times. Lost badges should immediately be reported to Mr. Abhishek Pandey (email: abhishek.p@nic.in), Mr. Shubham Istrewal (email: shubham.istrewal@gov.in), and/or Mr. Himanshu Tyagi (email: himanshu.tyagi89@gov.in).
3. Access for persons with reduced mobility is available throughout the premises. Requests for information or assistance may be submitted to Ms. Ritika Chadha: ritika.chadha@tajhotels.com

REGISTRATION

4. Member States and WIPO accredited organizations should register according to the instructions in the Circular Note. Online registration consists of completing a short form. Once registered online, each participant receives by e-mail a registration number confirming the registration to the Conference. In the event of any queries, please email gdcn@wipo.int. Residents of India should contact Mr. Shubham Istrewal (email: shubham.istrewal@gov.in).
5. Conference badges will be issued to accredited delegates at the registration desk which will be located just outside the Durbar Hall on presentation of the **participant's on-line registration**, e-mail (or confirmation number), a copy of the credentials or nomination letter, and a **photo I.D.** **The registration and information desk will be open on Tuesday November 13, 2018, from 5 to 7 p.m., and from Wednesday November 14, 2018, from 9 a.m., to the end of the Conference.**

ENTRY REQUIREMENTS FOR INDIA, VISAS AND TRAVEL COSTS

6. Delegates are advised to check visa requirements well in advance of travel to allow sufficient time to obtain a visa. Instructions available on the link <https://www.mea.gov.in/cpv.html>. Visa, travel and accommodation costs are the responsibility of the delegate.

For more information kindly consult the following link <https://www.mea.gov.in/cpv.html>.

MEETING HOURS AND DAYS

7. Conference sessions will be held each day and the Program is available at: http://www.wipo.int/meetings/en/details.jsp?meeting_id=44064.

WORKING LANGUAGE

8. The Conference will be conducted in English.

DELEGATES' INTERVENTIONS AT THE CONFERENCE

9. No statements are possible in advance of the Conference. Delegates are encouraged to participate from the floor.

WEBCASTING

10. Live webcasting will be available on the WIPO web site (www.wipo.int).

DOCUMENTATION

11. Information and documentation for the Conference is available at: http://www.wipo.int/meetings/en/details.jsp?meeting_id=44064.

WI-FI INTERNET ACCESS

12. Wi-Fi Internet access will be provided and details will be given at the time of registration.

REFRESHMENTS

13. Tea, coffee and lunch will be available, free of charge, to delegates, for the two days of the Conference during designated break schedules.

HOTEL ACCOMMODATION

14. Booking at Hotel Taj Palace can be done on the website <https://taj.tajhotels.com/en-in/taj-palace-new-delhi/>.

MEDIA

15. The Conference is open to journalists. Journalists who are not accredited to the United Nations, are requested to fill out the WIPO Media Accreditation Form that is located at <http://www.wipo.int/pressroom/en/>. Journalists who are accredited to the United Nations are invited to register at https://www3.wipo.int/registration/en/form.jsp?meeting_id=38803. For any media related questions, please contact the WIPO News and Media Section at Publicinf@wipo.int or 00-41-22-338 8161 or 00-41-22-338 7224.

TAXI SERVICES AND PARKING

16. Taxi service can be organized by the hotel concierge on a chargeable basis.

17. Parking and valet is complimentary for all guests attending the Conference.

TELEPHONE, POST OFFICE AND BANK

18. A post office, Indian Post, is located at 8, Block C, Diplomatic Conclave, Chanakyapuri, New Delhi – 110021 (Tel: 00-91-11-24673645).
19. The closest bank is the HDFC Bank at 4/48, Malcha Marg Shopping Complex, Chanakyapuri, New Delhi – 110021, India, which is three kilometers from the venue of the Conference and has an in-house HDFC ATM.
20. India's local currency is the Indian Rupee (INR). The exchange rate is approximately US\$1 = 72 rupees (subject to change). Currency exchange counters are available at the airport before exiting the Customs area, but there are also several Money Changers in the city.

