

36th IATO ANNUAL CONVENTION
16th – 19th December 2021 at Gandhinagar, Gujarat

REGISTRATION FORM AND OTHER DETAILS

FORM A – DELEGATE REGISTRATION FORM

ABOUT THE DELEGATE

- Name : Mr. Mrs. Ms. _____
- Designation: _____
- Category of Member: Active Allied/Associate Non-Member
- Nature of Business: Tour Operator/Travel Agent Others
- Company/Organization's name _____
- Address: _____

- GST Number _____
- Aadhaar No. _____ (copy of Aadhaar to be attached)
- Have taken both the doses of Covid Vaccination - Whether Yes/No, if yes attach copy of the Vaccination Certificate.
- Tel(O): _____ Email _____ Mobile No _____
- Accompanying Spouse: No Yes Mr/Mrs _____
- Spouse Aadhaar No. _____ (copy of Aadhaar to be attached)
- Spouse has taken both the doses of Covid Vaccination - Whether Yes/No, if yes attach copy of the Vaccination Certificate.
- Arrival on (dd/mm/yy) _____ at _____ AM/PM by _____
- Departure on (dd/mm/yy) _____ at _____ AM/PM by _____

REGISTRATION FEE

Member: Rs. 5310/- per delegate Non-Member: Rs. 7670/- per delegate

SPOT REGISTRATION

Members Rs. 6490/- per delegate

Non Members – Rs. 8850/- per delegate

(The above registration fee is inclusive of GST @ 18%, spouse complimentary)

Enclosed please find cash/cheque/demand draft no. _____ for Rs. _____ as Registration Fee/ or Online payment.

ACCOMMODATION

IATO has negotiated special discounted room rates for delegates in various hotels as per list attached. Rates mentioned are on per night basis. Kindly give at least two choice of your hotel out of the list attached. We shall try to accommodate you in the hotel of your choice but can not be guaranteed.

Yes. Please arrange for me/us one Double Single Twin Room
at (please give two choice) 1) _____ 2) _____

if sharing room with any other registered delegate, please mention name Mr./Ms./Mrs. _____ and name of company _____

No, I/We shall arrange our own accommodation.

I undertake to pay all hotel charges including room tariff directly to hotel.

SPOUSE TOUR

Yes, will take spouse tour no. _____ and _____ (mention tour number)

No spouse tour required

POST CONVENTION TOURS

Yes, will take Post Convention Tour No. _____ (mention tour number)
Delegate details Male/Female _____ age _____
Spouse details Male/Female _____ age _____

Whether accommodation is required after the post tour in Gandhinagar
If yes from _____ to _____

No post tour required

Add Rs. 590 per pax for post tour no. 1

Add Rs. 590 per pax for post tour no. 2

Add Rs. 1830 per pax for post tour no. 3 (include express ticket at SoU)

Add Rs. 1180 per pax for post tour no. 4

Add Rs. 1770 per pax for post tour no. 5

Add Rs. 1770 per pax for post tour no. 6

Date _____

Signature of the Delegate

Note:

- Please fill up the complete form and do not leave any column blank.
- For every additional participant(s), please use photocopy of the blank form.
- Copy of Aadhaar Card for self and spouse must be enclosed while submitting your registration form
- Copy of Fully Covid Vaccinated Certificate for self and spouse is must without which registration form will not be accepted.
- Last date for registration of post-convention tours is 26th November 2021.
- Members opting for post-convention tours should book their return flight as per the timings given in the post tour details.
- Payment can be made online on www.iato.in by Visa/Master Credit/Debit Card
- Hotels will charge one night retention in case of cancellation received on or after 10th December 2021.
- In case of cancellation is received after 12th December 2021/in case of no show, hotel will charge retention for the whole nights booked.
- It will be compulsory for all the delegate to follow SoPs/Guidelines issued by the MoHFW and the State Government.
- All delegate need to wear mask in all events during the convention, post tours and will maintain social distancing.

