**August 27th, 2019.**

**Dear Delegate,**

***20th FIMMDA-PDAI Annual Conference – August 31st-3rd September 2019- Hotel Hyatt Regency, Petrovsky, Moscow.***

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| **We have taken an APP for the conference. We will send you the full instructions on how to download the same and use it for your use at the Conference. The APP will have capabilities for “LIVE” Polls during the panel discussions. This APP will be our principal mode of communication for the duration of the conference.**  |

 **The Boards of FIMMDA and PDAI welcome you to the 20th Annual Conference. We listed below the travel advisory to make your stay memorable:**

1. **Travel and insurance:**

**It’s a long journey. Please ensure to register your meal options. Please make sure that Insurance for travel as well as your period of stay at Moscow (including the extended period beyond the conference if so required) fully covers yourselves as well as your spouse/children if they are accompanying you. Please ensure that the name of your nominee is indicated in the policy with his/her contact details.**

1. **Travel Kit:**

 **Please carry your own travel kit (dental-shaving etc) for the conference.**

1. **Immigration:**

**We felt the immigration to be simple but they take some time to scrutinize all documents. Since a large group will be landing nearly at the same time, there could be some delays of about 1-1.5 hours to clear the immigration. Please keep the hotel confirmation ready to be shown if demanded.**

1. **Weather:**

**The average temperatures during our Conference (31st Aug-3rd September 2019) are expected to be around 20-10 degrees centigrade. A light shower is also expected on 1-2 September 2019. Hence, it is advised that you may carry appropriate winter wear and an umbrella.**

1. **Medicines:**

**Please carry your requirement of medicines for the duration of the stay. Pls also carry your doctor’s prescription for medicines of regular use.**

1. **Dress Code:**

**Formal: During the conference on Sunday 1st September 2019.**

**Casual: On other days.**

1. **Exchange/SIM card counters:**

**The Exchange rate is not very good at the airport (The spread is between 1USD= 45-68 for them to sell/buy roubles when the USD/Roubles cross rate was 62). The SIM cards are also available for a one-month validity for about 1,500 roubles per card against passport.**

1. **Visiting Cards:**

**There will be around 300 delegates attending the conference from various banks and institutions in India & abroad. Please carry a sufficient number.**

1. **Itinerary**

**For convenience and information of the delegates, we furnish the tour itinerary.**

**M/S Cox & Kings India is the manager of this tour. The C n K team will be led by Mr. Kailash Date Associate Vice President (+91 9820445980). He will be assisted by Tour Managers.**

**Day 1: 31/08/2019 (Saturday)**

1. **Conveyance from the Airport:**

**There are 3 international airports in Moscow:**

**M/S C n K are arranging Buses from Domodedovo (DME) airport only for delegates arriving between 11:00 AM to 3 PM on 31st August 2019. The timings of Buses will be decided by the tour managers who will receive these delegates at the airport (DME).**

**Delegates arriving at this airport, after completing their immigration formalities, will collect their baggage and come into the Arrival Hall. They will be greeted by the Tour Managers holding a placard “FIMMDA”. Please follow their instructions. You will be led to the Buses which will be leaving at designated times as may be specified by the Tour managers. They will be taken till the lobby of the Hotel. It takes about 1.5-2 hours (about 60 km) to reach the destination. The tour managers will seek your passports before you reach the hotel for early completion of the check-in formalities and will hand over your passports back to you in the evening. Once you reach the hotel, please proceed to the first floor “YASHIN BRIDGE” where the entry formalities will be completed. Please note the check-in starts from 3 PM and there is no arrangement for early check-in for the delegates.**

**For delegates arriving in the morning on 31st August (before 11:00 AM) at DME airport, you will have to proceed to the hotel so as to reach by 3 PM (Check-in starts) by yourselves.**

**Cab: Various sizes of cars are available. Please contact the travel desks at the airport. They demand anywhere between 3-5,000 roubles. Or about 1-1,500 roubles per person (for a large cab which can take up to 6-7 pax). There are no hotel shuttles.**

**For delegates arriving at the other airports VNUKVO INTL (VKO) & SHEREMETYEVO (SVO): Please make your own arrangements to arrive at the Hotel by 3 PM (Check-in time). The distance between these airports and the Hotel is shorter (about 30 km) but you may bargain the rates yourselves as experienced dealers! (we could not ascertain these rates)**

1. **Check-in:**

**As advised earlier, check-in at the hotel starts from 3PM. The name of your institution and your name will help you to check-in with minimum possible delay.**

1. **C n K has made arrangements for exclusive check-in for our Delegates till 6.00 p.m. On your arrival at the hotel, please follow the signage put up by the hotel. Using the escalator please reach the “Yashin Bridge “area, on the first floor.**
2. **At the time of check-in, in addition to the room keys, you will be handed over the following:**
* **Lanyard along with your Name Badge**
* **Tiffin pack containing light snacks,**
* **Water bottles (1 ltr)**