SAFETY, SECURITY AND EMERGENCY

21. Medical emergencies: Primus Super Speciality Hospital, Chandragupta Marg (Opposite the Russian Embassy), Chanakyapuri, New Delhi – 110 021. This hospital is two kilometers away from the venue of the Conference and there is an in-house doctor on call (website: www.primushospital.com).
22. Pharmacy: Primus Hospital Pharmacy is 3.5 kilometers away from the venue of the Conference at Chandragupta Marg (Opposite the Russian Embassy), Chanakyapuri, New Delhi – 110 021, and at two kilometers away in Malcha Marg Shopping Complex, Chanakyapuri, New Delhi – 110021.
23. For the duration of the Conference, all delegates will be covered by an accident insurance: medical expenses related to a covered incident are reimbursed 100%; a capital sum is paid in the event of death or disability following a covered incident. For more details and insurance certificate, please contact the WIPO HR Pension and Insurance Unit (HRPI@wipo.int).
24. Delegates should remain vigilant regarding their safety and the security of their property. Petty crime and crimes using distraction methods are common in a number of areas in the city (train/bus terminals) and involve pickpocketing as well as purse and/or cell phone snatching. Robbery and/or threats of robbery are uncommon, but not unheard of. If accosted, do not resist and comply with demands to turn over personal property. Remember that your personal safety is of paramount concern.
25. WIPO Safety and Security Coordination Service (SSCS) recommends that delegates make copies of their passports and other identification, carrying the copies on your person. Secure your original, important documents/identification in the hotels' or your room safe.
26. General Safety/Security Recommendations:
 - Be aware of your surroundings at all times.
 - Take note of fire safety instructions in your hotel (emergency exits).
 - Take care and secure your personal property (luggage/briefcase/electronics, etc.).
 - Do not carry large amounts of cash with you and do not expose expensive jewelry in public.

- When possible, avoid walking alone especially in the evening, try to use crowded routes and keep to well-lit areas.
- Be aware of individuals presenting themselves as police officers and always ask for formal police identification. If there is uncertainty regarding the authenticity of a police officer, challenge him, attract the attention of others and if possible call the police emergency number which is 100, alternatively call the Delhi police on +91-11-2852 5719.
- Be particularly vigilant at the airport, the train station and when checking into your hotel.
- Never leave valuables on car seats – doing so attracts the attention of thieves.
- Be careful when using bank machines and note if anyone is lingering about. If you feel uncomfortable, find another ATM.
- Carry your hotel information with you: phone number, address, hotel taxi service.

27. Please report all security (crime/attempts) incidents to the Police - Chanakyapuri Police Station at Teen Murti Marg, Diplomatic Enclave, Chanakyapuri, New Delhi – 110 021 which is 3.5 kilometers away from the Taj Palace. The Police helpline is 100.

CLIMATE

28. India Meteorological Department website: www.imd.gov.in/pages/main.php.

LOCAL TIME AND ELECTRICITY

29. The local time for New Delhi is GMT +5 hours and 30 minutes. The electric power provided in India is 220V, 50Hz. The plug type used is Type A/D, which has two equally-sized parallel plates/220 round pins.

CONTACTS

30. For general issues: gdcм@wipo.int, Mr. Abhishek Pandey (email: abhishek.p@nic.in), Mr. Shubham Istrewal (email: shubham.istrewal@gov.in), Mr. Himanshu Tyagi (email: himanshu.tyagi89@gov.in).

31. For media relations: publicinf@wipo.int, Ms. Akansha Malhotra (email: akansha.malhotra@gov.in)

FOR MORE INFORMATION ON NEW DELHI

For more information about New Delhi, participants may wish to visit the Delhi Tourism official website (www.delhitourism.nic.in).

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