Proposed Shuttle Plan for AICO2020:
Arrival Airport pick up plan

• An individual e-mail will be sent one month prior to the conference to all the delegates to ask their Travel Itinerary. For those who ask for airport transfer.

• All date wise arrival lists will be ready by mid of January 2020 after receiving the details from the delegates.

• Dedicated representative wearing Conference T-Shirts & Cap stationed at an airport having the Conference placard or paging board to receive all the delegates.

• Our representative will escort the guest while they come out from the exit gate up to the vehicle parked at the airport terminal.
Representative allocation of work

Terminal-3 :
Air Asia, Air Vistara & Air India flight arrive at below mentioned Terminal.

- Gate : 01
- Gate : 02
- Gate : 03

02 Representatives will be stationed at the exit Gate no. 02 and 02 more representative will be stationed at exit gate and escort the guest up to the vehicle parked at the airport terminal.

All International flights comes in these below mentioned gate.

- Gate : 04
- Gate : 05
- Gate : 06

02 Representatives will be stationed at the exit Gate no. 02 to escort the guest up to the vehicle parked at the airport terminal.
Indigo & Go Air domestic flight comes from this gate

Terminal – 2 Gate

01 exit point

02 Representatives will be stationed at Travel desk placed inside airport arrival & 02 Representative will be at the exit point to escort the guest up to the coaches parked at the airport.
Indigo, Spice Jet, Go Air and most of the domestic flight comes from this gate

Terminal – 1C Gate

2 exit point

02 Representatives will stationed at Travel desk placed inside airport arrival & 02 Representatives will be at the exit point to escort the guest up to the coaches parked at the airport.
Departure of Airport Transfers

- Return airport transfers will be provided to all the delegates. They have to be there 02 hours prior at the domestic airport and 3 hours prior at the international airport.

- Our travel desk will be at Conference venue to note all the departure details of the delegates.

The sheet will contain the following details:

<table>
<thead>
<tr>
<th>Name of delegates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pick-up hotel</td>
</tr>
<tr>
<td>Conference Venue</td>
</tr>
<tr>
<td>Pick-up time</td>
</tr>
<tr>
<td>Destination</td>
</tr>
<tr>
<td>Flight No</td>
</tr>
<tr>
<td>Flight Time</td>
</tr>
<tr>
<td>Contact Number</td>
</tr>
</tbody>
</table>
Type of Vehicles for Shuttle Service
Type of Vehicles for Airport Transfers

Sedan

Innova
Proposed Shuttle Plan for 13th – 16th Feb 2020
By Deluxe Coach
Route No.#01

- First Shuttle will start at 7:30 am in the Morning from “Hotel Pride Plaza, Aerocity, New Delhi” to the conference Venue via above mentioned supporting hotels and will take 04 Buses for the Route #01 and in the evening same buses will drop all the delegates to their respective hotels.

<table>
<thead>
<tr>
<th>Estimated Travelling Km’s</th>
<th>15 km’s</th>
</tr>
</thead>
<tbody>
<tr>
<td>Estimated Travelling Time including pickup from each hotels</td>
<td>01 Hr 15 mins</td>
</tr>
</tbody>
</table>
Route No. #02

- First Shuttle will start at 8:00 am in the Morning from “Hotel Leela Ambience, Gurugram” to the conference Venue and in the evening same buses will drop all the delegates to their respective hotels.

<table>
<thead>
<tr>
<th>Estimated Travelling Km’s</th>
<th>:</th>
<th>2 km’s</th>
</tr>
</thead>
<tbody>
<tr>
<td>Estimated Travelling Time including pickup from each hotels</td>
<td>:</td>
<td>10 mins</td>
</tr>
</tbody>
</table>
• First Shuttle will start at 7:30 am in the Morning from “Hotel Shanti Palace” to the conference Venue via above mentioned supporting hotels and will take 04 Buses for the Route #03 and in the evening same buses will drop all the delegates to their respective hotels.

Estimated Travelling Km’s : 20 km’s

Estimated Travelling Time including pickup from each hotels : 01 Hr 40 mins
Route No.#04

- First Shuttle will start at 7:30 am in the Morning from “Hotel Courtyard by Marriot” to the conference Venue via above mentioned supporting hotels and will take 04 Buses for the Route #04 and in the evening same buses will drop all the delegates to their respective hotels.

<table>
<thead>
<tr>
<th>Estimated Travelling Km’s</th>
<th>20 km’s</th>
</tr>
</thead>
<tbody>
<tr>
<td>Estimated Travelling Time including pickup from each hotels</td>
<td>01 Hr 40 mins</td>
</tr>
</tbody>
</table>
Route No.#05

- Hotel Clark's Inn Suites, Kapashera, New Delhi
- Hotel Glitz Westend Inn, Adjoining Shiv Murti, Mahipalpur, Delhi
- Hotel Ashoka Country Resort Kapas Hera, New Delhi
- The Muse Sarovar Portico Kapashera, New Delhi
- The Umrao, Samalkha, New Delhi
- A DOT by GNH Sector 24, Gurugram, Haryana

- First Shuttle will start at 7:30 am in the Morning from “Hotel Glitz Westend Inn” to the conference Venue via above mentioned supporting hotels and will take 04 Buses for the Route #05 and in the evening same buses will drop all the delegates to their respective hotels.

**Estimated Travelling Km’s**: 23 km’s
**Estimated Travelling Time including pickup from each hotels**: 01 Hr 50 mins
Route No. #06

- First Shuttle will start at 7:30 am in the Morning from “HOTEL Le Méridien Gurugram” to the conference Venue via above mentioned supporting hotels and will take 02 Buses for the Route #06 and in the evening same buses will drop all the delegates to their respective hotels.

<table>
<thead>
<tr>
<th>Estimated Travelling Km’s</th>
<th>8 km’s</th>
</tr>
</thead>
<tbody>
<tr>
<td>Estimated Travelling Time including pickup from each hotels</td>
<td>1 Hr 20 mins</td>
</tr>
</tbody>
</table>
**Kindly Note:**

- All shuttles will start at about 07:30 am from 1st hotel on each route via all the conference hotels according to the route map given.

- The above mentioned shuttle plan prepared on the assumption that registration will start at 8:30 am.

- Same shuttle timing will be applicable for all the 04 days.

- As per the route plan, same shuttles will drop you at their respective hotels in the evening.