ACI Global Training
Training Center Fact Sheet

Hyderabad, India

Location	**GMR Aviation Academy** GMR Aero Towers, 5th Floor, RGI Airport Office Complex, Rajiv Gandhi International Airport Shamshabad, Hyderabad -500 409, Andhra Pradesh, India
Directions to The classroom	Participants will be escorted to the classroom. GMR AA will provide a pick up and drop service for participants who stay at the Novotel Hotel. The schedule and other helpful information when be provided to participant upon their check in at the hotel.
Ground transportation From/to the airport	Shuttle bus to Novotel Hotel will be provided free of charge.
On-site contact	**Mr. Tanveer KHAN** Associate Manager - Aviation Academy Tel (Direct): +91 40 6739 5603 Email: tanveerahmed.khan@gmrgroup.in
First day of class	Arrive at the Training Centre 30 minutes before the course is due to begin. Locate and meet the ACI Global Training on-site administrator and/or the course instructor(s). Settle any outstanding administrative matters: fee payment, badge etc. Meet your fellow course participants. **Enjoy the ACI Global Training course**
Security clearance	Course participants, who take a tour of the airport, will need to obtain an Airport Entry Permit from GMR Hyderabad International Airport and must be accompanied by authorized airport staff at all times. The Visitor pass will be issued on site.

- **Suggested Accommodations – Novotel Hotel**

Located in close proximity to the Rajiv Gandhi International Airport, the Novotel Hyderabad Airport is approximately 35 minutes from the city centre with improved connectivity and access.

Novotel Hyderabad Airport (located 5 minutes from the airport)
Tel: +91 40 6625 0000
Fax: +91 40 6625 0001
E-mail: **reservations@novotelhyderabadairport.com**

AIRPORTS COUNCIL INTERNATIONAL

Reservation processes

The GMR AA - ACI GTH will make the reservations for participants attending ACI Global Training courses. Please provide your name, contact address (phone number), credit card number (for deposit). Changes or cancellations of reservation must be communicated two days before the scheduled check in date.

- **General Travel Tips for India**

Visa requirements

Visitors also need a valid permit to visit certain restricted/protected areas. They must fill up their Disembarkation/ Embarkation cards on arrival/departure. Foreigners visiting India, who hold long-term visas (more than 180 days), are required to obtain a Registration Certificate and Residential Permit from the nearest Foreigners' Registration Office (FRRO) within 15 days of arrival. The foreigners registered at FRRO are required to report change of their addresses. Certificates of registration issued by the Registration Officers should be surrendered to the immigration officer at the port/check post of exit from India. Passengers embarking on journeys to any place outside India from a Customs airport / seaport are required to pay a Foreign Travel Tax (FTT) of Rs 500 to most countries and Rs 150 on journeys to Afghanistan, Bangladesh, Bhutan, Burma, Nepal, Pakistan, Sri Lanka and the Maldives.

Note: The above list is subject to change at short notice; please check with the Indian Embassy closest to you before traveling. GMRAA ACI Global Training will provide a letter of invitation upon payment of the registration fee. **Please be sure to obtain your visa well in advance of your departure.**

Health requirements

Before embarking on your India vacation, the foreigners must get familiar with different diseases that are common in Indian climatic conditions.

Local currency Indian Rupee (INR); Indian currency is known as Rupee abbreviated as INR. The Indian money is available in denominations of Re 1, Rs 2, Rs 5, Rs 10, Rs 20, Rs 50, Rs 100, Rs 500 and Rs 1000. Coins are available for Re1, Rs 2 and 1 USD = 50 INR (Subject to Exchange rate).

Foreign Exchange comprising foreign currency notes/coins, traveler's cheques, drafts drawn on banks in India or Bank letters of credit can be brought into India without limit. However, if the total amount of foreign currency notes/coins of travelers cheques brought into India at one time exceeds US$10,000/- or its equivalent, it is required to be declared by the holder to the Indian customs authorities on arrival on a currency declaration form (CDF). A copy of the CDF duly certified by the customs will be handed over to the declarant. This declaration helps easy conversion of foreign currency into Indian currency by the tourists and also reconversion of their unspent balances of Indian rupees into Foreign Currency at the time of departure from India. Banks CDFs are available with the Airport/Seaport customs. This will help in exchanging your currency at the time of arrival as well as the taking back your unspent currency at the time of leaving. Money can be easily changed at the airport, some hotels and several branches of International foreign exchange providers.

Weather information	Please visit *http://india.gov.in* for detailed weather updates.
Cell/Mobile phone systems	GSM/CDMA/DUAL SIM
Electricity and plugs	The electricity in India is 220volts and the frequency 60Hz. The electrical plugs and sockets are as pictured below:

For additional information please contact the ACI Global Training team at training@aci.aero