

### **1. What is the procedure to enroll in this programme?**

Admission is limited to about 20 teams and will be made on first come basis, subject to meeting the eligibility criteria. Here are few ways to apply:

- Download the application form from our website [www.aravind.org](http://www.aravind.org)
- The filled in application can be printed and scanned, or sent as a word attachment to [dhivya@aravind.org](mailto:dhivya@aravind.org)
- Alternatively, you may fax the filled in application form to us. Our fax number is 91- 452-2530984.

### **2. How long does it take to process my application form?**

You will receive an acknowledgement from the Administration department as soon as they receive your completed application form. The admission committee will review your application form with the concerned lead faculty of the course, and send you the formal confirmation letter within a week. To check the status of your application form, you can contact us by Phone: 91- 0452-435 6500 Exn. 525 or email [dhivya@aravind.org](mailto:dhivya@aravind.org) .

### **3. What is the course fee?**

Teams from India and Nepal pay a Rs. 15,000 course fee. All other overseas teams pay US \$600, per hospital. These amounts include tuition, teaching materials, refreshments, and lunch during the course.

### **4. What is the mode of payment for paying the course fee?**

The course fee has to be sent along with the application by Demand Draft (D.D.) drawn in favour of 'Lions Aravind Institute of Community Ophthalmology' payable at Madurai, Tamil Nadu. Overseas candidates can send the course fee by wire transfer; the account number will be given by the course coordinator on confirmation of participation.

### **5. What will be the provision available for my food & accommodation at Madurai?**

Accommodation will be arranged at Inspiration - Aravind home for trainees, which is located next to LAICO building. It offers Single AC / Non AC and Double AC / Non AC rooms. Rooms have televisions and wireless Internet connections.

### **6. Food**

Food will be provided in Inspiration's dining room and the cost will be charged separately. On Sundays the mess will be closed for lunch and dinner.

### **7. What is the cancellation policy?**

If admission is within two weeks of the start of the course, payment is to be made posthaste. If you request to cancel your enrolment two weeks prior to the course start date you will be refunded 100% of your payment. A 25% cancellation fee is applicable if we receive your cancellation request occurs less than two weeks prior to the course start date.

**8. When will I receive the program details?**

Approximately three weeks before the start of the course all the registered participants will be given a password and username to login to our website and access the complete course material. The course details will be updated regularly. The participants will have access to information about the program schedule, faculty profile, participant details and a preparation guide for the course.

**9. Where will the course be held?**

The course will be held in Classroom 4, on the first floor of the Lion's Aravind Institute for Community Ophthalmology (LAICO). LAICO is part of the Aravind Eye Care System and is located across the street from the main hospital building in Madurai.

LAICO's address is: 72, Kuruvikaran Salai, Gandhi Nagar, Madurai - 625 020, Tamil Nadu, India

Phone:+91-452-435 6500 Fax: +91-452-253 0984

**10. Will I be able to check my e-mail and use the internet?**

Wi-Fi internet access is available within the LAICO building and Inspiration for participants who bring their own laptops. Participants without their own laptops will have access to computer terminals in LAICO's Training Cell, where they can browse the internet. Access to certain email servers, however, is restricted.

**11. Where is the nearest international/domestic airport?**

The nearest international airport is the Chennai International Airport (MAA). Chennai is about 500km away from Madurai and is connected through several domestic airlines and trains. Madurai (IXM) has its own domestic airport. It takes around 45 minutes to get to the airport from LAICO.

**12. Where is the nearest train station?**

Madurai has its own railway station which is situated in the heart of the city, about 6kms from LAICO. In peak traffic, it takes around half an hour to get to the railway station from LAICO.

**13. Will someone be there to pick me up from the airport/railway station?**

If you request for a pick up and send us your travel details, we will be happy to arrange to pick you up. There will be member of our staff standing in the receiving area with a placard saying "Aravind Eye Hospital". If no request is made, we will assume that you do not require any assistance getting to the hotel. In case you are not able to send us your travel information (due to last minute changes or if you miss a flight), please take a taxi from the airport to the hotel. The taxi will be around Rs.500. A taxi from the railway station will cost around Rs.250.

#### **14. What kind of clothes should I pack for the workshop?**

Since Madurai is warm even in July, you really do not need any warm clothes. Cotton clothes are most suitable.

a. **Women:** It is appropriate for women to wear long skirts and probably loose fitting tops (not sleeveless). Strictly avoid tight leggings or jeans and skimpy tops.

b. **Men:** Here the men mostly wear button-down shirts and loose trousers. Avoid wearing jeans, t-shirts or shorts to work.

c. **Shoes:** Sandals or other loose shoes would be comfortable. Most visitors wear socks for fear of foot problems. Flip-flops are useful and can be purchased locally at a cheap rate.

LAICO classroom will be air-conditioned throughout the day. If you tend to get cold easily, it may be a good idea to bring a sweater or shawl.

#### **15. Will I have time to go around the city?**

We do arrange to take the participants on a guided tour of the famous Meenakshi Temple. No other time, however, is allotted for tourist activities. If you wish to spend more time going around the city, you may want to consider staying on after the workshop is over or arriving before the start of the workshop.

#### **16. Will I need a visa to come to India?**

If you have a passport from any country other than India or Nepal, a visa is necessary for you to travel to India. Please contact your local Indian Embassy or Consulate for the proper forms and information. On your confirmation, you will be receiving a formal visa invitation letter from the course organising team. The confirmation letter & visa invitation letter is sufficient for you to apply visa for the specific period. If you encounter any difficulty in the visa application process, please contact the course coordinator for further assistance. It is advisable for any assignee to carry additional copies of visa/ passport/ residential permit. Having spare passport sized photographs with you will also be useful.