12th International Conference on Travel Behaviour Research
Jaipur, India. December 13-18, 2009

Notes for Delegates

1. **Airport Ground Transport:** Please note that the Conference Management team will have staff members available around the clock at the New Delhi airport from 10 PM on December 11 through 10 AM on December 13, and at the Jaipur Airport from 6 AM on December 12 through 6 PM on December 13. During these time windows, you can simply walk up to the staff members, who will then take care of your ground transportation services. Please keep an eye out for the IATBR2009 welcome banner or sign. If you have already prepaid for airport transfers, then you are simply all set to go. You will be placed into a car/taxi and taken to your final destination. If you have not prepaid for airport transfer ground transport, then you will have to pay on the spot for taxi transportation. If you are arriving outside the time windows noted above, then you will be met by a Conference Management Staff member at New Delhi airport and/or Jaipur airport if you have paid for airport transfer in advance as part of your hotel accommodation reservation. If you have not paid for airport transfer in advance, then please use a pre-paid taxi service for your ground transportation. Simply approach the desk/counter that clearly says “Prepaid Taxi Service” and use their services to reach your final destination. We advise against using any other type of taxi service (both in New Delhi or any Port of Entry and Jaipur).

2. **Overnight Stay in New Delhi:** Many international flights arrive into New Delhi late at night, while the first available flights to Jaipur are only available the next morning. If you would like to rest at a hotel for the night, please let the Conference Management staff greeting you know this. They will make arrangements for you on the spot with a hotel close to the airport. If you already have a confirmation for overnight accommodation in Delhi and have prepaid for this accommodation, then you are all set anyway. For those who want to make this arrangement prior to landing in New Delhi, it is not too late; you can do so immediately by submitting the form available at: [http://202.71.128.144/iatbr/tour_files/accommfordelhi.pdf](http://202.71.128.144/iatbr/tour_files/accommfordelhi.pdf).

If there are only a few hours between the time you clear customs and immigration at your port of entry and your flight to Jaipur, then you may wish to simply use the assistance of the Conference Management Staff to transfer to the Domestic Terminal. Note that the Domestic Terminal is about 5 kilometers away from the International Terminal. There are two ways to make the transfer from the International Terminal to the Domestic Terminal. You can use the free inter-terminal shuttle (which operates on 30-60 minute headways) or take a pre-paid taxi (for a fee). The Conference Management Staff greeting you can help with either option.

3. **Arrival in Port of Entry and Travel to Jaipur:** You should be able to clear customs and immigration in a hassle-free manner. If your baggage does not arrive with you, please be sure to file a lost baggage claim and find out how and where your bags will be delivered by the airline. Please be sure to indicate that you are solely traveling for tourism purposes if you have a tourist visa. Please be sure to act, walk, and talk like a tourist if you are entering India on a tourist visa. You should have made your own flight, rail, or car travel arrangements into Jaipur. The Conference Organizers do not
provide transportation between your port of entry and Jaipur. If you choose to travel by car, please do so only during daylight hours. If you arrive in New Delhi without any arrangements to travel to Jaipur, the Conference Management staff greeting you should be able to provide necessary assistance with travel arrangements to Jaipur.

4. Gratuity and Tips: It is very customary in India to allow porters and concierge staff to handle luggage, assist in various logistics, and so on. It is also customary to offer gratuity to these individuals for the assistance they provide. Please be sure to have some cash on hand for this purpose. Typically, you might want to offer about Rs. 50 ($1.25) per bag and about Rs. 100 ($2.50) per large suitcase. In some instances, you may have to negotiate the charge in advance, particularly at airports and railway stations. It is customary to offer tips for room service, hotel staff assistance (mainly with luggage), tour guides, and drivers.

5. Speakers/Sessions: All sessions will be equipped with a laptop computer (with USB port and CD/DVD drive), LCD projector, laser pointer, and audio system (microphone). Please bring your presentations to the session room at least 15-minutes in advance of the session start time (on a USB flash drive) to load your presentation onto the conference laptop. Absolutely no switching of laptop computers will be permitted during the session. All presentations must be loaded on the conference laptop. Each session will have a facilitator who will assist delegates with this process. The facilitator will be in touch with session chairs and speakers in advance of the conference, and you can also provide the facilitator with your presentation before you leave to Jaipur (if that will be convenient) or during the Sunday welcome reception.

