

Dear Participants,

Greetings from TAP Energy 2017!

Before you start preparing for your travel to take part in the TAP Energy 2017 conference, please keep in mind the following **guidelines** to make your arrival process, registration process and attending the conference sessions smooth and hassle free.

1. **Before you start:**

- a. Bring a valid Photo Identity card issued by your institution/employer and its self-attested photo copy.
- b. Bring the details relevant to registration fees paid & proof of registration done.
- c. Print this **guideline letter** containing all instructions.

1. **How to reach:**

**Directions to arrive at the campus from the North (Cochin)**

**By Air and Taxi:** Cochin (Kochi) International Airport at Nedumbassery is situated 140 kilometres north of the campus. One can ask for a pre-paid taxi to Amrita University, Amritapuri. The taxi-ride costs about Rs. 3,500 and takes about three hours.

**By Train:** Kayamkulam is the closest railway station situated 12 kilometres north of the campus. After disembarking, one can hire an autorickshaw to come to the campus. The ride costs about Rs. 280 and takes about 20 minutes. Buses are also available from Kayamkulam Bus-Stand to Vallikavu Junction, which is about a five-minute walk from the campus.

**By Bus:** From the Ernakulam (Cochin) Transport Bus-Stand, one may board a bus going towards Trivandrum via Alappuzha, and alight at Ochira. From Ochira, an autorickshaw can be taken to bring one directly to Amrita University, Amritapuri campus, which is 6 km away from Ochira, at a cost of about Rs. 100 or one may board a bus going to Vallikavu Junction, which is about a five-minute walk from the campus.

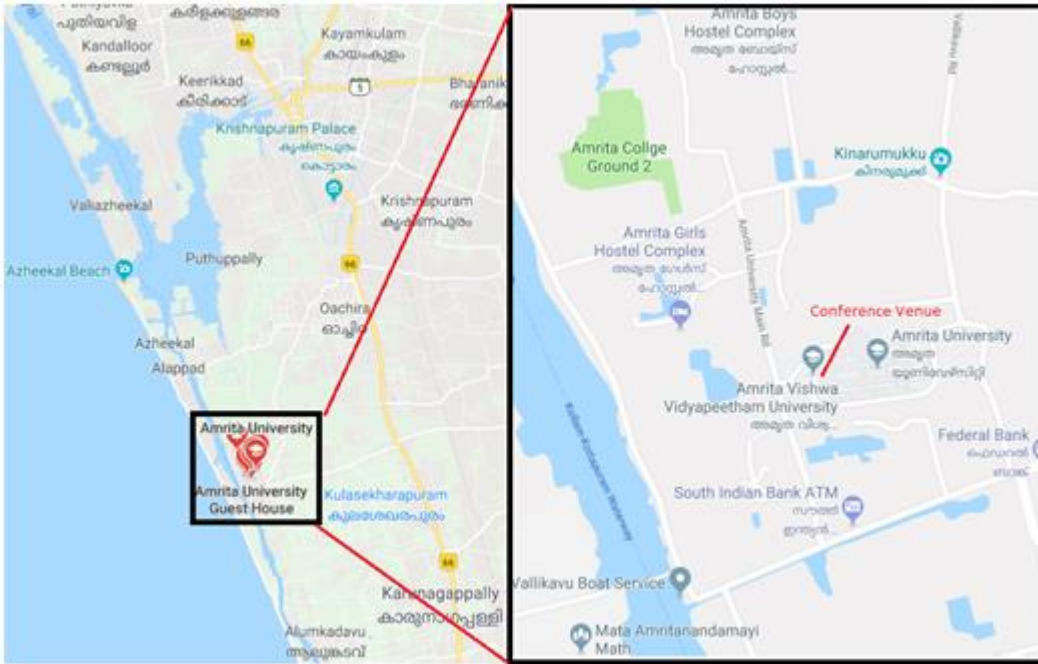
**Directions to arrive at the campus from the South (Thiruvananthapuram)**

**By Air and Taxi:** The closest airport is Trivandrum (Thiruvananthapuram), located 110 kilometres south of Amritapuri. One can ask for a pre-paid taxi to Amrita Vishwa Vidyapeetham, Amritapuri. The taxi-ride takes about three hours.

