



॥ तमसो मा ज्योतिर्गमय ॥

Lead me from darkness of ignorance to the light of knowledge



MAILER NO. 7

JUNE 8, 2009

Dear Round Square Colleagues,

Greetings from Mayo College and Mayo College Girls' School!

The North of the country is reeling under the normal heat wave of the season and the schools are in the middle of long languorous summer break. We hope to pick up momentum with the arrival of monsoons, just in time to give you all a unique experience.

The 'Registration' is now closed. Thanks so much indeed for supporting us to accomplish this important task.

The Invoice and Visa letters are being sent. Please remit the payment before June 30, 2009.

In an attempt to fine tune things, we wish to inform you of the following, apart from informing you of the progress we have made towards hosting the Conference.

PAYMENT DETAILS

Conference Fee

- Student: €535 (Euro)
- Adult: €565 (Euro)
- Indian School Student: INR 33000
- Indian School Adult: INR 35000

The Registration has closed. We have also sent invoices to majority of schools barring a few, which are being processed. Kindly remit the payment by June 30, 2009.

❖ **Account Name/Beneficiary** : ***Mayo College General Council (RSIC 2009)***

❖ **Account Number** : **018501003087**

❖ **Bank Address** : **ICICI Bank Ltd.**
India Shopping Mall
India Motor Circle
Kutcheri Road
Ajmer - 305001
Rajasthan
India

❖ **Swift Code** : **ICICINBBNRI**

❖ Your registration will be incomplete till the time Mayo College receives the entire amount.
Please note that the Bank Charges will have to be incurred by you.

❖ It is also important to quote the School Name as a reference and to inform your bank that you wish to pay all bank charges incurred so that Mayo College receives the invoiced amount (Mentioning **CHARGES** field in SWIFT as “OUR”)

❖ All payments must be made by June 30, 2009 after which we reserve the right to cancel your registration and allot the vacant seats to other schools.

❖ For all queries related to ‘Payments’ please contact Mr. Arvind Nahar, Master-in-Charge-Finance: aknahaar@mayocollege.com

REFUND / RETENTION POLICY

- ❖ If you wish to withdraw any delegate/delegates from the Conference between July 1 and July 31, 2009 we shall refund only 50% of the conference fee.
- ❖ We regret to inform you that in case of any withdrawals after July31, 2009 no refunds will be made.

RISK ASSESSMENT

- ❖ We have also sent you the 'Risk Assessment'. Please read it carefully and also share it and its intricacies in detail with all members of your school delegation.
- ❖ The "Risk Assessment" has been uploaded on the Conference Website.

MEDICAL FORM

- ❖ You will find the medical form on the website. Please fill it up and e-mail to abharadwaj@mayocollege.com

Also, please dispatch the original (hard copy) by post at the address mentioned below.

Dr. A. Bhardwaj
 Resident Medical Officer
 Udaipur House (Mayo College Hospital)
 Mayo College
 Ajmer – 305008
 Rajasthan
 India
 Telephone: +911452660097
 Mobile: +919828163366

- ❖ All details must be filled to enable us to provide appropriate medical assistance if required.
- ❖ Please ensure that all these forms are signed by the delegate and his/her parent/guardian. The form should also contain the School's official seal.
- ❖ May I kindly request all RS Reps to dispatch the Medical Forms of all delegates together in one envelope?

UNDERTAKING

- ❖ We have uploaded an Undertaking on the website which has to be signed as 'Agreement' by all delegates attending the conference.
- ❖ Please send an electronic copy of the undertaking at : skumar@mayocollege.com
- ❖ Also send the original (hard copy) by post at the address mentioned below:

Surinder Kumar
Conference Director
Round Square Conference-2009
Mayo College, Ajmer-305008
Rajasthan,
India

CONFERENCE PROGRAMME

We have almost finalized the Conference Programme and will soon upload it on the website.

TRAVEL

- ❖ In order to assist you plan your travel we would like to share the following important dates with you.
- ❖ We expect all delegates to arrive at the Jaipur Airport on October 10, 2009 preferably around noon. Ajmer is two and a half hours drive from Jaipur. We will escort you to Mayo College, Ajmer. The Informal Opening Ceremony is scheduled on the same day at 5:30 p.m. (Tentative)
- ❖ The Closing Ceremony is scheduled on October 15, 2009 at 6:00p.m. (Tentative) There is nothing planned for October 16, 2009 and the delegates are free to leave. We advise you preferably book late afternoon flights from the Jaipur airport.
- ❖ We advise that you finalize your travel plans as early as possible. We have opened access to the 'Travel Information' page and we expect you to fill in all the details regarding your travel plans online by August 15, 2009.