Each presentation is slotted to be 20-min in duration including Q&A. Please plan your presentation time accordingly. All sessions and workshops will be held in the Le Meridien Hotel in four meeting rooms called the Amer Ballroom, Aravalli I, Aravalli II, and the Amphitheatre. All plenary sessions (including the special session devoted to a remembrance of Ryuichi Kitamura) will be held in the Amer Ballroom.

6. Traditions: Please note that this conference is going to offer the attendees a cultural experience. Various Indian traditions will be followed during the conference (such as welcoming guests in a traditional ceremonial way, etc.). There is nothing special that is expected of you in this process... just go with the flow, but please do not hesitate to ask questions. Everything is very informal and our intent is for everybody to feel welcome, comfortable, and relaxed.

7. Power and Internet: There is Wifi Internet Access available in the rooms for an extra fee per day. We anticipate this fee to be in the neighborhood of $10 per day, but do not have an exact cost figure at this time. In any event, please be assured that wireless internet/e-mail access is available at an additional cost. The hotels offer full-fledged business centers that attendees may use as well. No internet connectivity is provided in session rooms and there may be limited internet connectivity in certain public spaces (such as hotel lobby). You should have an adapter to plug laptops, cell phone chargers, and other electronics into electrical outlets. In most cases, a simple adapter is all you need (as opposed to a transformer or voltage converter). You can find a range of simple adapters at http://www.amazon.com or your local electronics/appliance store. Please be sure to purchase one that is three-pin grounded. Adapters are also available at many stores in India; so, even if you don’t get one in advance, it is very easy to get one in India without any problem.
8. **Room Amenities and Guest Services**: The hotel rooms are fully equipped with facilities and amenities that you might need or desire. Amenities at the Le Meridien and Gold Palace include in-room safe, wireless high speed internet access in all guest rooms (charge), telephone (charge), cribs, hairdryer, satellite channels, coffee and tea maker, bathrobes, minibar, desk, DVD player, data port, individual climate control, 24-hour room service, 24-hour hot and cold water, and bottled water. The hotels offer excellent facilities for guest use including complementary buffet breakfast, fitness facility, spa services, babysitting services, express check-in/check-out, laundry and dry cleaning service, luggage storage, currency exchange, 24-hour concierge service, medical services on request, safe deposit boxes, travel assistance desk, car rental desk, gift shop, fully equipped business center, beauty salon, jacuzzi and sauna, free parking, and outdoor swimming pool. The swimming pools are not heated, but are open during the day for guest use.

9. **Accompanying Persons**: Accompanying persons who have paid registration fees are welcome to participate in all events of the conference and partake of lunches and coffee breaks during the conference. They are also welcome to participate in the shopping/dining tour of December 16 and the sightseeing tour of December 18. No other formal activities have been organized or planned for accompanying persons. They may use hotel and conference management staff assistance to plan their day, arrange ground transportation, and find out about day-long and ½-day optional tours. The cost for such arrangements must be borne by the delegate/accompanying person.

10. **Conference Events and Tours**: All conference events and tours are open to all delegates who have paid registration fees. This includes all delegates who have paid reduced registration fees as well. Conference events include the Opening Reception on Sunday, December 13 evening at the Poolside Garden and Palki Bar of Le Meridien; the Conference Banquet Dinner on Thursday, December 17 in the Amer Lawns of Le Meridien; and the two tours (shopping/dining tour on December 16 afternoon and sightseeing tour on December 18). All of the logistics for these events will be explained clearly in the conference program booklet that you will receive in your registration packages. Due to the nature of the logistics of the sightseeing tour on December 18, it will NOT be possible for those leaving Jaipur on the 18th to participate in the sightseeing tour. If you are departing Jaipur on the 18th December, please do not join the sightseeing tour. It will not be possible to have you break away in the middle of the tour and catch ground transportation to the airport or railway station. Only those staying until the 19th or later should participate in the sightseeing tour.

