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United Nations Industrial Development Organization

Seventh Meeting on Co-operation Among Industrial Development Financing Institutions

New Delhi, India
29 November - 2 December 1976

NOTE TO PARTICIPANTS

id.76-6528

I. INDIVIDUAL CONTACTS

The main purpose of the conference is to give participants an opportunity to discuss business in pre-arranged, confidential meetings. These will take place in private rooms in the Hotel Ashok, 50 B Chanakyapuri, New Delhi 110021, India, on Tuesday, 30 November, Wednesday, 1 December, Thursday, 2 December 1976.

Participants have been requested therefore to refer to the provisional list of representatives of industrial financing institutions attending the meeting. According to their wishes, the Secretariat of the conference has prepared a master schedule for private meetings. An individual daily programme is handed to each participant at the time of registration, starting Sunday, 28 November at 14:00 in the Ashok Hotel till 18:00.

Documents and messages will be kept in the pigeon holes on the third floor outside the Secretariat in the Hotel Ashok.

In case participants wish to request additional appointments, they should contact the appointment secretaries in charge of the arrangements for private business talks early enough so that the Secretariat can provide rooms, appropriate timing, the availability of the business partner and, when needed, interpreters.

To ensure adequate meeting arrangements, the participants are kindly requested to strictly observe the appointments made at their own request, as well as those arranged for them at the request of their business partners.

The meeting schedule of all business partners is very tight and allows for little flexibility. If cancellation of an appointment is necessary, please telephone the business partner, who also has his accommodation in Ashok Hotel or in the Hotel Oberoi Intercontinental.

The Secretariat will provide office space. The time available for each contact will be one-half hour. Participants are requested always to refer to their meeting schedules before arranging any continuation of business talks. This will help the Secretariat to maximize the effectiveness of contacts and will also provide all participants with an opportunity to discuss their business in more detail at a suitable time.

The Secretariat will try its best to arrange the private meetings requested or to issue a revised programme of appointments as soon as possible. English-, French- and Spanish-speaking appointment secretaries are at the

disposal of the participants at the Conference Centre. Any request for additional appointments will be arranged by them. Each institution will have a pigeon hole box on the third floor of the Ashok Hotel and participants are kindly requested to check this box at regular intervals, perhaps twice daily, for any messages. Documents will also be distributed there.

II. ADMINISTRATIVE ARRANGEMENTS

In order to ensure the smooth administration of the meeting and in order to facilitate the participants' stay in New Delhi, their attention is drawn to the following points:

1. Arrival of Participants

   Participants are kindly requested to advise the joint Secretariat of the Meeting, established by UNIDO and the Industrial Development Bank of India at the Hotel Ashok, of exact arrival dates and flight numbers as soon as possible. This should preferably be done by cable or telex. No. of Hotel Telex is UNIDO 75612.

   Receptionists at the Palam Airport will be at the participants' disposal on Saturday, 27 November, and Sunday, 28 November.

2. Hotel Reservations

   Hotel reservations have been made on behalf of and at the expense of the participants, immediately upon receipt of their registration forms, at the Hotel Ashok and Oberoi Intercontinental. Please note that according to the foreign exchange regulations of India, all payments for the hotel bills will have to be made in foreign currency, not in Indian Rupees. Participants are therefore advised to retain sufficient travellers cheques or foreign currency to meet their hotel bills before departure.

3. Headquarters of the Meeting

   The opening ceremony, plenary sessions and the closing session will take place in the Convention Hall of the Hotel Ashok. The individual contacts from Tuesday, 30 November through Thursday, 2 December, will also be held in selected office rooms on the third floor in the Hotel Ashok.

4. Documentation

Provisional Agenda and Note to Participants will be airmailed to participants prior to the meeting. Individual programme for requested business talks and additional background material will be given to participants upon registration. In-session documentation will be distributed during the meeting.

5. Officers of the Meeting

The following officers will help to organize the meeting:

UNIDO

Mr. Erich Becker-Boost	Director, Investment Co-operative Programme Office
Mr. Aroon K. Basak	Deputy Director, Investment Co-operative Programme Office
Mr. U. Loeser	Industrial Development Officer, Investment Co-operative Programme Office
Mr. F. Herold	Chief, Meetings Planning and Servicing
Ms. J. Andorfer	In charge of the Scheme for the Exchange of Information among Industrial Development Financing Institutions on Industrial Projects
Ms. P. Bezazian	Conference Secretary
Ms. E. Thallinger	Conference Secretary

Industrial Development Bank of India

Mr. S.A. Dave	Economic Adviser
Mr. N.G. Sen	Deputy General Manager
Mr. N.S. Parthsarathy	Manager
Mr. S.P.S. Deol	Deputy Manager
Mr. P.S. Venkatakrishnan	Deputy Manager
Mr. P.S. Subramanyam	Deputy Manager
Mr. T.R. Bhaumik	Deputy Manager

6. Social Events

Social events are being arranged by the Industrial Development Bank of India. The programme and invitations will be distributed to participants upon registration.

