11th September, 2016

To

All the Zonal General Secretaries &

Secretary, Standing Committee (GI)

Dear Comrades,

**24th General Conference of AIIEA**

* **Travel arrangements**
* **Fund Mobilisation**

You are aware that the 24th General Conference of AIIEA is scheduled to be held from 21st to 25th January, 2017 at Ernakulam, Kochi, Kerala. It is now time to make travel arrangements for delegates and observers. In this connection, some suggestions are made by the host division which we present herein below:

**Travel arrangements:**

1. The Indian Railways are allowing 120 days’ time for advance reservation of ticket booking. Therefore, it is suggested that all the units should book their train tickets for their delegates and observers from 18th / 19th September, 2016 onwards (depending upon the duration of the travel from their respective places) to reach Ernakulum by 20th January, 2017.
2. There are two railway stations at Ernakulam City. I) Ernakulam Junction (code: ERS); ii) Ernakulam Town (Code: ERN). The venue of the conference is nearer to Ernakulam Town Station. However, it depends upon the train whether it has a stop at Ernakulam Town Station or not. All the Units have to send their arrival / departure particulars to the host division (whose mail ids were already informed to you) after booking the tickets so that they can plan and make necessary arrangements to receive the delegates and observers.
3. Kochi international airport is around 30 kms from Ernakulam city and it may take around 80 minutes time to reach the city. Host division comrades will receive the delegates and observers from railway stations as well as from airport.

**Fund Mobilisation:**

There is an earnest request from the host division that the zones may send the 1st instalment of funds immediately to their bank account (details already given) so that they can proceed further in making arrangements for the conference. Except from EZIEA, they did not receive any amount from other zones (excluding the host zone).

All the Zonal units are once again requested that whatever funds have been mobilized so far, may immediately be transferred to Ernakulam division under information to AIIEA. However, the process of fund mobilization may be continued till the agreed target is reached as decided in the AIIEA Secretariat meeting held at Hyderabad.

With greetings,

Comradely yours,



Treasurer, AIIEA