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COUNCIL OF SCIENTIFIC &  
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GOVERNMENT OF INDIA



**WIPO**  
WORLD  
INTELLECTUAL PROPERTY  
ORGANIZATION

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## INTERNATIONAL CONFERENCE

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**WIPO/TKDL/DEL/11/INF/2**  
**ORIGINAL: ENGLISH**  
**DATE: MARCH 2011**

# Utilization of the Traditional Knowledge Digital Library (TKDL) as a Model for Protection of Traditional Knowledge

*organized by*

the World Intellectual Property Organization (WIPO)

*and*

the Council of Scientific and Industrial Research (CSIR)  
Ministry of Science and Technology, Government of India

**New Delhi, India, March 22 to 24, 2011**

## GENERAL INFORMATION FOR PARTICIPANTS

*prepared by the International Bureau of WIPO*

## 1. ORGANIZATION OF THE CONFERENCE AND RELATED EVENTS

### Organizers

An International Conference on the "Utilization of the Traditional Knowledge Digital Library as a Model for Protection of Traditional Knowledge" is being organized by the World Intellectual Property Organization (WIPO), in cooperation with the Council of Scientific and Industrial Research (CSIR) of India, Ministry of Science and Technology, in New Delhi, India, from March 22 to 24, 2011.

### Objectives

The Conference would focus on the cooperation between WIPO and the Government of India in the internationalization of the Indian Traditional Knowledge Digital Library (TKDL). The objectives are to: share experiences and information on the role of a TKDL in the documentation of traditional knowledge (TK); identify the intellectual property (IP) issues in and technical implications of the establishment of a TKDL; and explore the role and functioning of the TKDL within the international IP protection system.

### Venue and Dates

The Conference will be held from March 22 to 24, 2011, at the following hotel in New Delhi:

Taj Mahal Hotel/ Taj Man Singh  
1, Mansingh Road  
New Delhi-110 011  
Web address: [www.tajhotels.com](http://www.tajhotels.com)

### Opening Ceremony

The Conference will be inaugurated at 10.00 hrs on Tuesday, March 22, 2011, by a VIP from the Government of India, and Mr. Johannes Christine Wichard, Deputy Director General, Global Issues Sector, World Intellectual Property Organization.

### Working Language

The working language for the Conference is English. Working documents will also be in English. All documents will be made available on the WIPO website at [http://www.wipo.int/meetings/en/details.jsp?meeting\\_id=22423](http://www.wipo.int/meetings/en/details.jsp?meeting_id=22423)

### Working Sessions

The Conference will have five sessions as mentioned in the provisional program. Each of the invited speakers will make a presentation of 15-20 minutes on the assigned topic, followed by an interactive session.

### Equipment for Presentations

An overhead projector for transparent sheets, a slide projector for 35mm slides and a liquid-crystal projector with a notebook computer with MS-PowerPoint™ will be available in the conference room in the hotel.

### Social Events

All participants and speakers are cordially invited to the following social events related to the Conference:

- A visit to India's TKDL centre in Ghaziabad, close to New Delhi, is planned in the afternoon of March 22. Details will be announced in due course.

- Reception offered by WIPO at 19.00 hrs on Wednesday March 23 in Longchamp Hall of Taj Mahal Hotel.

## 2. ADMINISTRATIVE PROCEDURES

### Nomination by Governments

International participants, whose travel and subsistence expenses are borne by WIPO, should be nominated by their governments, with duly filled-out and signed official participation forms sent to WIPO.

### India Entry Visa

All international participants and speakers from outside India are required to obtain their Indian entry visas at the Embassies or Consulates of India in their respective countries. They should be in possession of valid entry visas *before* commencing their travel.

In case of difficulty, the contact person to facilitate visa requests for India is:

Dr. A. Chakraborty  
Advisor, International Affairs  
International Science Technology Affairs Directorate (ISTAD)  
Council of Scientific and Industrial Research (CSIR)  
Anusandhan Bhawan  
2 Rafi Marg, New Delhi-110 001  
Tel: Off: +(91-11) 2331 6751; 2331 6742  
Res: +(91-11) 2631 3893  
Mobile: +(91) 981 106 5933  
Email: [chakraborty@csir.res.in](mailto:chakraborty@csir.res.in)

Dr. Chakraborty should be provided with the following details with respect to clearance of Indian entry visas: Name; Father's/husband's name; Date of birth; Place of birth; Nationality and passport number; Date of Issue; Place of issue; Date of Expiry; and Address. A copy of the same should be sent to the WIPO contact person, Mrs. Armelle Le Theix.

Should there be no Embassy or Consulate of India in a particular country, any participant or speaker is requested to inform Dr. Chakraborty with a copy to the WIPO official without delay of his/her passport details (as outlined above) to ensure that the visa is arranged before traveling.

