

Golden Jubilee Year National Conference of Practicing Company Secretaries

May 18-19, 2018, The LaLiT Mumbai, Sahar Airport Road, Andheri (East), Mumbai

Announcement for Hotel Accommodation for 19th National Conference of PCS

- The Institute has finalized packages with The LaLiT Mumbai on concessional basis.
- As limited rooms are available at The LaLiT Mumbai. Accommodation will be available on 'first come first served basis' at the conference venue i.e., The LaLiT Mumbai, Sahar Airport Road, Andheri East, Mumbai, Maharashtra for outstation delegates.
- For booking of rooms in hotel, members/students/others (as the case may be) are required to first get themselves registered as delegate for the Conference by paying the delegate fee at online services portal of the ICSI. As pre-requisite for booking the rooms, delegate registration number is compulsorily required to be mentioned on hotel room booking application form.
- Please download the room booking form from the link given in the below table and send scanned copy of the duly filled form through email to the The LaLiT Mumbai directly.
- All payments related to the stay of delegate in Hotel are required to be settled by the delegate directly with the hotel concerned.
- Delegates may kindly note that hotel rooms shall be booked on full room basis. If any delegate wants to share his room with any other delegate, in such case he/she is advised to decide his/her room partner in advance and should give details of his/her partner (i.e. accompanying guest) in the booking form itself. Payment should be settled by any one of them as mutually agreed.
- Pickup and drop facility from Mumbai International Airport shall be provided by The LaLiT Mumbai on complimentary basis to the delegates who book rooms to stay in The LaLiT Mumbai only.
- Institute shall not provide any transport facility for local delegates or for such delegates who make their own arrangements for stay in some other hotels.
- The Registration will start from 9.30 am on 18th May, 2018 and the Conference will conclude on 19th May 2018 by 04.00 pm.
- Standard Check in Time: 18th May, 2018 (02.00 pm) / Standard Check out Time: 19th May, 2018 (12:00 Noon). However Institute has requested The LaLiT Mumbai to allow delegates for early check-in, if some of them are reaching before check-in time due to different flight timings, but this facility is subject to availability of rooms on the day.
- Any extra stay will be charged separately, subject to availability of rooms and receipt of reservation charges in advance.
- Delegates with chauffer driven cars will have to pay extra charges for food arrangements for driver during the Conference. These charges have to be paid immediately on arrival.
- Any extra facilities availed by the delegate during the stay have to be paid directly to the Hotel.

Name & Address of Hotel	Star category	Distance		Room tariff (per room per night) Including breakfast + Wi-fi + pickup & drop from Mumbai airport		Link for room booking form	Name of contact person, email ID & telephone no. at The LaLiT Mumbai
		Mumbai International Airport	Mumbai Central railway station	Single Occupancy	Double occupancy		
The LaLiT Mumbai Sahar Airport Road, Andheri (East) Mumbai - 400059	5 star	2 km	8 km	@Rs. 6250/- +28 % GST (i.e. 8000/- per room per night)	@Rs. 6500/- + 28% GST (i.e. 8320/- per room per night)	Click here for Booking Form	Mr. Lallan Yadav Tel: + 91 22 6699 2222 E-Mail : lyadav@thelalit.com