11. **Official Conference Badge**: All registered delegates and accompanying persons will receive official conference badges in their conference registration packets. Please be sure to carry and/or wear this badge on your person at all times. This badge is your official pass to gain entry to sessions, meals and breaks, conference events, tours, and conference bus shuttles. An individual without a badge will NOT be allowed access to any conference related events or transport due to very strict security measures and protocols that will be followed during the conference. If you forget your badge, then you will need to report to the conference registration desk to obtain a limited-time special guest pass.

12. **Conference Registration Desk**: The Conference Registration Desk is located in the lobby of the Diwan-e-Aam (outside the Amer Ballroom) in the Le Meridien Hotel, which serves as the main conference venue. The registration desk hours are as follows:

<table>
<thead>
<tr>
<th>Day</th>
<th>Hours</th>
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<tbody>
<tr>
<td>Sunday, December 13, 2009</td>
<td>10 AM to 6 PM</td>
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<tr>
<td>Monday, December 14, 2009</td>
<td>8 AM to 5 PM</td>
</tr>
<tr>
<td>Tuesday, December 15, 2009</td>
<td>8 AM to 5 PM</td>
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Wednesday, December 16, 2009: 8 AM to 2 PM
Thursday, December 17, 2009: 8 AM to 2 PM
Friday, December 18, 2009: 8 AM to 2 PM

Please contact the staff at the conference registration desk for any assistance with conference logistics or processes.

13. **Currency**: As soon as you land in your port of entry, please be sure to get some Indian currency at official bank counters located in the airport of your port of entry (it is generally difficult, if not impossible, to obtain Indian currency anywhere outside India, and you are not supposed to carry Indian currency out of India on your way out). It is a good idea to keep about Rs. 5000 with you at all times (the equivalent of about $100-$125), in denominations of Rs. 20, Rs. 50, Rs. 100, and Rs. 500. While the use of credit cards is quite widespread in India, there are many services and merchants who continue to operate strictly on a cash-only basis (especially at bazaars). Once you reach the hotel, the hotels offer currency exchange services. Please note that you may be able to obtain rupees via credit card exchange, but you will be charged fees by multiple entities for such credit card transactions. You will also be able to use ATM machines at airports, major hotels, and city centers. Once again, check with your bank or credit card company to find out about fees and charges associated with ATM cash withdrawals. You may also wish to call your credit card company prior to your travel and let them know that you will be traveling to India and making use of the credit card during your travels. This will ensure that your credit card is not blocked by the company.

14. **Medical/Health/Water/Food**: Please be sure to take care of yourself throughout your stay in India and during your travels. Hotels have emergency medical services available, in case you need medical assistance. Please bring your favorite medications for headaches, coughs, fevers, stomach upsets, and cold symptoms. We strongly advise you to ONLY eat at hygienic locations and restaurants. Please do not get too adventurous eating at roadside stalls and vendors. Please drink ONLY bottled water and ensure that the bottle is properly sealed when you purchase the water. The hotels will offer bottled water on a daily basis. In general, during winter season, mosquitoes should not be a problem and you will be very comfortable in the urban areas. However, if you plan to travel in other parts of India (that may be warmer and more humid) or visit rural areas, please be sure to carry mosquito repellent with you. As long as your travels don’t take you too far beyond the borders of urban areas, you should not need to take any hepatitis or cholera shots for your travel to India. However, please be sure to consult your own medical professional for advice on these matters.

15. **Telephone Calls**: Note that telephone calls from your hotel room can be expensive, even for domestic calls and calls made using a calling card. If you are planning to talk very frequently or for long periods of time, there are two options you may consider for making domestic or international calls. The first is to locate yellow STD/ISD phone booths, which are privately operated facilities all over India and intended expressly for making telephone calls within the country or internationally. The costs of calling from such facilities is very reasonable. The second is to purchase a pre-paid phone card at [http://speedypin.com](http://speedypin.com). You can purchase online and the calling procedures will be sent via e-mail. You can use public telephones located in and around the lobbies of hotels to make your calls with the prepaid card, or you can incur a connection fee of about $5.00 each time you make a call from your room with your prepaid card.

