

2012 APAC Best Practices Conference 3 - 5 April in Delhi, India

Visiting Delhi with QuEST Forum

We want you to enjoy visiting Delhi, India for the QuEST Forum 2012 APAC Best Practices Conference. For planning purposes, below is general information about the conference, hotel and surrounding area.

For additional information on restaurants, sightseeing excursions, shopping or other events external to the conference, please visit http://www.tripadvisor.com/Tourism-g304551-New_Delhi_National_Capital_Territory_of_Delhi-Vacations.html or contact the Leela Kempinski hotel 24 hr concierge help desk at +91 9717596175. If you have any questions about the 2012 APAC Best Practices Conference, please contact QuEST Forum at information@questforum.org or +1.972.423.7360. We look forward to seeing you in Delhi. Enjoy your trip!

CONFERENCE HOTEL

The 2012 APAC Best Practices Conference will be held at the Leela Kempinski hotel which is located 3.11 miles (5 kms) from Indira Gandhi International Airport.

The Leela Kempinski Gurgaon Delhi
Ambience Island,
National Highway – 8
Gurgaon 122 002, Delhi N.C.R. India
Phone: +91 124 4771234
Fax: +91 124 4771235
Web: <http://www.kempinski.com/en/delhi/Pages/Welcome.aspx>

QuEST Forum Room Rate

QuEST Forum has reserved a block of rooms at the Leela Kempinski for conference attendees at a discounted rate. However, you are responsible for making your own room reservations. We encourage you to stay at the conference hotel and take advantage of the QuEST Forum room rate. For details on how to reserve your room at the conference hotel, go to www.questforum.org.

- Single: INR 11,500 plus taxes
- Double: INR 12,500 plus taxes

Room rates are exclusive of 15.15% tax levied by the Haryana Government on the above tariff. However, tax is subject to change as per government policies and regulations and the same will be applicable.

Room rates include the following:

- Buffet breakfast at the Spectra Restaurant on lobby level of hotel
- Shared airport transfers *(Please note that you must arrange your airport transfer via your hotel booking form)*
- Complimentary Wi Fi internet connectivity
- Two bottles of mineral water complimentary
- Complimentary tea coffee maker in the room
- Complimentary use of gymnasium and swimming pool
- Complimentary use of Health Club (except spa)

Hotel Parking

- Valet parking at the Leela Kempinski is INR 100 per car (inclusive of all taxes).

Hotel Internet Access

- For guests of the Leela Kempinski, the complimentary Wi-Fi network may be accessed throughout the hotel.
- For conference attendees who are not staying at the hotel, 6 hours of internet access may be purchased for INR 800 plus taxes or 12 hours of internet access for INR 1,600 plus taxes.

TRAVEL TO INDIA

Visas

Use the following link to determine which documents are required for you to enter India.

<http://www.indianembassy.org/visa.php>

If a letter is required to process your Visa, please contact Rebecca McVeigh at rmcveigh@questforum.org.

Airport

The Delhi Indira Gandhi International Airport, <http://www.newdelhiairport.in/traveller.aspx>, is located 3.11 miles (5 kms) from the Leelan Kempinski hotel

General Tips

- Delhi has seen a rapid growth in traffic volumes with the increase in population and urbanization. For your safety, you should not plan on renting a car or driving yourself around in India. To hire a driver or take a guided tour, contact the Leela Kempinski hotel 24 hr concierge help desk at +91 9717596175.
- One of the easiest ways to exchange money is to obtain rupees from the ATMs at the airport. The ATMs are very modern and similar to the ATMs in the United States or better.
- The doors to enter the airports in India are guarded and you must present a printed copy of your plane itinerary to gain entry. The itinerary must show you are traveling shortly after the time you enter the airport.
- Resist the temptation to give anything to any beggars you might encounter.
- While crime in India is fairly low, like anywhere else, it is safest to travel in groups and stay aware of your surroundings.

