



## Centre for Energy Regulation

Department of Industrial and Management Engg.  
Indian Institute of Technology Kanpur  
Kanpur – 208 016



**1<sup>st</sup> International Capacity Building (ICB)**  
**“Learnings from Regulatory Experiences and Market Development in Europe”**  
**14 - 16 Oct. 2018 at Paris, France**  
**16 - 20 Oct. 2018 at London, UK**

### **Travel Note and Guidelines for Participants**

Please plan your domestic travel according to international flight schedule given below. CER, IIT Kanpur will reimburse your domestic travel from your respective place of residence either by train or by airline (economy class). We will need your Air / Railway ticket, boarding passes, your bank account details along with a form (which we will provide) to reimburse the amount. Please send your final travel schedule with all details at **cer@iitk.ac.in**. We will coordinate your travel accordingly.

### **Itinerary for participants**

14 Oct. - Participants should reach New Delhi Airport Terminal - 3 by 10 AM  
14 Oct. - Departure from New Delhi to Paris  
15 - 16 Oct. - Programme at Paris, France  
16 Oct. - Departure from Paris to London by Eurostar train  
16 - 20 Oct. - Programme at UK  
20 Oct. - Departure from London to New Delhi  
21 Oct. - Arrival at Delhi IGI Airport.  
21 Oct. - Departure to respective destinations

### **Flight schedule for international travel**

AI 143 14 Oct. DEL 13:15 CDG 18:55  
AI 112 20 Oct. LHR 21:30 21 Oct. DEL 10:40

### **Luggage Allowance:**

#### **A. Air India: New Delhi to Paris**

- **Hand luggage:** Only 01 piece of hand baggage having maximum weight of 5 Kg is permitted.
- **Checked Baggage Allowances: Economy Class:** 2PC /23Kgs Each, **Business Class:** 2PC /32Kgs Each

#### **B. Eurostar Train: Paris to London**

**To travel on Eurostar you need:** A valid passport

**Luggage:** Report at least 90 minutes before departure. 2 pieces of luggage (up to 85cm long) including rucksacks, bags, suitcases or ski equipment. 1 small piece of hand luggage, e.g. handbag, laptop bag or briefcase

### **Labelling your bags**

It is now compulsory to label all your bags when travelling on Eurostar or on any French train, with at least your first name and surname. On Eurostar, if you need paper luggage labels just ask at the information desk inside the Eurostar departure lounge, but it's better to buy proper ones beforehand and keep them attached to your travelling bags.

### **Clothing**

- Formal dress code for meetings.
- Carry appropriate warm clothing as weather in Paris and London are cold around this time.

### **Weather**

- Day temperature in Paris about 16°
- Night temperature in Paris about 11° , Cloudy, a bit of rain; cooler
- Day temperature in London about 15°
- Night temperature in London about 8° , Cloudy, a bit of rain; cooler

### **Miscellaneous**

- Small travel umbrella
- Your Medication
- Camera/video camera as per your need
- Laptop (Please insure safety of your devices and documents)
- Cell phone charger
- Universal travel adapter plug (UK Universal Flat Pin 3 Pin Travel Power Plug Adapter)
- You can buy sim at Airport in Delhi either by uniconnect or matrix cellular or any other company according to suitable plan.

### **Currency**

#### **France:**

Exchange a small amount of cash, just enough for a cab ride or basic spending on arrival.

Pay with debit or credit cards (if that was in your plans).

#### **Using ATMs in France**

Before leaving, check with your bank that your debit card will work in France and tell them that you will be withdrawing money when you travel. Why? Well, they might just freeze your card if there is a sudden high use away from your home.

An ATM in France is called a distributeur. ATMs have English language instructions.

Use a bank ATM; if your card is swallowed up, you can go in to retrieve it. And use a bank ATM as most of them don't charge fees while machines by so-called independent companies will do just that. Please check with your bank for the limit you can withdraw each day. However, French ATMs often impose their own limits, which you will find out about as you travel.

Remember that ATM transactions come with fees. Your bank might charge you a flat fee, anything from \$2 to \$5 each time you use an out-of-network ATM. They may also charge a percentage for the currency conversion, on top of the usual Visa and MasterCard 1% fee for all international transactions.

Withdraw larger amounts of cash if your bank charges a flat fee to avoid unnecessary extra fees.

Make sure you know your PIN before you leave by numbers as European keypads have numbers only.

## **UK:**

There are many places you can change money in Britain:

- Bureaux de change on high streets, in airports and major railway stations
- Banks
- Travel agents
- Post Offices

The best way to save on commission is to pay by credit card. When paying by card, the exchange rate is current and the maximum fee, depending on the issuer of the card; is usually 1%.

## **Where to exchange currency?**

The easiest and usually cheapest option is to withdraw money once you get to your destination, but there are other options:

### **Withdraw money from the ATMs**

The easiest option is to withdraw pounds directly from any ATM in London. This is also the cheapest option, since it has a lower exchange rate. However, it is important to keep in mind that cash machine transactions abroad have several fees and your bank might charge you up to \$5 each time you use a foreign ATM, so it is always a good idea to take out a substantial amount instead of having to go several times to an ATM and being charged a fee every time you take cash out.

### **Exchange money before travelling**

If you prefer to exchange money before travelling, either you can do so at a bank, where you will normally be charged up to 10% commission, or you can head to a bureau de change, for example, Ria Currency Exchange or Global Exchange.

If you prefer to exchange money once you get to London, you can do so in any bank or any bureau de change. We recommend you compare the exchange rate and the commission since it can differ from one place to another or else simply ask how many pounds you will get.

For any query, please contact

Abhishek Misra (0512-2596448/6181, Mob. No. 9795813369)  
Senior Project Manager  
Centre for Energy Regulation

