



Delegates Handbook

11th Asia Europe Meeting (ASEM) of the
Directors-General/Commissioners of Customs
8th to 9th October, 2015

Hotel Cidade-de-Goa

Customs Museum Goa



Practical Information

Meeting Venue

The 11th Asia Europe Meeting of the Directors-General/ Commissioners of Customs will be held at the Hotel Cidade-de-Goa, Dona Paula. The accommodation is located in the same building. Transport will be organized from the Airport directly to the Hotel. Lunch will be offered at the conference venue. Breakfast is included in the room fare for both delegates and spouses.



Working Languages

The working languages of the conference will be English. No interpretation will be provided

Transport

Delegates would be directly picked up from the Airport. Therefore participants are kindly asked to provide exact flight schedules.

Reception

The Indian Customs will host a welcome reception for delegates and spouses at Hotel Cidade-de-Goa on Wednesday 7th October, 2015.

Dress Code: Smart casual

Official Dinner

On Thursday, 8th October, 2015, the Chairman of the Central Board Of Excise & Customs, Shri Najib Shah will host an official dinner for delegates and spouses at 'Hotel Bay 15 Lawns', Dona Paula. Transport to and fro the hotel will be organized. Delegates are kindly requested to meet in the hotel lobby no later than 7p.m.



Dress code: Formal

Registration and Contacts

A secretariat will be available for delegates throughout the conference. Registration will take place in the conference area of Hotel Cidade-de-Goa between 10:00 and 20:00 on Wednesday, 7th October and from 9:00 until 9:45 on Thursday, October 8th.

Arrival Day: Wednesday, 7th October 2015

10:00-20:00	Registration of delegates in the lobby of Hotel Cidade-de-Goa
13:00-14:00	Lunch Break
14:30-16:30	Preparatory meeting for Action Coordinators, Speakers and Host in the Conference Hall of Hotel Cidade-de-Goa
19:00-21:00	Cocktail reception hosted by Indian Customs for all the delegates

Day 1 of Meeting: Thursday, 8th October 2015

09:00-09:45	Registration of Delegates (continued)
10:00-10:35	Meeting
10:35-11:05	Coffee Break and Group Photograph
11:05-12:45	Meeting (continued)
12:45-14:15	Lunch
14:15-15:15	Meeting (continued)
15:15-15:30	Coffee Break
15:30-18:00	Meeting (continued)
19:00	Departure for formal dinner from the Lobby of the Hotel.
22:45	Return to Hotel

Day 2 of Meeting: Friday, 9th October 2015

09:30-10:35	Meeting (continued)
10:35-11:00	Coffee Break
11:00-12:30	Meeting (continued)
12:30-13:00	Coffee Break
13:00-13:30	Meeting (continued)
13:30	Official end of the meeting
13:30-15:00	Lunch
15:00-20:00	Excursion/sightseeing
21:00-23:00	Boat Cruise in Mandovi river alongwith Dinner in Santa Monica Cruise Ship.
23:15	Departure for Cidade-de-Goa Hotel

Sight seeing

Delegates will be escorted for sightseeing at 15:00. The places to be visited are old Goa Churches, Aguada Light House and Anjuna Beach. The temperature will be around 25-30 degree centigrade. The Delegates will be brought back to Hotel Cidade-de-Goa, Dona Paula at 20:00. The Delegates will be again escorted for Boat Cruise on board "Santa Monica" at 21:00 for dinner.

The following officers may be contacted for any assistance:

Mr. K. Anpazhakan, Commissioner of Customs Goa,
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