### Ticket Arrangements

For each international participant whose travel and subsistence expenses are borne by WIPO, a round-trip economy-class air ticket between his/her home and New Delhi by the most direct and economical route, will be provided by the United Nations Development Programme (UNDP) Office in their country, on behalf of WIPO. Participants should arrive in New Delhi on March 21, 2011, and depart from New Delhi on March 25, 2011, or the nearest possible date.

For invited international speakers, whose participation is funded by WIPO, separate ticket arrangements will be made.

### Daily Subsistence Allowance and Terminal Expenses for Duly Nominated Participants

WIPO will request the respective UNDP Office, which makes the air ticket arrangements,

to pay the duly nominated sponsored international participants from outside India a special daily subsistence allowance (DSA) on its behalf, based on the United Nations DSA rate applicable to New Delhi. WIPO will pay their accommodation directly to the hotel. In addition to the above DSA, a lump-sum payment will be made through the UNDP Office to cover terminal expenses, i.e., expenses for local transportation between cities and airports, airport taxes, and any other miscellaneous expense items concerning their travel.

Any other expenses incurred by the participants during the official period of the Conference for any reasons, except unavoidable flight arrangements, shall be borne by the participants.

#### On-site Registration

Participants are encouraged to register online for the Conference at

<http://www.wipo.int/tk/en/> or directly at  
[http://www.wipo.int/meetings/en/registration/form.jsp?meeting\\_id=22423](http://www.wipo.int/meetings/en/registration/form.jsp?meeting_id=22423)

Arrangements will be made for delivery of badges and WIPO/CSIR documents before the start of the Conference on March 22, 2011.

### 3. HOTEL ACCOMMODATION AND LOCAL TRANSPORTATION

For participants and speakers from outside India, reservation of single-rooms has been made at the Taj Mahal Hotel, New Delhi for the period March 21 (check-in from 2 p.m. onwards) to March 25 (check-out till 12 noon). The contact person at the hotel is:

Mr. Jason John  
Room Reservation  
Taj Mahal Hotel  
1, Mansingh Road  
New Delhi-110 011  
Tel : (91-11) 2302 6162  
Direct : (91-11)-6651 3760  
Fax : (91-11) 2302 6070  
Email : [mahal.delhi@tajhotels.com](mailto:mahal.delhi@tajhotels.com)

The cost of the rooms for funded participants will be covered directly by WIPO.

All international speakers are required to settle their own hotel bills (including accommodation, services, etc.) themselves.

For payment to the hotel, all major credit cards will be accepted.

Each participant is requested to inform Mr. Jason John of the Taj Mahal Hotel, as soon as possible, of his/her itinerary, i.e., check-in and check-out dates and the flight numbers and expected times of arrival and departure, as well as his/her name, title and name of country, with a copy to WIPO contact person Mrs. Armelle Le Theix.

#### On Arrival at the Airport

On arrival at the Indira Gandhi International Airport, the Taj Mahal Hotel will arrange shared transport for participants, based on the arrival information communicated. If for some reason a participant/speaker is not met on arrival, he/she should hire a pre-paid taxi to the hotel. To do so, the procedure is as follows:

- contact the "Prepaid Taxi Counter" at the Airport,
- pay the required fare for your destination in advance at the Counter,
- collect the receipt of payment,
- take a taxi as instructed, and

- hand over the receipt to your driver on arrival at the destination

Prepaid taxi service from the airport to the hotel is available on purchase of a voucher from the designated counter within the airport premises. Only Indian Rupees will be accepted here and the charges are fixed.

#### 4. WIPO OFFICIALS IN CHARGE OF ORGANIZATIONAL MATTERS

Further information about the Conference may be requested from:

Mr. Hossein Moayedoddin  
Deputy Director  
Cooperation for Development Bureau for Asia and the Pacific  
World Intellectual Property Organization (WIPO)  
Geneva  
Switzerland  
Tel: +41-22-338 8162  
Fax: +41-22-733 6373  
E-mail: [hossein.moayedoddin@wipo.int](mailto:hossein.moayedoddin@wipo.int)

Mrs. Armelle Le Theix  
Assistant Administrative Officer  
Cooperation for Development Bureau for Asia and the Pacific  
World Intellectual Property Organization (WIPO)  
Geneva  
Switzerland  
Tel: +41-22-338 9125  
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E-mail: [armelle.letheix@wipo.int](mailto:armelle.letheix@wipo.int)

#### 5. MISCELLANEOUS INFORMATION

##### Climate

In March, New Delhi is warm but pleasant as winter season closes, with average temperatures ranging from 17 to 31 degrees Celsius.

##### Local Time and Electricity

The local time for New Delhi is GMT + 4 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.

##### Currency

India's local currency is the Indian Rupee. The exchange rate is approximately US\$1 = 45.50 rupees (subject to change). Currency exchange counters are available at the airport before exiting Customs area but there are also several Money Changers in the city.

##### 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](http://www.delhitourism.nic.in)).

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