

# 4<sup>TH</sup> INTERNATIONAL SYMPOSIUM ON ENERGY AND ENVIRONMENT

**ACCESS** | Abundant Clean Cost-effective Energy Systems for Sustainability



Dear Participant,

We look forward to welcoming you to the 4<sup>th</sup> International Symposium on Energy & Environment to be held at the Trident - Oberoi Hotel from December 9-12, 2012 in Mumbai, India (with pre-Symposium short courses and workshops from December 6-8, 2012).

The purpose of this information is to provide you with a comprehensive guide to address the many logistical details related to participating in this event. Please review these details thoroughly for the particulars that may specifically apply to your planning efforts.

In the event you require assistance prior to or during the Symposium, please contact us.

Sincerely,

The McDonnell International Scholars Academy  
&  
McDonnell Global Energy & Environment Partnership (MAGEEP)

## Contact Information & Assistance

St. Louis - U.S.A.  
Washington University in St. Louis  
McDonnell International Scholars Academy  
Phone: 1-314-935-6039  
Email: [mcdonnell@wustl.edu](mailto:mcdonnell@wustl.edu)

Mumbai - India (during Symposium events)  
Washington University in St. Louis  
2012 MAGEEP Symposium Staff  
Trident-Oberoi Hotel  
Trident Rooftop, Room #5  
Phone: +91-22-6632-6305

Office Hours:  
December 7, 2012  
12:00 p.m. – 6:30 p.m.  
December 8-12, 2012

(times are subject to change)



### Online Registration – Updates & Modifications

All participants registered through the online registration system in advance of the event receive a confirmation notice containing an alphanumeric code that is required to re-access registration to review session selections, hotel, travel and other personal information.

To change or modify any information within your registration record, access the “Registration” link located at <http://mageep.wustl.edu/Symposium2012> and click on the “Already Registered” link. Enter your email address and confirmation code to be taken to your specific registration record. From the confirmation page and links below (My Agenda, My Travel) you may make the needed changes.

**Updates are permitted through December 5, 2012. Should any changes be necessary after this date or if assistance is required to make a change, please email [mcdonnell@wustl.edu](mailto:mcdonnell@wustl.edu).**

### Hotel Information & Confirmations

#### **Trident - Oberoi Hotel**

Nariman Point  
Mumbai 400 021  
India  
Phone: +91-22-6632-5757  
Fax: +91-22-6632-4142

#### **Ambassador Hotel**

Veer Nariman Road, Churchgate  
Mumbai 400 020  
India  
Phone: +91-22-2204-1131

Participants that have requested hotel accommodations may obtain their confirmation numbers via their registration record in the “Accommodations Information” section of the confirmation page. If no confirmation number is available and your accommodations request is in “submitted” status, please continue to check this page for updates. Or, should your travel commence before this information is provided, you may use your last name upon check-in.

Please verify the room type and dates of stay requested.

- Hotel rates are inclusive of taxes and breakfast and exclusive of surcharges, Internet fees, and incidentals.
- Rates quoted through registration are in USD and may vary due to exchange rates.
- Hotels require a credit card upon check-in; payment of room charges and/or incidentals occurs at checkout.
- Should the dates of stay in your registration be changed upon check-in or check-out with without providing sufficient notification, you may be responsible for the cost of the room night(s) applicable.

### **Important Notice:**

Hotel rooms are guaranteed for late check-in for guests arriving during late evening hours until 12:00 a.m. Additional nights should be reserved if guests arrive after midnight or depart during late evening hours.

Guests with confirmed “Deluxe” rooms are accommodated in the Oberoi section of the hotel  
Guests with confirmed “Premier Ocean View” rooms are accommodated in the Trident section of the hotel.



### Transportation Services

Complimentary airport transfers (one-way or round-trip) will be provided to all Symposium attendees to/from the Oberoi and Ambassador hotels.

To ensure the availability of timely transportation upon arrival and/or departure, please ensure flight details are provided within your registration record.

Transportation service desks will be located at the Chatrapati Shivaji International Airport and within the staff office at the Trident-Oberoi Hotel.

### Obtaining shuttle/car transportation upon arrival (international and domestic arrivals)

Locate the Symposium transportation service desks located within the Chatrapati Shivaji International Airport (Mumbai). This desk will be located in the exit corridors beyond the baggage claim area and will be clearly identifiable with Symposium signage. [Participants must check-in at this desk to facilitate transportation services.](#)

### Obtaining shuttle/car transportation upon departure (international and domestic departures)

Participants that require transportation to the Chatrapati Sivaji International Airport for departures are encouraged to reconfirm flight departure arrangements and information at the Symposium staff office during regular office hours.

### Local Transportation

Scheduled Symposium shuttles will transport both local and visiting participants to/from Symposium events to all event venues as needed from the Trident-Oberoi and Ambassador hotels. Timing for scheduled shuttles for all attendees can be found at <http://mageep.wustl.edu/Symposium2012/Program.aspx>.

[Short Course Participants – Transportation will depart from the Trident-Oberoi hotel only on December 6-8. Timing for scheduled shuttles can be found at http://mageep.wustl.edu/Symposium2012/Program.aspx.](#)

[For participants from IITB & TISS – specific pick-up and drop-off locations are yet to be determined and are forthcoming. Please continue to check the web program for details.](#)

### Transportation Contact (upon requirement locally)

Jaya Jain  
2012 MAGEEP Symposium Coordination Staff  
Phone: +91 9811076661



### Event Check-In

Participants who are guests of the Trident-Oberoi and Ambassador hotels are strongly encouraged to complete event check-in at the staff office located in the Trident-Oberoi Hotel, Rooftop, Room #5, as soon after their arrival and check-in as possible to acquire all Symposium materials.

Check-in dates and times are as follows:

December 7<sup>th</sup>: 12:00 p.m. – 3:00 p.m.  
December 8<sup>th</sup>: 8:30 a.m. – 5:00 p.m.  
December 9<sup>th</sup> – 8:30 a.m. – 3:00 p.m.

Event check-in for local attendees and participants accommodated at other Mumbai hotels will begin December 10<sup>th</sup> prior to the start of Symposium events, beginning at 7:30 a.m.

### Registration & Short Course Fee Payment

Participants should make every effort to settle any outstanding registration or short course fees prior to the start of the event.

You may view your balance and make a payment via the online registration system with a credit card. [Payments unsettled upon event check-in will be requested at that time – please note that only cash and credit cards will be accepted onsite.](#)

### Tours

Participants registered for cultural tours will be provided with the schedule and logistical information of the tour(s) selected at event check-in and/or via email. If you are currently waitlisted for a tour, notification of clearance will be provided as well.

As space for tours is very limited, onsite registration will be granted based on availability.

### Travel Expense Grants & Reimbursements (provided by select Symposium participants as designated by Symposium coordinators)

Certain participants of the Symposium have been selected to receive funding to cover travel-related expenses incurred to attend the event. Funding will be given as a reimbursement following the receipt of certain documentation and receipts. More information about these specific procedures will be provided directly to those select participants via email and during the event, if needed.