



INTERNATIONAL
PATIENT SUMMIT



1ST INTERNATIONAL PATIENT SUMMIT 2023

1ST INTERNATIONAL PATIENT SUMMIT 2023 INFORMATION PACK

ITEM	PAGE
Useful contacts	2
Accommodation and venue	3
Registration and information desk	5
Cancellations and refunds	6
Special requirements	6
Visa	7
Time Zone	7
Travel Insurance	7
Travel Information	8
Tourist information and sight-seeing	8
Attending the event virtually	8
Dress code guidelines	11



INTERNATIONAL
PATIENT SUMMIT



1ST INTERNATIONAL PATIENT SUMMIT 2023

USEFUL CONTACTS

IT- presentation, virtual participation, and logistics

Bikash Prasad - bikash.prasad@pairacademy.org (+91 7549842458)

FINANCE – hotel, reimbursement, and transportation

Jugesh Maurya- finance@pairacademy.org (+91 8851396032)

AGENDA – session details and presentation

Mugdha Barik – mugdha.barik@pairacademy.org (+91 8328909919)

SOCIAL MEDIA- promotional posters and marketing

Chitransh Saxena - chitransh.saxena@dakshamahealth.org (+91 8449997778)

HOTEL – accommodation, check-in 2 pm, check-out 12 noon

The Radisson Blu Hotel

Website: <https://www.radissonhotels.com/en-us/hotels/radisson-blu-new-delhi-dwarka> Contact:

+91 11 3090 8000

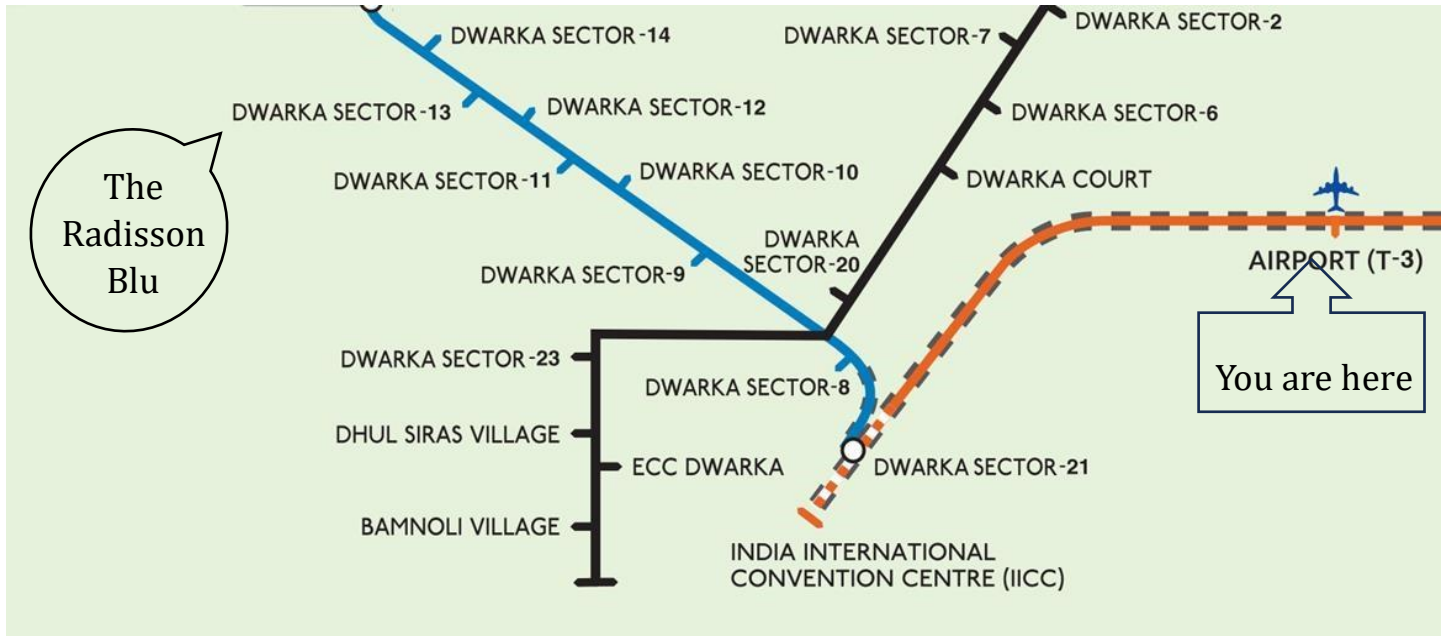
(Please note that the accommodation and the conference venue are in the same hotel)