16. **Security**: Please be aware of your surroundings at all times and take care of your belongings and valuables. The hotels will be following strict security protocols at all times to ensure the safety and
security of IATBR2009 attendees. In addition, we advise delegates and accompanying persons not to travel (particularly alone) late at night, in the middle of the night, or in remote areas. As long as you follow basic safe practices, there should be no concerns regarding safety and security.

17. **Meals and Breaks:** Lunches will be served by the conference organizers on December 14 through 18 for all conference delegates and accompanying persons who have paid registration fees and have an official conference badge. Coffee breaks are scheduled in the morning and afternoon of December 14-17 and in the morning of December 18. Lunch buffets will be served at two locations – the Capri and Surya Villas restaurants – on each day to ensure efficiency and adequate seating for all. Similarly, coffee breaks will be set up at two locations – the Diwan-e-Aam and Palm Court – on each day to provide more space and efficiency. Both locations will have exactly the same menu and we ask that delegates attempt to split up equally between the two locations to avoid overcrowding in any single location. Complimentary breakfast buffet is offered as part of the room rate; you will be notified of the location of the breakfast buffet when you check-in to the hotel.

18. **Weather and Clothing:** The weather in Jaipur and Delhi during December is very pleasant. We should be greeted by mostly sunny days with average high temperatures of about 70-75°F (25°C) and average low temperatures of about 50-55°F (10-15°C). Please bring warm clothing as the early morning and night time can feel a bit chilly. The opening reception and conference banquet dinner are going to be held outdoors with burners to keep warm, but it would be advisable to have some warm clothing for these events.

The dress code for the conference is business casual, including all events and tours. Business formal attire is not expected at any time during the conference. However, those who wish to dress up for any of the events (such as the conference banquet dinner) are certainly welcome to do so. Please feel free to wear fancy/traditional Indian attire as well, but in keeping with the professional nature of the conference.

19. **Shuttle Bus Services:** The conference venue is the Le Meridien hotel and all sessions and events are held at this hotel. The conference management team will run shuttle bus services between Gold Palace and Le Meridien and between KK Royal Days and Le Meridien. No shuttle service is provided to and from Apex Intercontinental. Delegates staying at the Apex Intercontinental will need to make their own ground transport arrangements (taxi). For those staying at the Gold Palace and KK Royal Days, you can basically expect three round-trip runs per day. One run in the beginning of the day, one run at lunch time, and one run at the end of the conference day. Special arrangements will be made on those days that there are tours and the conference banquet dinner. The exact shuttle schedule will be included in the conference program book included in your registration package. Those who wish to do so may also walk the 1.5-2 KM distance between the Gold Palace and Le Meridien.

20. **Local Transportation:** Delegates and accompanying persons wishing to travel around the area can arrange local transportation through the hotel concierge desk. The hotel concierge staff can make arrangements for local transportation, long distance transportation (say, to Delhi or Agra), and other travel arrangements (e.g., bus tours). It is recommended that all delegates and accompanying persons make local travel arrangements only through the hotel or conference management staff.

21. **Early Check-in/Late Check-out:** We have requested the hotels to accommodate early check-in and late check-out to the extent possible. However, the hotels have indicated that, because December
is a peak tourist travel month in Jaipur, the hotels are extremely busy during this period. As such, it may be difficult for the hotels to accommodate early check-in and late check-out for all delegates who request such arrangements. The regular check-in time is 2 PM and regular check-out time is 12 Noon. We ask that delegates please be patient as the hotels strive to accommodate everyone’s travel schedules. We have asked the hotels to allow delegates to store luggage and make use of general hotel facilities while they wait for their rooms to become available and assigned.

Contact Numbers:

Hotel Le Meridien (91)(1415) 114455
Hotel Gold Palace (91)(1426) 241100
Hotel KK Royal Days (91)(1414) 055000
Hotel Apex Intercontinental (91) (1414) 000300, 4000400
CIM Staff (91) (1146) 184400-500
(91) (1412) 379968