

India Leaders for Social Sector

Dor Education Foundation



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VENUE DETAILS

- Link to **Google Maps: [TERI Gram, Gurugram](#)**
- **Additional Venue Information:**
TERI Gram
Faridabad - Gurgaon Rd, opposite Pathways School, Gwal Pahari, Gurugram, Bandhwari, Haryana 122003
 - Distance from IGI Airport Delhi: travelling time: 45-60 minutes (20 kms) *(during rush hour)*
 - Distance from New Delhi Railway Station: 1 hr 23 min (38.8 km), traveling time *(during rush hour)*
- **How to reach:**
 - For participants outside Delhi: Uber, Ola or any other taxi services from the airport and New Delhi Railway Station are readily available
 - For participants in Delhi/NCR: Uber, Ola, and taxi services are readily available in this area, and one can drive down as well if that is more convenient.
 - Please refer to the parking details for more information if you are choosing to drive in your vehicle.
 - **ILSS will not be providing a pickup or drop facility.** The program venue is easily accessible by cabs and personal vehicles.
 - **Parking facility:** *Parking is available on campus only by prior confirmation. Please let us know in advance if you will need parking on campus.*

ACCOMMODATION DETAILS

- Rooms on a **twin-sharing basis**, with attached washrooms. **If you have a specific preference for your stay requirements, please let us know, we will try our best to accommodate.**
- All the program sessions will happen on this campus where the participants will be staying.
- All the meals will be provided onsite, with vegetarian and non-vegetarian options for lunch/dinner. **Please let us know if you have any dietary requirements or allergies for us to be mindful of while meal planning.**
- The average temperature in Delhi and NCR ranges between 19.2C to 31.8C. degrees in October, so prepare accordingly.
- **Room cleaning and laundry** is available and can be availed of **upon request at the Reception Desk** by the guests (on a day basis).
- The campus is a **strictly no smoking and drinking zone.**

THINGS TO REMEMBER

- While we keep basic first aid and medicine available, **please carry your essential medication.**
- Do carry a **photocopy of your Aadhaar and PAN card** along for registration purposes.

- The recommended dress code for sessions is formal/semi-formal / smart casuals.
- The campus offers space for outdoor activities - you can carry your active/sportswear along for the same.
- Mosquito repellent will be provided at the campus. However, participants can choose to carry their own.
- Do carry a **Tablet/Laptop and earphones** with you for pre-readings and program exercises.

ILSS: PARTICIPANT CODE OF CONDUCT

This Code of Conduct applies to all participants of the Digital Transformation for Social Impact Program scheduled from 4th October Saturday to 7th October Tuesday.

Communication and Correspondence

All the important information and updates will be sent to the ILSS cohort via **email, Google Classroom and WhatsApp** groups. Please check these channels regularly to be aware of updates.

The updates would include

1. Collateral for the Program
2. Pre-reads and preparatory work for the Program
3. Any large group communication necessary during the course of the program

Note: We use Google Classroom as our Learning Management Platform. Hence, please send us your G Suite compatible email Id to be used in Google Classroom.

4. Feedback form (sent end-of-day on all days of the program) is **mandatory** to fill

TERI Premises

1. The campus is strictly a "No smoking / No drinking zone" and hence please follow the same while being in the campus at all times.
2. For queries related to logistics (laundry, room cleaning etc.). Please reach out to the RECEPTION/designated ILSS team members post the sessions.
3. Keep the campus clean (no littering).

Classroom Code of Conduct

For an enhanced learning experience, we request you abide by the following guidelines:

1. **Punctuality:** Arrive on time. This ensures that classes/events are able to start and finish at the scheduled time. It also shows respect for both fellow participants and faculty and enhances learning by reducing avoidable distractions.
2. **Breaks:** The ILSS program schedule is structured in a way that each participant gets enough space and time to rejuvenate and relax in order to avoid fatigue. We request you restrict unscheduled breaks to a minimum in order to keep the flow and momentum of the program going.
3. **Pre-Work:** Come fully prepared for each class. This program is structured in such a way that a lot of learning takes place during case/classroom discussions.
4. **Respect:** All ILSS cohort members are expected to approach each other with respect. The themes presented during ILSS programs are challenging and often sensitive. ILSS members are expected to approach discussions with maturity, honesty and an openness to explore their own perspectives and those of others. ILSS cohort members should engage in these highly sensitive discussions in ways that are constructive for each individual and the group.
5. **Usage of phones and laptops:** Please ensure laptops are closed and put away. Phones and wireless devices are turned off as ILSS sessions are done in a classroom setting, and phones and laptops can be a distraction for the speaker and your co-participants.
6. **Dress Code:** Please follow the recommended dress code at all times on campus.
7. **Chatham House Rule:** At ILSS we follow the Chatham House rule, which is “a rule according to which information disclosed during a meeting may be reported by those present, but the source of that information may not be explicitly or implicitly identified”
8. **Social media:** In lieu of the Chatham House Rule, participants should refrain from directly quoting any of the speakers and session conversation/discussion on social media. Participants are encouraged to reshare social media updates from the official ILSS handles across Facebook, Twitter and LinkedIn.
9. **Sexual Harassment:** ILSS has a strict zero-tolerance policy for sexual harassment in any form or nature.





ILSS experience is crafted and designed for an open and constructive exchange of ideas and perspectives for a better world around us. We look forward to together making this a wonderful learning experience for all the cohort members.



**Welcome to
TERI- RETREAT
(TERI GRAM, GUAL-PAHARI, GURGAON)**

Dear Guest

It is our privilege to welcome you at the TERI retreat. It would be our endeavor to make your stay pleasant and fruitful. At the retreat we have various recreation facilities

-  Badminton
-  Carom/chess
-  Wi-Fi internet access
-  Golf on a "pay and play" basis
- Please do not keep your valuable and cash in the rooms when you are out, however, electronic safe is available in almirah

(Please contact reception for assistance by dialing 9 or 235)



Please switch off all electrical appliances when not in use save energy and save the environment

Name	Information
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Duty Officer	9811799047
Reception	9 or 235
Land Line Numbers	+91 -0124-2579320-9326 +91-0124-7103838
Email	skdev@teri.res.in
Website	www.teriin.org
Wi-Fi	User name - TERI GP Password - PepsiAha
Room 1-9 extension number	201-209
Room 10-30 extension number	210-230
Officer in charge	9953332547

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A few images of the TERI Campus: please note that cars are not allowed on campus and you will have to use the buggy cart to reach the building (available **only till 8PM**). This distance is also walkable, but in case you need assistance post 8PM, please call on the numbers shared above.