1ST INTERNATIONAL PATIENT SUMMIT 2023

ACCOMODATION AND VENUE

Address: [The Radisson Blu Hotel, Plot no- 4, Sector- 13, Dwarka, New Delhi, India](#)



TRANSPORTATION

BY METRO:

- Take the **Orange metro line** from Terminal 3 at the airport (towards “Yashobhoomi Dwarka Sector 25”).
- Get off at Dwarka Sector 21. (one station before Sector 25)



INTERNATIONAL
PATIENT SUMMIT



1ST INTERNATIONAL PATIENT SUMMIT 2023

- Change over to the platform for the **Blue metro Line** (follow the blue colored feet stencils on the floor).
- Get off at Dwarka Sector – 13 (6th stop after Dwarka sector 21).
- The hotel is 450 m from the metro station (via road number 201).

Ways To Book The Ticket:

1. Google - <https://www.delhimetrorail.com/>
2. On site ticket booking service
3. Ticket Booking Kiosk

BY RENTAL CABS:

- UBER: [PLAYSTORE DOWNLOAD](#) [APPSTORE DOWNLOAD](#)
- OLA: [PLAYSTORE DOWNLOAD](#) [APPSTORE DOWNLOAD](#)
- BLUSMART: [PLAYSTORE DOWNLOAD](#) [APPSTORE DOWNLOAD](#)

Distance- 18km (approximate 40 minutes)

VENUE

Summit venue: **The Aab Mahal Banquet Hall is located on the 3rd floor.**

Hotel Rooms: The allotment and details of the rooms will be provided in the reception of the hotel during check-in.

PAIR has reserved a block of rooms for pre-selected speakers and delegates to be accommodated at The Radisson Blu at a special rate. The rooms have been paid for two nights on the 10th and 11th December. No payment will be made at the time of reservation, however rooms booked for longer than the previously mentioned 2 nights and any incidentals (telephone, bar, and internet usage) must be paid for during check-out. You will need to provide your debit or credit card details to the hotel upon check-in.

- Check-in from 2:00 PM IST / Check-out before 12:00 PM IST



INTERNATIONAL
PATIENT SUMMIT



1ST INTERNATIONAL PATIENT SUMMIT 2023

- Fully accessible to wheelchair users
- Room service available 24 hours a day
- Complimentary WiFi
- Bathroom amenities, hairdryer, and iron/ ironing board available
- The rooms only have type C or D power sockets suitable for Indian appliances, so carrying the appropriate global adaptors is recommended.

REGISTRATION AND INFORMATION DESK

11th December: Registration starts at 8:00 AM IST on the 3rd floor.

- Delegates are required to carry their confirmation email from PAIR.
- Delegates who have not received confirmation will have to pay the registration fees to gain entry into the venue.
- The organizing committee reserves the right to refuse entry to any attendee who has not received prior confirmation.

12th December: Delegates unable to attend on the 11th can register from 8:00 AM IST onwards at the registration desk on the 3rd floor.

If you have any queries during the summit, please make your way to the registration desk, where staff from PAIR will be at hand to assist you.

CANCELLATION AND REFUNDS

Speakers and pre-confirmed delegates will be reimbursed travel expenses in line with the travel policy for The International Patient Summit. The participants who have booked accommodation in the Radisson Blu (excluding 10th and 11th night) will have to settle the stipulated amount by the hotel at the time of



INTERNATIONAL
PATIENT SUMMIT



1ST INTERNATIONAL PATIENT SUMMIT 2023

check-out through their own means. These expenses will not be reimbursed by the organizing committee. Any personal expenditure, not included within the terms of the travel policy, is no reimbursable. In the event that any hotel property is damaged or if there are additional charges incurred during your stay, the organizing committee is not liable to reimburse the same.

SPECIAL REQUIREMENTS

If you have any dietary restrictions or have other needs at the event, please let the organizing staff know in advance by emailing patientsummit@pairacademy.org and we will do our best to accommodate your needs.

VISA

For entering India, it is compulsory to hold either a tourist/business visa or an OCI (Overseas Citizen of India) card. We recommend that all participants check their individual country visa requirements. We are happy to provide an official invite to the speakers, should you require a personal letter of invitation for your visa application.

TIME ZONE

The Indian Standard Time (IST) is the official time zone throughout India and will be followed for the summit as well.

IST = GMT + 5 hours 30 minutes

The average temperature is expected to range between 8° C – 24° C with no probability of precipitation.