**By Train:** Karunagapally is the closest railway station situated 10 kilometres south of the campus. After disembarking, one can hire an autorickshaw to come to the campus. The ride takes about 20 minutes. Bus service is also available from Karunagapally bus station.

**By Bus:** From the Trivandrum Transport Bus-Stand, one may board a bus going towards Ernakulam via Kollam and alight at Karunagapally. From Karunagapally, a bus going to Vallikavu Junction can be taken, which is about a five-minute walk from the campus.

**Reporting for accommodations:** Once you reach the conference venue, contact the accommodation representatives who will take you to the respective accommodations in Amritapuri campus. Tell your Name and Paper ID and show your photo ID card at the accommodation. Submit the photo copy of your photo - ID card at the reception. Accommodation is open from December 20<sup>th</sup>, 2017 01:00 PM onwards. Accommodation charges is Rs.200 + 18% GST. The original invoice will be generated and given to participant for accommodation. Accommodation can be availed till 24 December 2017 09:00 AM.



The mobile numbers of accommodation representatives at the conference venue are:

<b>Mr. Nandagopal JL</b>	<b>09496366884</b>
<b>Mr. Sreejith T Kailas</b>	<b>09864307943</b>
<b>Ms. Asha C A</b>	<b>09846028011</b>

**3. Food and snacks for participants:-**

Breakfast, lunch and dinner will be provided for the registered participants (on conference days only) at the canteen next to the conference hall and the timings are

Breakfast – 8:00 AM – 9:00 AM

Lunch - 12:30 PM - 2:00 PM

Dinner - 6:30 PM - 8:00 PM

Tea/Coffee/Snacks will be served next to the conference venue.

If you are expected to reach the venue earlier, please take lunch/dinner on the way at your own expenses and also inform the representatives well ahead for the accommodation.

The mobile numbers of food committee members are

Vivek A	9995019854
Parvathy G	9447767731
Akhil M S	9446184460

**On 21<sup>st</sup> December, 2017**

**Reaching the conference venue:** You must get ready before 8:00 AM in the morning. The conference venue is **Amrita School of Engineering, Main Building**, which is about 10 minutes' walk from your accommodation.

**Registration Desk:** Once you reach the main building reception, contact registration desk with the following documents;

1. **Your paper ID**
2. **Valid ID card**
3. **Proof of registration**
4. **Proof of fees paid**

You will receive your registration kit and name tag along with food coupons from the registration desk. **You will have to wear the name tag all times during the conference, especially during breakfast, lunch and dinner.**

**Note:** The local trips are arranged on payment basis for the participants. You can register for the local trips at the registration desk by paying the respective fees.

1. **Conference Schedule:** The complete conference schedule is available in the conference website. The participants are requested to follow the session timings strictly.
2. The presentation template is available at website, prepare your presentation slides maximum of 15. Each presentation should be completed within 15 minutes inclusive of discussion.
3. Make your presentation compatible with Microsoft PowerPoint 2013.
4. As a backup you can have in PDF format

### **On 22<sup>nd</sup> December, 2017**

We will begin with special key note talk by eminent professor. Please follow the technical session schedule and report to the sessions without delay.

**On 22<sup>nd</sup> December evening, please join us for a special dinner with cultural night at food court next to conference venue at 6:00 PM. The participants can also perform to showcase their talents during the special dinner.**

### **On 23<sup>rd</sup> December, 2017**

We will begin with special key note talk by eminent professor. Please follow the technical session schedule and report to the sessions without delay.

The valedictory session will be arranged in the afternoon. The certificates will be distributed during the closing ceremony.

**All the participants are requested to vacate the accommodation before 10 AM on 24 December 2017.**

If you follow all the above points, you will have an enjoyable stay. Wish you all a happy journey and looking forward to meeting you at God's Own Country Kerala very soon.

Yours sincerely,

Conference Team  
TAP Energy 2017