7. A daily bulletin will be distributed in the pigeon holes and announce changes in the programme, if any, and notify participants on further arrangements.

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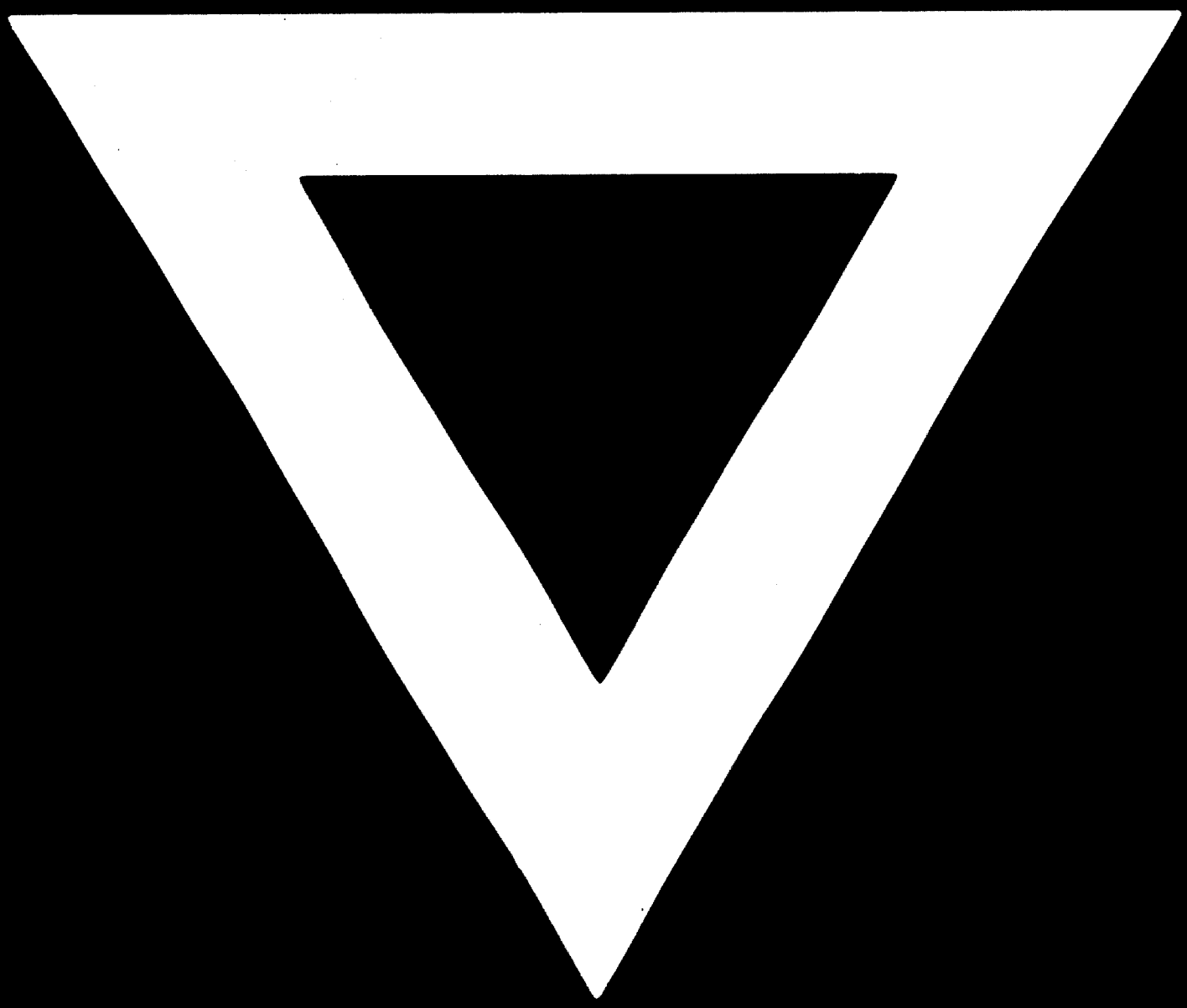

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