

Rules of the Road - PMG Offsite 2025

Please go through all the information and advisory mentioned below to make the most of your upcoming trip to Dubai from 10th – 13th April 2025. These have been drafted to provide you with maximum information and advice so that you can have safe and enjoyable offsite. Please remember you are not only representing your company but your nation as well.

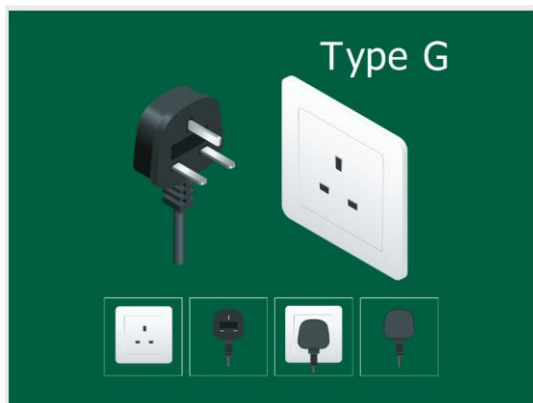
At the Airport

- Original Passport and E Visa is **MANDATORY** for travelling to Dubai, which is the only valid travel document.
- Please carry two set of photocopies of the passport and flight ticket, as you might require the same for the purchase of sim cards.
- While we are carrying basic emergency kit, it is recommended to carry your own set of medicines.
- It is advisable to report at least 4 hours before the scheduled departure of flight at the Airport.
- Baggage allowed in airlines are as below:
 - In Emirates/Air India Airways - 2 pieces of Baggage not more than 25 Kg's of combined weight & Hand Baggage – 7 Kg
 - In Indigo, 2 pieces of Baggage not more than 30 Kg & Hand Baggage – 7 Kg
- Excess baggage beyond the permissible limit will be chargeable, at individual's expense.
- Carrying of power banks in check-in baggage is **NOT** allowed.
- Power banks and batteries must **ONLY BE CARRIED** in the cabin baggage.
- At the Airport, please reach out to the SPOC as below, for any queries:
 - Delhi -Dubai – Emirates- Sumit/Shailly
 - Delhi -Dubai – Air India- Prashant Mishra
 - Delhi -Dubai – Indigo- Anoop Gambhir/ Hemraj Gupta
 - Mumbai -Dubai- Emirates – Aashish More
 - Mumbai -Dubai- Air India – Bhavika Ajmani
 - Bangalore- Dubai- Indigo – Amruth Raju
 - Bangalore -Dubai - Emirates – Pradyumna Mohanty
- For more information on items restricted to carry check-in baggage, please visit the respective website of the airlines.

Forex

- For personal expenses, everyone is advised to carry Dirham currency.
- **Currency**
- The currency in Dubai is the dirham or AED (United Arab Emirates Dirham).
- USD 1 is worth approx. AED 3.67.
- Small bottle of water: AED1.5 (USD 0.50)
Big Mac: AED 16.75 (USD 4.50)
Biryani: AED 13 (USD 3.50)
Short taxi ride: AED 12 (USD 3.30)
Dubai Metro (3 zones): AED 5.8 (USD 1.60)
- INR conversion can be done there. However, it is advisable to take the currency exchange from your location to get better rates.
- **Electricity**

For Dubai and all places within the UAE, the associated plug type is G, which has three rectangular pins in a triangular pattern. Dubai operates on a 230V supply voltage and 50Hz.



Mobile and Data

- Without activation of international roaming, Indian numbers will **NOT** work. However, there is free Wi-Fi available at Dubai airport and Wi-Fi is also provided complementary by the hotel.
- **All costs for international roaming will be borne by the individual** (except for people who have prior approval, please refer to **Jagdeep's email dated 2nd April with a subject line as "International Roaming During _PMG Offsite 2025).**
- Local mobile SIM cards are easily available, at an individual's personal cost, at the Airport and market.
- Hotel premises and rooms will have access to free Wi-Fi.
- WhatsApp calling is not available in Dubai. You can send voice messages on WhatsApp. For regular

voice and video calls, many people in Dubai rely on other services like Zoom, Skype, or Microsoft Teams, as these platforms are often not blocked for calling.

On Arrival in Dubai

- Upon arriving in Dubai, look for an event staff holding a **PMG** signage at the arrival hall. They will direct you to the car/coach to JW Marriot.
- It is recommended that everyone stays with the group to avoid being lost.
- Please reach out to the **emergency contacts** as mentioned earlier, in case of any queries.