DELHI

Geography

Delhi, the capital of India is situated in the northern part of the country. Delhi is located in the center of Delhi.

Time Zone

Delhi is located in the India Standard Time Zone (UTC/GMT +5:30hours).

Weather

In April, the average high for Delhi is 36.2 degrees Celsius/97.2 degree Fahrenheit and the average low is 21.5 degrees Celsius/70.7 degrees Fahrenheit. The average precipitation in Delhi in April is 6.7 mm/.264 inches.

Restaurants

On property at the Leela Kempinski:

- Spectra – serving international cuisine: open 07:00 – Midnight
- Diya – serving north Indian cuisine: open 19:00 – 23:30
- Zanotta – serving Italian cuisine: open 19:00 – 23:30
- Rubicon Bar: open 12:00 – Midnight

There is also a 1 km mall attached to the Leela Kempinski that contains more than 30 dining options.

For additional restaurant recommendations, please contact the Leela Kempinski hotel 24 hr concierge help desk at +91 9717596175.

APAC BEST PRACTICES CONFERENCE

Dress Code

The dress code for the APAC Best Practices Conference and all related events is business casual.

On-site Conference Registration

Monday, 2 April

- Hours: 08:00 – 17:00
- Location: Maple Pre-Function

Tuesday, 3 April – Wednesday, 4 April

- Hours: 08:00 – 17:00
- Location: Royal Room Pre-Function

Thursday, 5 April

- Hours: 08:00 - 12:00
- Location: Royal Room Pre-Function

Conference Meals

Below is information on the meals that will be served during the conference. Please note that as indicated some meals are by invitation only.

Monday, 2 April

- **Breakfast**
 - For guests of the hotel, breakfast in the Spectra Restaurant which is located on the lobby level is included in your room rates. The Spectra Restaurant is open 0:700 – Midnight.

- **Lunch**
 - Executive Board Lunch in Maple 2 from 12:00 - 13:00 (*Executive Board Meeting Attendees Only*)
 - Lunch on own for TL 9000 Workshop participants.
- **Dinner**
 - Executive Board Dinner at Zanotta in the Leela Kempinski from 19:30 - 22:00 (*By Invitation Only*)
 - Dinner on own for TL 9000 Workshop participants.

Tuesday, 3 April

- **Breakfast**
 - For guests of the hotel, breakfast in the Spectra Restaurant which is located on the lobby level is included in your room rates. The Spectra Restaurant is open 07:00 – Midnight.
 - For all conference attendees, coffee, tea and soft drinks will be available in the foyer of the Royal Ballroom.
- **Lunch**
 - A buffet lunch will be served to all conference attendees in the Maple Room.
- **Networking Dinner:**
 - All conference attendees are welcome and encouraged to attend the Networking Dinner. The cost of the Networking Dinner is included in the conference registration fee. The cost to bring a guest to the Networking Dinner is US\$80 or INR 4,000. Please contact Rebecca McVeigh rmcveigh@questforum.org if you would like to bring a guest to the Networking Dinner.

Wednesday, 4 April

- **Breakfast**
 - For guests of the hotel, breakfast in the Spectra Restaurant which is located on the lobby level is included in your room rates. The Spectra Restaurant is open 07:00 – Midnight.
 - For all conference attendees, coffee, tea and soft drinks will be available in the foyer of the Royal Ballroom.
- **Lunch**
 - A buffet lunch will be served to all conference attendees in the Maple Room.
- **Dinner**
 - Dinner on own for conference attendees.

Thursday, 5 April

- **Breakfast**
 - For guests of the hotel, breakfast in the Spectra Restaurant which is located on the lobby level is included in your room rates. The Spectra Restaurant is open 07:00 – Midnight.
 - For all conference attendees, coffee, tea and soft drinks will be available in the foyer of the Royal Ballroom.
- **Lunch**
 - Lunch on own for conference attendees.