REGISTRATION INFORMATION

- Registration Form without payment will not be accepted. *All columns must be filled in as these are required for confirming bookings to the hotel. ***Last date for registration is 4th December, 2021 (without late fee)**. *Registration forms duly filled in along with the fee need to be forwarded to: Indian Association of Tour Operators, 310, Padma Tower- II, 22, Rajendra Place, New Delhi-110008. *All payments by cheque/demand draft should be drawn in favour of **“Indian Association of Tour Operators”** on any Delhi bank. *For additional delegates, please use photocopy of the blank form. *Late fee supplement of Rs. 1000/- would be charged for Registration Forms received on or after 5th December 2021. *Any change or substitution in the name of the delegate will attract a charge of Rs. 500/- per substitution as secretarial charges. *If cancellation is received on or before 4th December 2021, the amount will be refunded, after deduction of Rs. 1000/- towards secretarial charges. No refund will be made if cancellation is received on or after 5th December, 2021. The registration fee includes participation at all sessions, social functions receptions, lunches, dinners, city sightseeing, spouses programmes etc. *While IATO has negotiated special discounted rates with the hotels and will help you in getting room reservation on first-come-first serve basis, the delegates shall have to pay all hotel charges including room tariff directly to the hotels.
- Hotels will charge one night retention in case of cancellation received on or after 10th December 2021.
- In case of cancellation is received after 12th December 2021/in case of no show, hotel will charge retention for the whole nights booked.
- For such cancellations/No shows, Hotel will send the invoice/bills to IATO which will be sent to the concerned delegate for settlement directly with the hotel under intimation to IATO.

LIST OF HOTELS

| S. No. | Name of Hotel | Rates (Rs.) CPAI | |
|--------|--------------------------------|------------------|-------------|
| | | Single | Double/Twin |
| 1 | The Leela Gandhinagar | 5600 | 5600 |
| 2 | Grand Mercure Gandhinagar | 3250 | 3250 |
| 3 | Fortune Inn Haveli Gandhinagar | 3250 | 3250 |

FORM – B APPLICATION FORM FOR ADVERTISEMENT IN INDIA TOUR OPERATORS’ MANUAL 2021-22

Name of Company: _____

Address: _____

GST Number _____

Advertisement details: Size _____ Colour _____ B & W _____

Bleed _____ Non-Bleed _____

Headlines/Caption: _____

Material Enclosed: _____

Payment Details: Enclosed is Cheque/Draft No. _____ Dated _____ for Rs. _____

I /We have read the rules and regulations and undertake to abide by them.

Name _____ Signature _____ Date _____

With Office Seal

INDIA TOUR OPERATORS’ MANUAL 2021-22

IATO is pleased to announce its annual publication of “INDIA TOUR OPERATORS’ MANUAL”, coinciding with the 36th IATO Annual Convention, which will be released during the inaugural function. Over the years, the manual has become increasingly popular as a reference publication as well as an important advertising medium for the industry in India and overseas. We invite you to advertise in this publication.

1. ADVERTISEMENT TARIFF (Inclusive of GST)

Colour (4 colour only)

- Back Cover Rs. 295000/-
- Inside Cover (back or front) Rs. 177000/-
- Full Page Colour Inside Rs. 47200/-

Black and White

- Full Page Black & White Rs. 35400/-
- Half Page Black & White Rs. 17700/-

* 25% extra for fixed positive and bleed adds.

2. SIZE SPECIFICATION

- | | <u>Height</u> | X | <u>Width</u> |
|--|---------------|---|--------------|
|--|---------------|---|--------------|

3. DEADLINE FOR MATERIAL: 26th November, 2021

APPLICATION FORM

The Chairman

36th IATO Annual Convention

I / We wish to participate at the Indian Tourism Fair to be held on 17th – 18th December, 2021 at The Leela Gandhinagar. Kindly reserve One/Two booth(s) for us. Please find enclosed a Cheque/Draft No. _____ Drawn on _____ dated _____ for Rs _____

The Booth(s) must be reserved in the name of _____

and will be represented by (give two names by filling separate form):

- Name : Mr. Mrs. Ms _____
- Designation : _____
- Category of Member: Active Allied/Associate Non-Member
- Company/Organization's Name _____
- Address: _____

