



ITU Centres of Excellence Network for Asia-Pacific Region

Advanced Level Telecom Training Centre
FACE-TO-FACE Training Course on

Information Security Internal Audit

Ghaziabad (Near Delhi), India
27-31 May 2019

INFORMATION NOTE

1. INTRODUCTION

The ITU Centres of Excellence face-to-face training course on “Information Security Internal Audit”, 27-31 May 2019, ALTTC (CoE), India will be organized jointly by the International Telecommunication Union and the Advanced Level Telecom Training Centre (ALTTC) as part of the Cybersecurity programme under the auspices of the ITU Centres of Excellence for Asia-Pacific.

2. VENUE OF THE TRAINING

Advanced Level Telecom Training Center (ALTTC), Ghaziabad (Near Delhi), Uttar Pradesh, India

3. COORDINATORS

<u>INSTITUTE COORDINATOR</u>	<u>ITU COORDINATOR</u>
<p>Mr. Subhash Chand Principal General Manager ALTTC, Raj Nagar, Ghaziabad, UP, INDIA -201002; subhash.iitr83@gmail.com +91 120 2755122 (Works); +91 9868202123 (Mobile)</p> <p>Ms. Suresh Devi DGM (IT), ALTTC, Raj Nagar, Ghaziabad, UP, INDIA - 201002; sureshdevi7009@gmail.com (Email) +91 9412739242(Mobile)</p> <p>Mr. Nitin Garg AGM (IT), ALTTC, Raj Nagar, Ghaziabad, UP, INDIA - 201002; mail.garg77@gmail.com +91 120 2755625 (Works), +91 9412000810 (Mobile)</p>	<p>Mr. Ashish Narayan Program Coordinator, ITU Regional Office for Asia-Pacific 5th Floor, Thailand Post Training Centre, 111 Moo3 Chaengwattana Road, Laksi Bangkok 10210,Thailand ashish.narayan@itu.int +66 257 500 55 (Works) +66 257 535 07 (Fax)</p>

4. REGISTRATION

Participants are requested to register online at the ITU academy platform. Registration should be made at https://academy.itu.int/index.php?option=com_joomla&view=coursecategoryextended&cat_id=&course_id=1729:information-security-internal-audit&Itemid=476&lang=en

Please Visit ITU Academy site for details of registration
ITU Academy Site - Registration Guide <https://academy.itu.int>

After registration:

Please email to Ms. Suresh Devi (sureshdevi7009@gmail.com), Mr. Nitin Garg (nitin.garg77@gmail.com) and to Mr. Ashish Narayan (ashish.narayan@itu.int) with copy for information to Ms. Tanitta Virayavanich (Tanitta.virayavanich@itu.int)

5. VISA FORMALITIES

- a. For Visa, Participants are advised to visit and consult Indian Embassy in that particular country of participants.
- b. ITU Coordinator for the course as mentioned on site may help in this regard as being done earlier ITU courses conducted at ALTTC, BSNL, Ghaziabad .
- c. Participants if require, can be assisted by ALTTC, BSNL, Ghaziabad by providing them with Invitation letter which is supporting letter for Obtaining VISA. It is only provided once ITU confirms the nomination of the candidate and there is request from ITU and Participants.
- d. E Visa:e-Visa is granted to a foreigner whose sole objective of visiting India is recreation, sight seeing, casual visit to meet friends or relatives, attending a short term yoga programme, medical treatment including treatment under Indian systems of medicine and business purpose and no other purpose/ activity. This facility shall not be available if the person or either of his / her parents or grand-parents (paternal or maternal) was born in, or was permanently resident in Pakistan.

Procedure for applying for e-Visa The foreign national may fill in the application online on the website <https://indianvisaonline.gov.in/visa/tvoa.html>.

6. ACCOMMODATION

Rates for Lodging and Boarding at ALTTC, Ghaziabad are as follows. ALTTC Hostel Accommodation- J.C. Bose Hostel (within ALTTC Campus).

The charge of JC Bose hostel is as follows:

Name of the Hostel	Per Day charges (Inclusive of taxes)
JC Bose Hostel ALTTC Campus Ghaziabad, UP - 201 002	With all meals included INR 3300 per day

7. HOTEL ACCOMMODATION

Fortune Inn Grazia (around 500 m from training venue) (https://www.fortunehotels.in/ghaziabad-fortune-inn-grazia.dh.3) Address: Plot No.1, ALT Road, Sector-23, Ghaziabad, UP 201002. Phone: +91 120 398 8442
Citrus Hotel (around 2 Km from training venue) Address: C - 2, Mahaluxmi Mall, Raj Nagar District Centre, UP 201002, Phone: +91 120 450 1050
Country Inn and Suites– Sahibabad (around 15 Km from training venue) (https://www.countryinns.com/hotels/rates/indsahi/new) Address: 64/6, Site-Iv, Sahibabad, Ghaziabad, Uttar Pradesh 201010. Phone: +91 120 418 0000
Radisson Blu – Kaushambi (around 20 km from training venue) (https://www.radissonblu.com/en/hotel-kaushambi) Address: H-3, Modipon Vihar, Sector 14, Kaushambi, Ghaziabad, Uttar Pradesh 201010. Phone: +91 120 473 6200

Participants are requested to make reservation in hotels suggested above or any other hotel of their choice and convenience. In case any assistance is required, the training coordinators may be contacted.