Hotel and Accommodation

- Your stay has been booked at JW Marriott Marquis hotel Dubai, Sheikh Zayed Road, Business Bay, PO Box 121000 | Dubai, United Arab Emirates
- Daily breakfast (6am to 11am, watch out the WA messages for the venue) and internet access are included in your room package.
- The nearest metro station to JW Marriott Marquis Hotel in Dubai is **Business Bay Metro Station**. It's a 12 min walk away
- Upon arrival at the hotel, please check in at the reception area located at hotel lobby along with your passport.
- It is important for everyone to carry a photocopy of the passport all time. It is best to leave your passport in the locker in your room.
- Refer Venue details for meals, at the end of this document.
- It is recommended to store cash and original ID in the hotel locker in your room.
- The company will not bear any expenses related to room service orders/ mini bars/ salon/ spa/ missed flights/ local transfers etc. or anything not part of the package.
- For any queries, please feel free to reach out to the Marshalls, details shared towards the end of this document.
- For those who are not staying at the hotel on 12th April, the check-out time is 12:00pm.
- Please be ready to leave hotel at least five hours before the flight time.
- Transfers to & from the hotel to airport will be taken care by the company (**please watch out for WA messages on the group**) apart from it any other local transport will not be taken care by the company.

Dress Code

- The temperature in Dubai will be between 27- 35 degrees during our visit time.
- Dress codes for all the mandatory events are mentioned below:
 - 10- April: Welcome Reception: Day 1 Dinner at the Pool Terrace, Level Smart Casuals (Look your best, wear what you would wear to a party)

- 11- April – City Tour – Smart casuals for Morning, Traditional Cultural costumes for Gala Dinner in the evening.
- Sightseeing on 11 - April - Comfortable sports attire. Please carry caps/ hats/ sunglasses and sports shoes.

Mandatory Sessions - Agenda

Time	Agenda	Location
Thursday, 10 April 2025		
7 a.m. – 6 p.m.	Arrival; Free and easy	
6 p.m. – 11 p.m.	Welcome Reception - PMG T-shirt collection - Team allocation for Day 2	Pool Terrace, Level
Friday, 11 April 2025		
11 a.m. – 4 p.m.	City Tour around Dubai - Prize will be given to the most creative team photo at the Gala Dinner Note: For Friday prayers, colleagues will be allocated in the same team to stop by a mosque at 12pm – 1pm.	Gather at the lobby at 10:30 a.m.
4 p.m. – 6 p.m.	Back to hotel; Preparation for Gala Dinner	
6 p.m. – 7 p.m.	Arrival for Gala Dinner Theme: Traditional Cultural Costume	Emirates Ballroom, Level 6
7 p.m. – 11 p.m.	Opening Address by CEO Performance by PMG offices Prize Ceremony - Top 3 Best Dressed - Best Team / Most Creative Team Photo	
Saturday, 12 April 2025 – Free & Easy		
Sunday, 13 April 2025 – Checkout		

- If anybody comes later than the reporting time, these will be published in the group every day or is found missing, a non-negotiable fine of 500 AED will be levied on you for each missed session.

General Precautions:

- Please wear mask all the time outside your hotel room and carry a small bottle of sanitizer.
- Please do not wear PMG's branded attire outside when not attending company events.
- Please beware of Frauds.

- Be careful of the food options available in Dubai if you have any specific allergies.
- Metros and local cabs are advised for travel.
- It is advisable to check meters before boarding cabs and not rely on slips.
- If you are planning to take Vehicles on rent, take it at your own risk.
- Do not drink and drive.
- It is **STRONGLY** advised to be at your best behavior as a representative of PMG India.
- In case, you are lost or in any trouble or out of touch with your team, please get in touch with Indian Embassy immediately and always carry the photocopy of the passport along with the visiting card of the hotel.
- **Address: Consulate General of India Al Hamriya, Diplomatic Enclave P.O. BOX 737, DUBAI UNITED ARAB EMIRATES**
- **Operating hours: 8:30 AM – 4:30 PM, Phone: +971 4397 1333**
- In case of an emergency, you can call the following numbers while anywhere in the UAE:
 - 999 for Police
 - 998 for Ambulance
 - 997 for Fire Department (Civil Defence)
 - 996 for Coastguard
 - 995 for Find and Rescue
 - 991 for electricity failure.
- People from PMG to reach out to:

PAN India	Jagdeep Sharma- 9810396998
	Aman Takkar- 9212088888
	Shailly Jain- 9811185003
	Harish Saini- 9911044448
	Rohit Gupta- 9811576969

We look forward to hosting you in Dubai and will make sure that you have a memorable experience.