INTERNATIONAL
PATIENT SUMMIT



1ST INTERNATIONAL PATIENT SUMMIT 2023

TRAVEL INSURANCE

Fees related to travel insurance (trip cancellation and medical/emergency coverage) are reimbursable within the stipulated amount and are included in the official travel policy for The International Patient Summit. The speakers are required to fill the [reimbursement form](#) and submit it along with all relevant receipts to finance@pairacademy.org. The speakers are recommended to reach out to us via the same email ID for any queries regarding the travel costs for IPS. The form can be found on https://www.pairacademy.org/assets/IPS/TRAVEL_REIMBURSEMENT_FORM.pdf

TRAVEL INFORMATION

Please note that although every effort has been made to ensure that this information is accurate at the time of publication, changes may occur.

- The nearest airport is The Indira Gandhi International Airport.
- It is approximately 18km from the venue (for Terminal - 3) and 14km (for Terminal - 1).
- The most convenient modes of transport between the venue and airport are the Metro rail or taxi, both of which can be taken directly from the airport.

TOURIST INFORMATION AND SIGHT-SEEING

The Radisson Blu Hotel has a concierge desk in the main lobby that can advise you on nearby tourist attractions, tour packages and local information.

Currency is Indian Rupee (₹)



INTERNATIONAL
PATIENT SUMMIT



1ST INTERNATIONAL PATIENT SUMMIT 2023

ATTENDING THE EVENT VIRTUALLY

TECHNICAL REQUIREMENTS for ONLINE SPEAKERS

IF USING A LAPTOP-

- **Connectivity:** Wired LAN connection is preferred to ensure a stable internet connection.
- **Microphone, Earpiece with Microphones/Headsets:** Headsets are recommended over the builtin microphones which pick up unwanted background noise. Wired headsets are recommended. It is also recommended to have the audio input and output coming from the same device to prevent echo.
- **Webcam:** Built-in laptop cameras are fine, but if you would like to record with a better video quality, usage of a dedicated web camera is recommended.

IF USING A PHONE-

- **Connectivity:** We recommend using 4G internet or moving to an area with stable internet connection/ Wi fi availability.
- **Microphone, Earpiece with Microphones/Headsets:** Headsets are recommended over the builtin microphones which pick up unwanted background noise. Avoid being too far from the microphone when speaking. Wired headsets are recommended. It is also recommended to have the audio input and output coming from the same device to prevent echo.
- **Webcam:** If recording videos, use the rear camera either with a tripod/stand or with a friend/relatives help. Make sure the phone is held steady and does not change angles. It is preferable to place the phone on a stable surface like a table and let the friend shoot. We would recommend using the phone in horizontal mode to shoot the video. When joining online, please use the front camera and place the phone in vertical mode to prevent odd angles.

INTERNET CONNECTION

The quality of the internet connection is paramount.

- Having a minimum of 50 Mbps up/down speed is recommended.
- Wired LAN connection is recommended over Wi-Fi for stability.
- For Wi-Fi users, being close to the router is recommended (same room).



INTERNATIONAL
PATIENT SUMMIT



1ST INTERNATIONAL PATIENT SUMMIT 2023

- Avoid having other internet connected apps or internet browser with multiple tabs running.
- LAN connection is recommended.

LIGHTING INSTRUCTIONS

Having a well-positioned and proper light source will make a difference.

- The light source should be in front of you (we recommend using a white light source).
- If you are wearing glasses, make sure the light doesn't cause reflection or reposition the light source.
- A harsh light is not ideal as it creates a shadow and may overexpose the video.

AUDIO INSTRUCTIONS

- The audio must be clear without echo, static or other excessive noise.
- All speakers are to test their audio during the pre-recording.
- All speakers are advised to record in a space without background noise.
- Do keep mobile devices / radio signals away from the laptop as they may cause interference.

VIDEO INSTRUCTIONS

- It is advisable to use an HD Webcam or Camera.
- Position yourself so that your image fills around 2/3 of the screen.
- Ensure that your background is static as moving objects may trigger undesired autofocus effects.
- Enable the blur background option if needed.
- Avoid crowded backgrounds.



INTERNATIONAL
PATIENT SUMMIT



1ST INTERNATIONAL PATIENT SUMMIT 2023

DRESS CODE GUIDELINES for ONLINE SPEAKERS

Dos

- Dress formally.
- It is advisable to wear a bit of makeup (foundation for both men and women) to conceal possible light reflection on the skin.

DON'Ts

- Avoid bold patterns like stripes, plaids, or circles.
- Avoid wear green or blue clothes when using background filters.
- Keep jewelry to a minimum.
- Avoid wearing a color that is the same as your background.
- Avoid wearing glasses unless prescribed.