



**THE INSTITUTE OF
Company Secretaries of India**
IN PURSUIT OF PROFESSIONAL EXCELLENCE
Statutory body under an Act of Parliament

45th National Convention of Company Secretaries



Days & Dates

Wednesday, Thursday & Friday 22nd, 23rd and 24th November, 2017

Venue

Al Saj Convention Centre, Thiruvananthapuram (Kerala)



Announcement for Hotel Booking of Residential Delegates

1. All delegates may kindly note that November is peak tourist season in Kerala. Therefore, air tickets, train tickets and Hotel rooms will get fully blocked during that period. It is expected that delegates who are waiting for last minutes planning may face difficulty in getting confirmed reservations in flight/train and hotels.
2. The Registration formalities will start from 11:00 am on 22nd November, 2017, followed by Lunch at 12:00 noon and the Convention will conclude on 24th November, 2017 by 2:30 pm, followed by Lunch.
3. Delegates may please note that the Thiruvananthapuram is also known as Trivandrum. Both are same.
4. All delegates are advised to plan their travel program at the earliest and book their flight/train tickets urgently. Hotels rooms are also advised to be booked urgently, at the earliest by 20th Oct 2017. Otherwise delegates may face the availability crisis of confirmed room reservations.
5. After having healthy negotiations, ICSI has taken best rates from some hotels and blocked the rooms on concessional rates for delegates of National Convention. Delegates are requested to avail this opportunity quickly. Otherwise delegates may get rooms at very higher price due to peak tourist season.
6. For booking rooms in hotels, members/students/others (as the case may be) are required to firstly get themselves registered as delegate for the convention by paying the delegate fees online at the website of the ICSI. As it is pre-requisite for booking the rooms, delegate registration is compulsorily required to be mentioned on hotel room booking application form.
7. For booking of rooms in hotel, delegates may select the hotel as per their choice, download the booking form from the link given against that hotel's name, and require to send the scanned copy of the duly filled form through e-mail to the respective hotel.
8. All payments related to stay of delegate in Hotel is required to be settled by the delegate with the hotel concerned directly.
9. All 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 is advised to decide his room partner in advance and should give details of his partner (i.e. accompanying guest) in the booking form itself. Payment should be settled by any one of them and later on they may share the total amount at personal level amongst them.
10. Necessary bus arrangements will be made by ICSI for pick up and drop of delegates between hotel and convention venue and also from Airport at certain intervals.
11. Hotels have been requested to allow delegates for early check-in for the delegates reaching before check-in time due to different flight timings, but this facility is subject to availability of rooms at that point of time. Lunch is also being arranged to be served from 12.00 noon onwards on 22nd November, 2017, at convention venue to facilitate such delegates who are reaching to Trivandrum before check-in timing of their respective hotels, due to different flight/train timing.

Sl no.	Name & Address of Hotel	Star category	Distance from Convention Venue	Distance from Trivandrum International Airport	Distance from Trivandrum Central railway station	Room tariff (per room per night) Including breakfast + Wi-fi +Taxes			Link for room booking form	Name of contact person & contact details
						Room Type	Single Occupancy	Double occupancy		
1.	KTDC Mascot Hotel Mascot Square Thiruvananthapuram – 695033	5 star	16 Km	6 Km	4 Km	Premium	Rs.4,500/-	Rs.5,000/-	Click here for Booking form	Ms. Bindhu Phone: +91 9400008561 E-mail: mascototel@ktdc.com
						Deluxe	Rs.3,500/-	Rs.4,000/-		
						Grand	Rs.2,500/-	Rs.3,000/-		
2.	Hotel Vivanta By Taj C V Raman Pillai Road, Thycaud, Thiruvananthapuram	5 star	16 Km	6 km	2.5 km	No Occupancy				
3.	Hotel Hycinth by Sparsa Manorama Road, Thampanoor Thiruvananthapuram	5 star	16 Km	6 Km	1.7 km	No Occupancy				
4.	Hotel Hilton Garden Inn Punnen Road Thiruvananthapuram	5 star	16 km	6 km	3.3 km	No Occupancy				
5.	Hotel Apollo Dimora Opposite Central Railway Station Thampanoor, Trivandrum	4 star	15 km	5 km	1 km	No Occupancy				
6.	The South Park Fortune Trivandrum M.G. Road, Trivandrum	4 star	15 km	5.5 km	2.5 km	No Occupancy				
7.	The Central Residency Opp. Malayala Manorama, Thampanoor Trivandrum	4 star	16 km	6 km	1.7 KM	No Occupancy				