

**Community Information and Service Centres  
A New Village Institution for Governance and Democracy**

**May 30-31 2011, Bengaluru**

**~ Logistics Note ~**

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## 1. Accommodation and Workshop Venue

Accommodation has been organised at the following address for the duration of the workshop:

The Monarch LUXUR  
#67, Infantry Road  
(near Safina Plaza)  
Bengaluru -560 001.  
Ph: 080-42506000

For more information about the venue, please visit:

[http://www.monarchhotels.in/monarch\\_luxur/index.html](http://www.monarchhotels.in/monarch_luxur/index.html)

Kindly note that the Monarch Luxur has the following Check In and Check Out timings:

Check in: 12 noon

Check out: 12 noon

If your flight is at the end of Day 1 or post a particular session, please ensure that you check out of the room in the morning, before the first session of the workshop begins. Luggage can be stored at the bell desk in the reception.

The **venue** of the workshop is the same as above, in the **conference room on the Fourth Floor. Registration begins at 09:00 hours on May 30, 2011** in the conference hall.

## 2. Tea/Coffee & Meals

For those staying at the Monarch Luxur, a breakfast buffet will be served every morning in the ground floor restaurant between 07:30 and 09:00 hours. Buffet dinner has also been arranged and will be served in the same restaurant from 20:00 to 21:30 hours.

A buffet lunch will also be served in the restaurant on the ground floor for all the participants from 13:00 to 14:00 hours. Tea/coffee will be served in a room adjoining the conference room for all the participants mid-morning and in the afternoon.

## 3. Airport Transfers

### I. Arrival

- ◆ The airport has Pre-Paid taxi services like City Taxi, Easy Cab, KSTDC Cabs, etc. Please choose from one of these options upon your arrival and we will reimburse the cost of the same. Participants should note that the requisite bills/receipts must be retained for reimbursement.

### II. Departure

- ◆ Taxi to airport: Post-workshop, the taxis to the airports/hotels will be organised by us
- ◆ Printing: For any printing, please contact the **IT for Change** team

## 4. Reimbursement Procedure

### I. *Costs covered for reimbursement*

- ◆ Most economical round trip economy airfare (in case we are covering your travel costs, your approved travel itinerary and total fare cost should have been discussed with us by this point)
- ◆ Local travel to and from the airport
- ◆ Dinner costs for participants arriving on May 29
- ◆ Local participants should note that your transportation costs will be reimbursed

### II. *Costs not covered*

- ◆ Telephone calls, laundry, fax, room service on May 30 and May 31 and all other payable services used within the Monarch Luxur
- ◆ Local travel or any other expenses incurred in the city for sightseeing, etc.
- ◆ No separate *per diem* will be provided to participants

### III. *Method of reimbursement*

- ◆ Participants will be reimbursed in cash payments (or by cheque for larger amounts)
- ◆ All participants will be provided a Reimbursement Voucher at the workshop venue on the first day. The voucher will have to be completed and signed and returned to us along with the Air Tickets and Boarding Passes/Stubs, taxi receipts and all bills/invoices of expenses incurred (refer to costs covered under reimbursement). Kindly note that we will not be able to reimburse you without original bills/invoices, receipts, Air Tickets and boarding passes, due to our accounts guidelines.

## 5. Bengaluru – Local Information

### I. *Weather*

Situated at a height of 949 metres (3113 feet) above the sea level, Bengaluru is known for its pleasant weather. In May, on an average, the temperature ranges from 34 degrees Celsius in the day to 22 degrees Celsius in the night, with the likelihood of thunder showers.

You can check with <http://www.weathercity.com/in/bangalore/> for more details.

### II. *Places to See and Things to do*

See <http://www.karnataka.com/tourism/bangalore> for an idea of what Bengaluru has to offer for tourists and shoppers.

- ◆ *Places to visit:* Bangalore Palace, St. Mary's Church, Government Museum, Cubbon Park, Lal Bagh, Vidhana Soudha, Ulsoor Lake
- ◆ *Shopping:* Priyadarshini Silk Handloom, Mysore Silk Emporium, Cauvery Emporium on MG Road
- ◆ *Eating Out:* For a traditional experience, try the Tiffin Rooms of Bengaluru like Mahalakshmi, Mavalli Tiffin Room (MTR) and Vidyarathi Bhavan

## **6. Contact Information**

In case of any questions, doubts or emergencies, please feel free to contact:

### *I. At the Monarch Luxur*

Reception: 080-42506000

Pijush: +91 9663384362

### *II. IT for Change Team*

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**Please print and keep a copy of this document with you at all times**

**We look forward to seeing you soon!**