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Ministry of Culture, Sports
and Tourism



GENERAL INFORMATION NOTE

THE 12TH UNWTO ASIA/PACIFIC EXECUTIVE TRAINING PROGRAM
ON TOURISM POLICY AND STRATEGY

Tourism and Technology



19 March – 22 March 2018

Thiruvananthapuram, Kerala,
India

1. INTRODUCTION

The Government of Kerala invites you to the UNWTO Asia Pacific Executive Training Program on Tourism Policy and Strategy from 19 – 22 March 2018.

This information note provides details on administrative and logistical arrangements, along with other relevant information pertaining to your participation in the ETP.

1.1 Overview

Title:	12 th UNWTO Asia/Pacific Executive Training Program on Tourism Policy and Strategy
Theme:	Tourism and Technology
Date:	19 – 22 March, 2018
Venue:	Thiruvananthapuram, Kerala
Organizer:	UNWTO
Host:	Ministry of Tourism, Government of India and Department of Tourism, Government of Kerala
Sponsor:	Ministry of Culture, Sports and Tourism, Republic of Korea
Participants:	Approximately 25 government officials from UNWTO Member States in the Asia and the Pacific region.
Official Language:	English

Kerala is a tropical paradise where you can paddle in tranquil backwaters, trek the rocky Western Ghats, chase the mists in the hill stations, rejuvenate with pristine nature and Ayurvedic treatments, hug the unspoiled beaches and so much more. Kerala isn't just a destination; it's truly God's Own Country!

2. VENUE

The 12th UNWTO Asia Pacific Executive Training Program on Tourism Policy and Strategy will be held at Leela Kovalam Hotel, Thiruvananthapuram, Kerala on the 19th – 22nd March 2018. It is co-organized by the UNWTO and Kerala Tourism Promotion Authority.

The Leela Kovalam hotel is built on a cliff-top and spread over acres of lush greenery, is cradled between wide sweeping beaches and has a panoramic view of the famous Kovalam coastline.

Accommodation Overview

The resort features 183 rooms and suites.

Conference and Banquet facilities - 7390 sq.ft of Convention Centre - 2 Board rooms - 6640 sq.ft of Pandhal

Dining options

- The Terrace - Pool side setting with multi-cuisine dining.
- Sky Bar - Cliff top setting over cocktails and drinks.
- The Tides - Beach side restaurant serves grilled seafood and meat.
- The Café at the Club - Café by the infinity pool.
- The Bar - With a stunning view of the Kovalam coastline

The Leela Raviz Kovalam

Kovalam, Thiruvananthapuram

Telephone: +91 (471) 3051234, 2480101

Email: reservations@theleela.com

www.theleela.com



3. HOST CITY

Thiruvananthapuram (also known as Trivandrum) is the capital and largest city of Kerala. It is located on the west coast of India near the extreme south of the mainland. Thiruvananthapuram is also home to research centers such as the Indian Space Research Organisation's Vikram Sarabhai Space Centre, the Indian Institute of Space Science and Technology, and a campus of the Indian Institutes of Science Education and Research. The city is ranked among the best cities to live in India and is also ranked as the best governed city in India.



4. REGISTRATION

Participants are requested to complete the attached Registration Form and submit it to the UNWTO Secretariat no later than **19 February 2018**. Since all the preparations will be made based on the information from the form, you are kindly requested to provide the most accurate information. The on-site registration desk will open on 19 March 2018 and more detailed information will be provided later.

5. TRANSPORTATION

An economy-class round-trip flight ticket will be provided to each participant. Participants are requested to supply their preferred flight arrangement on the registration form. Upon receiving your registration, the following UNWTO designated travel agency will contact you and arrange your flights accordingly.

Local transportation will be provided by the host member state for the registered participants from and to airport – hotel – airport and official functions and tours only

6. SOCIAL EVENTS

The India Tourism and Kerala Tourism departments will host a Welcome Dinner and a Farewell Dinner for all the participants. A technical tour will be available for participants on 22nd March 2018.

7. FOOD

Vegetarian food or Halal food will be served for those participants who requested a special diet on their application form. Please indicate dietary needs where necessary on application form for the host convenience.

8. CUSTOMS REGULATION AND PROCEDURES

For a detailed account of the various import & export customs procedures exercised in India, please visit here: <https://india.visahq.com/customs/>

9.VISA REQUIREMENTS AND NATIONALITIES

Passport Validity

Passports should be valid for at least 6 months from the date of intended travel.

Visa

Tourist Visa on Arrival (T-VoA) enabled with Electronic Travel Authorization (ETA) is available to Foreign Tourists coming to Kerala.

To learn the criterion for eligibility to avail this facility and for more information, kindly visit: <https://indianvisaonline.gov.in/visa/tvoa.htm>

10. TECHNICAL PROGRAMME

On March 22, a technical tour will take place. Details and the full programme of the tour will be provided.

11. USEFUL INFORMATION

Currency and Exchange

Rate USD \$1 is equivalent to

INR 63.83

The Indian Rupee (INR) is the currency used in India. It is subdivided into 1, 2, 5 and 10 coins. Notes are available in denominations of 5, 10, 20, 50, 100, 200, 500 and 2000.

There is no limit to the amount of foreign currency that visitors can bring. Main hotels, restaurants and shopping centres honour major credit cards.

Climate and Clothing

Kerala has a wet and maritime tropical climate influenced by the seasonal heavy rains of the southwest monsoon and northeast monsoon. Around 65% of the rainfall occurs from June to August corresponding to the Southwest monsoon, and the rest from September to December corresponding to Northeast monsoon. March to May often see average temperature (high) of 34 degree Celsius.

Delegates are advised to bring light clothing as the temperature can reach up to 36 degrees Celsius in the day.

Time Difference

Indian Standard Time is 5 hours and 30 minutes ahead of Greenwich mean time zone.

Official Language

English is the official language of the meeting. It is widely spoken and understood throughout the country. Malayalam is the local language spoken by the people of Kerala.

Electricity

India uses 230 Volts, 50 Hz alternating current as the power source. Plugs and sockets have either grounded / earthed 3 Pin connections (Type D) or ungrounded 2 pin connections (Type C). The two pin plug is also called the Euro plug. It has two round 4 mm (0.157 in) pins.



Business and Banking Hours

Banks are open for transaction from 10:00 - 15:30 hrs on weekdays and on First and third Saturdays. Second and Fourth Saturdays will be holidays. Banks and Government offices are closed on public holidays and weekends.

Tips

Best time to Visit

High season: September-May

[Monsoon Rejuvenation programmes](#): June-August

Travel Kit

Cotton outfits; hats, sunglasses, sunscreen lotion, etc.

Food

All standard restaurants offer a variety of cuisines including Continental, Chinese, Indian and typical Kerala food.

Temple Codes

Some temples do not permit entry to non-Hindus. Strict dress codes are followed in most of the temples. Footwear is banned inside the temple premises.

Official website

To know more about Kerala, visit the website of the Government of Kerala: www.kerala.gov.in

To know more about the various enticing destinations in Kerala, visit the official Kerala Tourism website: <https://www.keralatourism.org/>

12. CONTACT INFORMATION

UNWTO SECRETARIAT	Host Country
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