- ❖ Owing to the fact that most of the schools found it difficult to provide us with the 'Insurance Details' earlier we have once again opened access to this section thereby allowing you to fill in the details. We expect all delegates to provide us their Insurance details online by August 15, 2009.
- ❖ Please click on the link 'Travel Information' on the Conference Website Homepage. You will find the 'Arrival, Departure & Insurance details' message after the general travel information. Click at the given link to log in. Choose the 'Registration type' ('Individual' or 'Delegation') and login with the same username and password that was provided to you at the time of registration.
- ❖ After logging in, you will arrive at the 'Delegation List' Page which lists all members of your delegation. Please click on the appropriate links to fill in Insurance and Travel details of each delegate in your delegation separately.
- ❖ Please do not forget to click on 'Update Delegate Information' to submit the details of each delegate.
- ❖ After you have filled in the details of all the delegates, complete the process by checking the box that appears before "***I have completed the travel information update process***". Click on the 'Submit' button at the bottom of the 'Delegation List' Page and reconfirm by clicking on the 'Yes' button.
- ❖ After the successful update of travel and insurance details, our system would automatically send the RS Reps a set of e-mail messages with complete details of Registration, Travel and Insurance for their reference.

ACCOMMODATION

- ❖ As already intimated to you in the second mailer we have negotiated a special tariff for delegates in leading hotels of Ajmer and booking for this may be made directly online through web link on our website.
- ❖ Details of Hotel Man Singh Palace are already mentioned on the website (Also available in the second mailer on the website).

- ❖ The details of the other hotel 'Hotel Merwara Estate' are as follows:
- ❖ The e mail ID of the hotel is : gm@hotelmerwaraestate.com
reservation@hotelmerwaraestate.com
- ❖ Contact Person : Mr. Ravi Sanyal - General Manager
+919314966100 / +919636558818
- ❖ Address : Hotel Merwara Estate
Daulat Bagh Ajmer – 305001 (Rajasthan) India
Tel- 0145 – 2420691, 0145 – 2631471 -73
Fax -0145 – 2631470
Website – www.hotelmerwaraestate.com
www.merwaraestate.com
- ❖ The booking can be forwarded on the above e-mail Ids before 31st August, 2009.
- ❖ Tariff:

SPECIAL RATES APPLICABLE ON CP PLAN (Room with Breakfast) FROM 1ST OCTOBER 2009 TO 31ST MARCH 2010			
ROOM TYPE	SINGLE OCCUPANCY	DOUBLE OCCUPANCY	ADDITIONAL PERSON
Ex Deluxe Room	INR 3500.00	INR 4000.00	INR 1000.00
Royal Suite		INR 6000.00	INR 1000.00
Inclusive of Luxury Tax 10% & Service Charge 3% No Refund on Cancellations			

- ❖ All Payments should be made at the time of Booking latest by August 31, 2009 in the Hotel's IDBI Bank Account No:09110 20000 22695
- ❖ Swift Code BKL0000091
- ❖ Bank Address:
IDBI Bank,
Near City Power House,
Jaipur Road, Ajmer-305001,
Rajasthan, India

- ❖ Advance payments in full have to be made prior to stay. Those who book the hotel would also have to authorize the hotel to receive payments through their credit card giving them the details like name of card holder, card expiry date, card number and any other relevant information.
- ❖ FUNDS CAN BE TRANSFERRED THROUGH NEFT OR RTGS TRANSACTIONS.
Beneficiary: HOTEL MERWARA ESTATE
- ❖ For all queries related to 'Accommodation' contact Mr.P.K.Ranwaka, Master-in-Charge-
Accommodation: pkranwaka@mayocollege.com

WHAT YOUR SCHOOL NEEDS TO BRING

- ❖ School Flag (two)-to be hoisted at different locations
- ❖ National Flag (two)-to be hoisted at different locations - please communicate with others in your region regarding this (Size - 6 feet x 4 feet)
- ❖ A prayer created by a student on the conference theme of "*Tamaso Maa Jyotir Gamaya*" ("*Lead me from darkness of ignorance to the light of knowledge*")
- ❖ A Folk song (with lyrics) from your culture to share
- ❖ Kindly bring a note explicitly stating the amount raised during the year for the Prince Alexander Fund in a sealed envelope. This note should also contain the examples/activities/means of how the fund was raised.
- ❖ Photographs of your school's service initiatives / projects
- ❖ Art work for Roy McComish Art Prize
- ❖ A palm sized polished stone from your country

LASTING MEMENTOES

We expect each school to bring a polished stone (size of your palm) from their country. This will be preserved by the host school as a lasting memento and mounted on a pedestal to commemorate the RSC at a prominent hub of the school. This is to be submitted at the Registration Desk on arrival at Mayo College.

MULTICULTURAL EVENING

Each region is expected to put up a 10 minute performance. The performance can include music, dance or a skit. Schools from each region are expected to coordinate and collaborate. The Regional Directors are requested to identify a Coordinator for their respective regions who will be responsible for coordinating the Multi-Cultural evening.

With a little more than three months to go for the Conference, we all are pretty excited about the Conference, not without apprehensions. However, the anxiety is lessened to a great extent by your unwavering support, at other times by your patience. Thank you all, for your support and encouragement!

If you have any doubts at any stage please feel free to approach me without inhibitions. I'll try my best to revert as soon as possible.

Regards,

Surinder Kumar

Conference Director

Round Square Conference 2009

Mayo College,

Ajmer – 305008

Rajasthan, India

skumar@mayocollege.com

+919460478793