

# Accommodation Booking Manual: ISAE 2026

**Venue: Radisson Blu, Greater Noida**

**Dates:** 09th August – 15th August 2026

To ensure a seamless stay and to avail of the **special discounted conference rates**, all delegates are requested to follow the official booking process outlined below.

## 1. Official Room Block Details

- **Guaranteed Block (ID: 611203):** Reserved for confirmed event staff and VIPs.

## 2. How to Make a Reservation

All booking requests must be submitted via email. Please follow these steps accurately:

### ***Step A: Prepare your Email***

Send your reservation request to the following official hotel email addresses:

- **Primary:** [banquetsales3@rdgreaternoida.com](mailto:banquetsales3@rdgreaternoida.com)
- **Cc:** [reservations@rdgreaternoida.com](mailto:reservations@rdgreaternoida.com)
- **Cc:** [revenuemanager@rdgreaternoida.com](mailto:revenuemanager@rdgreaternoida.com)

### ***Step B: Include Mandatory Contacts (CC)***

To ensure our coordination team can assist you with any issues, you **must** keep the following organizers in CC:

- [shubhamdhankar@ia-meetings.com](mailto:shubhamdhankar@ia-meetings.com)
- [Apanshulasinha@ia-meetings.com](mailto:Apanshulasinha@ia-meetings.com)
- [Amitkatoch@ia-meetings.com](mailto:Amitkatoch@ia-meetings.com)

### ***Step C: Use the Unique Block ID***

In the **Subject Line** of your email, please use the following format:

**Subject:** Room Reservation Request – ISAE 2026 – Block ID: 611203

### 3. Required Information for Booking

Please include the following details in your email to the hotel:

1. **Full Name** (As per Govt. ID)
2. **Check-in Date & Time**
3. **Check-out Date & Time**
4. **Room Category** (Single/Double Occupancy)
5. **Contact Number**

### 4. Important Terms & Conditions

- **Confirmation:** A booking is only considered "Confirmed" once you receive a confirmation voucher/email from the Radisson Blu team.
- **Cancellation/Retention:** Please refer to the hotel's specific policy provided in their reply regarding cancellation charges or retention fees.