 **You are requested to ensure receipt of all the items mentioned above before leaving the check-in desk.**

1. **There are lifts to go to your floor. There are no bell boys/porters. We encourage you to help yourselves to the room.**
2. **Rooms are for single occupancy or twin occupancy as registered or modified by you during the course of registration. There cannot be a second person in a single occupancy room unless you have registered for an accompanying guest/spouse. Anyone who has not registered so will be denied entry/ charged for such occupancy. If the hotel reports such unauthorized occupancies, they will be asked to pay additional charges.**
3. **There is no mini-bar in rooms/ emptied by the hotel in our rooms.**
4. **Please assemble in the lobby by 5.45 PM. The tour managers will guide you to the Buses to take you to a folklore arranged by them. The show will commence at 7.30 PM and end by 9.30 PM. After the show, please look for the tour managers to take you back to the Buses from where they will take you to different Indian restaurants for an Indian type Dinner. After the Dinner, they will take you back to the Buses and to the Hotel for the overnight stay. You should be reaching the hotel back by about 11p.m -12 o clock. Please do not lose sight of the group movement because it is not possible to wait for you. You may find it very hard to reach the hotel as you may not be conversant with Russian and most of the Cabs drivers are conversant only with Russian. They may not understand written English as well. So, Going astray is a strict NO-NO.**

**Day 2: 01/09/2019: (Sunday) Conference day**

**The Conference will take place at the banquet hall on the first floor, ahead of the Yashin Bridge where you checked in.**

1. **Breakfast will be served in the foyer area of the conference hall (Yashin bridge) between 7:00 to 8.30 am. You are requested to complete your breakfast within the time specified. The conference will start at 9:00 hrs.**
2. **Wearing of the lanyard/identity badge is compulsory before you enter the conference hall. Please drop your visiting card at the registration desk. If you are not wearing the lanyard you may be prevented at the gate. The registration desk will assist new registrants with identity.**
3. **Please participate in the conference agenda in full spirit. All panels are populated by wise, experienced and expressive panelists and it will be very useful for everyone to take advantage of the same. We are attempting to take “live Polls”, your opinion on the subjects being discussed. Be a part.**
4. **Conference will be over by around 5 PM and the delegates have free time for about 2 hours. A gala dinner will be held at the same venue, commencing at 7.30 pm with light entertainment.**
5. **Spouse Tour: There about 15 delegates who are accompanied by their Spouses. The Tour Manager will organize a Tour for them between 10AM to 4 PM on the date of the conference.**

**Day 3: 02/09/2019(Monday)**

**a. Complete breakfast by 8:30 a.m. Coaches will leave in 2 batches for sightseeing - Traffic conditions and restrictions in Moscow being rigid, coaches take a higher commuting time. If you miss your bus, you will have to travel yourself to the destination which is very difficult without knowing Russian and so please do not lose track of the group/Bus.**

**b. Please wear your conference badges (lanyards) for travel by buses that will take you to various places as designed by the Tour manager. In crowded places like the Kremlin wall, Red square, the Churches, Aquarium etc, wearing of the identity badge will ensure your safety. Please carry a copy of your passport only along with you.**

**c. Lunch for this day has been arranged at one restaurant in batches and depending on the route planned by C n K for your coach, you will have lunch at different timings.**

**d. You will be taken to the shopping area called “The Arabat Street” known for the souvenirs etc. You will be given about 2 hours for the shopping. Please make note of the time given by your Tour manager of the Bus at what time and place you will have to wait along with the group for the buses.**

**d. The last item of the day will be a cruise on the river “MOSCOVA” with dinner, starting from 8 PM.**

**P.S: Please keep pace with your Bus group. If you miss, you may find it very hard to reach back your hotel/River cruise bay/Pier. So, please help the Tour Manager to enjoy your trip.**

**Day 4: 03/09/2019 (Tuesday)**

1. **Please enjoy your breakfast at the restaurant and check out of the hotel by 11.00 am.**
2. **For passengers taking their flights back to India from the DME airport on 3rd September, depending upon their time of departure, the Tour Manager could arrange transports. This will however be confirmed later on 2nd September.**
3. **Proceed to the airport well in advance. The travel being on a working day, it may take about 2 hours to reach the airport. The reporting time is 3 hours before departure for the economy class, say, 5 hours ahead of the scheduled departure.**
4. **Please settle all your personal expenses (outside the C n K package) directly with the hotel.**

**For Local delegates of Moscow**

**Please register first at the registration desk. You will be provided lanyard and name badge which will facilitate your entry to the conference and the gala dinner.**

**Sponsors**

**We are thankful to the Sponsors of the Conference:**

**Gold Category: M/S CCIL; M/S Refinitiv.**

**Silver Category: M/S BSE**

**Moscow is a culturally rich and a beautiful City in the spring season. So, ENJOY every bit of it, be it the knowledge, skill/ beauty or the internal/external peace, recharge yourself and leave Moscow with sweet memories.**

**Warm regards,**

***D.V.S.S.V. Prasad***

***Chief Executive Officer.***