- GST Number _____
- Aadhaar No. _____ (copy of Aadhaar to be attached)
- Have taken both the doses of Covid Vaccination. Whether Yes/No, if yes attach copy of the Vaccination Certificate.
- Tel(O): _____ Fax: _____ Email _____
- Mobile No _____
- Accompanying Spouse: No Yes Mr/Mrs/Ms. _____
- Spouse Aadhaar No. _____ (copy of Aadhaar to be attached)
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ACCOMMODATION

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Yes. Please arrange for me/us one Double Single Twin Room
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and name of company _____

No, I/We shall arrange our own accommodation.

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No spouse tour required

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| 3 | Fortune Inn Haveli Gandhinagar | 3250 | 3250 |

INDIAN TOURISM FAIR 2021

During the 36th IATO Annual Convention in Gandhinagar, IATO is organizing Indian Tourism Fair (Travel Mart) on 17th and 18th December 2021 at The Leela Gandhinagar, venue of the convention. Details are as under:-

TECHNICAL SPECIFICATIONS

1. Built up booths of standard size 2x2 sq. mtr shall be provided. For larger sizes, multiples of this can be made available to participants.
2. The booths units shall be provided the following hardware: *Three Partition wall *One fascia with the exhibitor's name *One table and two chairs *Two tube-lamps of 40W each *One plug point of 5/15 Amps *Carpet floor covering *One waste paper basket.

TARIFF DETAILS

1. The cost of per booth of size 2x2 sq. mtr. is **Rs. 59000/- (includes GST @ 18%)**.
2. Registration of two delegates complimentary (without hotel accommodation. They will be entitled to attend all the functions at the convention. Hotel payment to be made directly.
3. Last date for reservation of Booth (s) is 30th November 2021.
4. Cheques/Drafts should be drawn in favour of “**Indian Association of Tour Operators**” payable at any Delhi bank and must be sent alongwith this application form.
5. The application form must be sent to: The Chairman, 36th IATO Convention, Indian Association of Tour Operators, 310, Padma Tower – II, 22, Rajendra Place, New Delhi – 110008.

Allotment of booths will be done by IATO Convention Committee.

THERE SHALL BE A PRIZE FOR THE BEST BOOTH

Note: No un-authorized display of any print material, display of banner(s), panels etc. would be allowed at the convention venue without prior permission of IATO. IATO reserve the rights to disallow any such display.

FORM D - APPLICATION FORM FOR COMPETITION FOR MARKETING INNOVATION

Name of Company _____

Address: _____

Category: Digital Marketing Poster Brochure Travel Trade Publication

Description: for digital marketing mention your website link _____

Name of Advertising Agency/Producer (if any): _____

I/We have read the rules and regulations and undertake to abide by them. I/We affirm that the entries being submitted have been produced /printed for the first time within the period of last one year.

Signature & Date _____

RULES AND REGULATIONS

A). Competitors can submit upto three entries in each category. B). The entries submitted in any of the categories must be in duplicate and must have been printed and published within the period of last one year. C). In travel trade publication category, all the issues published during the last one year must be sent. Journals would be disqualified if they have skipped the issues. However, combining of two issues in order to take out a special edition is permitted. D). The Organizing Committee of the Convention will appoint the panel of Judges. The decision of the panel will be final. E). There will be four Trophies, one for each category and the entry adjudged as best in any category will be awarded the trophy reserved for this category. F). The final date of acceptance of entries in various categories of the competition is 3rd December 2021 after which entries can be submitted at The Leela Gandhinagar on 14th and 15th December 2021 and will be considered. G). There is no fee for submission of entries in this competition. H). The awards decided by the panel of Judges will be announced and the trophies presented at a function that will be part of the Convention programme. Intending competitors are requested to send in their entries with the relevant details and materials as indicated herein. I). IATO does not take any responsibility for any material(s) lost in transit or misplaced. J). All material(s), printed or otherwise, received as entries shall be the property of IATO. K) The judges' decision is final and can not be challenged.