8. DETAILS OF ARRIVAL AND TRANSPORT

Pick up and Drop arrangement from / to the Indira Gandhi International Airport, New Delhi shall be at the cost of INR 10,000 (Indian Rupees Ten Thousand Only). This payment can be made at ALTTC, Ghaziabad. Please fill Annex II-C and return to the organizers.

9. CURRENCY

The Indian currency is Indian Rupees INR. 1 USD = 71.0440 INR US Dollar to Indian Rupee Conversion (date 24 Feb 2019)

Source: <https://www.xe.com/currencyconverter/convert/?Amount=1&From=USD&To=INR>

10. ELECTRICAL APPLIANCES

- The voltage in India is 220 volts.
- Type of electricity plugs used



11. LANGUAGES

The course will be conducted in English.

12. SECURITY

The City, Ghaziabad, is peaceful in view of law and order situation. This is part of National Capital Region (Nearby New Delhi, Capital of India.) For the purpose of law and order in the district there is police organisation which is headed by a Senior Superintendent of Police. Frequent police/ security Mobile vans are seen to assist people in the city. However, it is advised to participants not to move alone in night in order to avoid any unpleasant situation. Trainees are advised to always carry their I-Card and visa papers. By and large, Ghaziabad is safe and secure.

13. MEDICAL AND HEALTH

There is no medical insurance provided by the organizers

Emergency medical facilities at ALTTC, Ghaziabad: There is Government Hospital near the training centre, ALTTC, Ghaziabad. Very near to training centre, there is a private Hospital named Gargi hospital, where trainees in emergency can avail paid medical facilities. Emergency doctor's service at call can be availed by trainees at their own cost. All medical expenses has to be beard by participants them self. However, ALTTC will assist them in getting best medical facilities.

It is advisable for visitors to always drink bottled mineral water having ISI Mark. In training Centre, there is provision of both RO and bottled water. Trainees are advised to avoid street food and open water, supplied by street vendors. It is advisable to bring antibacterial hand-wipes with you

14. WEATHER

The overall weather of Ghaziabad is pleasant and comfortable. Ghaziabad experiences summer, monsoon and winter and the best time to visit this city is from October to March.

Summer in Ghaziabad: Ghaziabad's hot and humid summers begin in May and end in July. June is the hottest month with the average maximum temperature soaring to around 38° C. Monsoon in Ghaziabad: Monsoons take place in the months of July and August. These months bring a good amount of rainfall with July receiving maximum rains. Winter in Ghaziabad: Winters are chilly and carry on from November to the end of January. It is a good time for sightseeing and general tourist activities. The climate is mild, and generally warm and temperate. The average annual temperature is 25.1 °C in Ghaziabad. The average annual rainfall is 810 mm.

15. INTERNET

At training Centre ALTTC, BSNL, Ghaziabad Internet is available. Hostel and Classrooms are wifi enabled and internet facilities can be availed. It is secured and looked by our IT Team.



ITU CoE Face to Face Training Programme
Information Security Internal Audit
27th May to 31st May 2019
ALTTC, Ghaziabad, India



REGISTRATION FORM

To be returned through email to:
Ms.Suresh Devi (sureshdevi7009@gmail.com) and
Mr. Nitin Garg (mail.garg77@gmail.com)

Before 12th May 2019

Please complete the form below using CAPITAL LETTERS

Name: (As per Passport)	TITLE FIRST NAME		
	MIDDLE NAME		
	LAST NAME		
Designation / Position Title			
Date of Birth		Gender	<input type="checkbox"/> MALE <input type="checkbox"/> FEMALE
Passport No. (If applicable)		Nationality	
Email ID			
Contact No.			
Name of the Organisation			
Organisation Address	Country: Telephone No.: Fax No.: Email ID:		
Accommodation Arrangement	JC Bose Hostel, ALTTC	Hotel	own arrangement
Pick / Drop from Airport	Required		Not Required

Note: International participants are requested to provide scanned copy of Passport along with registration form.



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FEE PAYMENT DETAIL (IF PAID TO ALTTC)

To be returned through email to:
Ms. Suresh Devi (sureshdevi7009@gmail.com) and
Mr. Nitin Garg (mail.garg77@gmail.com)

Before 12th May 2019

Name: (As per Passport)	TITLE	FIRST NAME	MIDDLE NAME
	LAST NAME		
Passport No. (If applicable)		Nationality	
Email ID			
Fee Paid	<input type="checkbox"/> US Dollar 275	<input type="checkbox"/> Indian Rupee 19,580	
Mode of Payment	<input type="checkbox"/> Online	<input type="checkbox"/> Bank Transfer	
Transaction Reference No.			
Date and Time of Transaction			



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ACCOMMODATION RESERVATION / PICKUP-DROP ARRANGEMENT

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Mr Nitin Garg (mail.garg77@gmail.com)

Before 12th May 2019

Please complete the form below using CAPITAL LETTERS

Name: (As per Passport)	TITLE	FIRST NAME	MIDDLE NAME		
	LAST NAME				
Date of Birth	DD / MM / YYYY		Gender	<input type="checkbox"/> MALE <input type="checkbox"/> FEMALE	
Passport No. (If applicable)			Nationality		
Email ID					
Contact No.					
Name of the Organisation					
Accommodation Reservation	<input type="checkbox"/> JC Bose Hostel, ALTTC		<input type="checkbox"/> Hotel / Own Arrangement		
Date of Arrival	DD/MM/YYYY	Flight No.		Time	
Date of Departure	DD/MM/YYYY	Flight No.		Time	
Pick / Drop from Airport	Required		Not Required		