MARKETING INNOVATION COMPETITION

Marketing Innovation Competition will be organized during the convention at The Leela Gandhinagar. The main aim of Marketing Innovation Competition is to encourage creativity and quality of quality of Video CDs, posters and brochures. This competition will provide forum for viewing each others' work and to imbibe ideas and inspiration to achieve global standards. The awards are to honour outstanding work giving due importance to creativity, thus giving recognition to designers and producers. The entries will be judged on the basis of information, authenticity and relevance. For Travel Media, regularity of the journal will also be the key factor in deciding the award.

The four categories to be awarded are:-

- A) Tour Operators & Travel Agents – Digital Marketing/CD, Brochures
- B) Hotels – Digital Marketing /Video CD, Brochures
- C) State Government Tourism Bodies – Digital Marketing/Video CD, Poster, Brochures & Video CD
- D) Travel Media - Travel Trade Publications
- E) Travel Media - Digital

Please forward your material by 30th November, 2021 to: Indian Association of Tour Operators, (IATO), 310, Padma Tower-II, 22, Rajendra Place, New Delhi-110 008

TENTATIVE PROGRAMME
36th IATO ANNUAL CONVENTION
16th – 19th DECEMBER 2021, GANDHINAGAR, GUJARAT

Thursday, 16th December, 2021

| | |
|-----------------|---|
| 1000 - 1700 hrs | Registration at The Leela Gandhinagar, Gujarat |
| 1000 – 1700 hrs | Registration for IATO Run for Responsible Tourism at The Leela Gandhinagar, Gujarat |
| 1315 – 1415 hrs | Lunch at your respective hotel (Hosted by IATO) |
| 1600 - 1900 hrs | Inaugural Function at The Leela Gandhinagar |
| 1915 – 1945 hrs | Inauguration of India Tourism Fair/Mart – 2021 at The Leela Gandhinagar |
| 2000 - 2230 hrs | Culture Programme, Cocktails and Dinner at The Leela Gandhinagar |

Friday, the 17th December, 2021

| | |
|-----------------|--|
| 0600 – 0800 hrs | IATO Run for Responsible Tourism |
| 1000 – 1130 hrs | Business Sessions/State Presentations |
| 1130 – 1200 hrs | Tea Break/B2B |
| 1200 – 1315 hrs | Business Sessions/State Presentations |
| 1315 - 1415 hrs | Lunch/B2B |
| 1415 - 1600 hrs | Business Session/State Presentations |
| 1600 - 1630 hrs | Tea Break/B2B |
| 1630 - 1745 hrs | Business Session/State Presentations |
| 1800 hrs | Depart for respective Hotels |
| 2000 - 2230 hrs | Cultural Programme, Cocktail and Dinner – Venue to be advised. |

Saturday, the 18th December 2021

| | |
|-----------------|---|
| 1000 - 1130 hrs | Business Sessions/State Presentations |
| 1130 - 1200 hrs | B2B/Tea Break |
| 1200 - 1300 hrs | Business Session/State Presentation |
| 1300 - 1400 hrs | Lunch/B2B |
| 1400 - 1500 hrs | Business Session/State Presentation |
| 1500 - 1605 hrs | Valedictory Session |
| 1600 - 1630 hrs | Tea Break/B2B |
| 1630 - 1730 hrs | Motivational Session |
| 1730 - 1815 hrs | Award Presentation Ceremony |
| 1830 hrs | Depart for respective hotels |
| 2000 -2230 hrs | Entertainment, Cocktail and Dinner at The Leela Gandhinagar |

Sunday, the 19th December, 2021

Departure of delegates and Post Convention Tours.

Note:

- IATO Secretariat will function from The Leela Gandhinagar from 14th December 2021.
- Registration for the convention and IATO Run would be at The Leela Gandhinagar on 16th December 2021

- Inaugural Session on 16th December, lunch on 17th, and 18th December, all business sessions, tourism mart, B2B meetings on 17th and 18th and dinner on 16th and 18th December will be at The Leela Gandhinagar.
- Lunch on 16th December 2021 will be at your respective hotel.
- Dinner on 17th December 2021 shall be advised.