



ALL INDIA BANK RETIREES' FEDERATION (REGD.)

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Together for A Better Tomorrow"



Ref No. 2026/0242

Date: 22.10.2026

Office Bearers, Central Committee Members, and State Committee Chiefs,

AIBRF

Re: Travel Plans, Arrival/Departure Details, and Hotel Accommodation for Delegates, Observers, and Escorts – 7th Triennial Conference at Indore (15th–17th December 2026)

Dear Sir,

The 7th Triennial Conference of AIBRF is being held at Abhay Prashal Hall, Race Course Road, Indore, from 15th to 17th December 2026, under the inspiring theme "Together for a Better Tomorrow". We look forward to welcoming all delegates, observers, escorts, and other participants to Indore for this important organizational event.

We hope that railway and air reservations for the participants have been completed by now. To ensure smooth travel coordination, comfortable accommodation, and proper arrangements for receiving participants, the Accommodation Committee requires complete and consolidated information from every affiliate. All affiliates are, therefore, requested to furnish the required details strictly in accordance with the instructions below.

1. Required Participant Information

Information must be submitted by each affiliate in a **single consolidated Excel sheet, strictly including:**

- Name of the participant
- Mode of travel (Train / Flight / Other)
- Date and time of arrival at Indore
- Date and time of departure from Indore

Important Guidelines Regarding Accommodation and Conference arrangement:

Parameter / Clause	Policy & Instructions
1. Consolidated List Only	Every affiliate must submit ONE consolidated list covering all delegates, observers, and escorts. Individual communications via email or WhatsApp will not be entertained. The affiliate is responsible for data accuracy. The information must be submitted in an Excel sheet, strictly in accordance with the following instructions.
2. Hotel Check-In Time	Standard hotel check-in/reporting time is 12:00 Noon. Early arrivals may have to wait depending on room availability.

Parameter / Clause	Policy & Instructions
3. Dates of availability of Hotel Accommodation	• Office Bearers & Central Committee Members: From 12:00 Noon on 13th December 2026. • Delegates / Observers / Escorts: From 12:00 Noon on 14th December 2026. Participants are requested to plan their travel accordingly and avoid arriving earlier than their designated accommodation date unless prior arrangements have been confirmed.
4. Maximum period of accommodation	• Maximum 4 Nights: Office Bearers, Central Committee Members, and participants from designated states who are covered under the four-nights arrangement. • Maximum 3 Nights: All other participants. Those requiring accommodation beyond their permitted period must either make arrangements directly with the hotel or inform the Accommodation Committee well in advance, so that the matter can be examined and suitable guidance provided. Additional accommodation cannot be presumed to be available under the conference arrangements.

5. Food Arrangements at the Conference venue

Date	Entitlement / Category	Arrangement Details
14th December 2026	Office Bearers & Central Committee Members	Food available at conference venue in connection with Central Committee meeting.
15th – 17th Dec 2026	All Participants	Full catering available at the venue from 15th December up to Lunch on the concluding day i.e.17th December.

6. Transportation between hotels and conference venue • Transportation arrangements have been made for participants to travel from their designated hotels to the conference venue and return to their hotels in the evening. Details regarding vehicle timings, boarding points and other transport arrangements will be made available at the respective hotels upon arrival.

- Participants are requested to follow the instructions issued by the local coordinators to ensure orderly and timely transportation.

7. Nomination of affiliate coordinators

Every affiliate is requested to nominate **one or two conveners/coordinators** to coordinate with the Accommodation Committee and the local organising team. They will assist in monitoring accommodation arrangements, room allocation, receipt and distribution of bags containing conference material, and mementos and other conference-related items.

The names and contact details of the nominated coordinators should be communicated to the Accommodation Committee in advance. Their

cooperation will help ensure smooth arrangements and avoid unnecessary confusion at the time of arrival.

8. Entry into the Conference Hall

For discipline and proper conduct of the business sessions, **entry into the conference hall during business sessions will be permitted only to participants wearing their authorized conference badges.** All participants are requested to keep their badges with them and wear them throughout the conference.

9. Cooperation of affiliates and participants The arrangements for a conference of this magnitude require advance planning, coordination and discipline. Affiliates are requested to ensure that all participants are informed of the above instructions and that the required information is submitted in the prescribed format within the time stipulated by the Accommodation Committee.

Any changes in arrival or departure schedules after submission of the consolidated list should be communicated promptly through the authorized affiliate coordinator.

We are confident that, with the cooperation of all affiliates and participants, the Accommodation Committee and the local organising team will be able to make the stay of our delegates, observers and escorts comfortable and the conference a memorable success.

We look forward to receiving you all at Indore and to a productive and purposeful gathering under the banner of AIBRF.

10. Delegate Session & Program Schedule

Date	Time	Program / Session
15.12.2026	10:00 AM – 01:30 PM	Business Session
	01:30 PM – 02:30 PM	Lunch Break
	03:00 PM	Flag Hoisting
	03:30 PM – 04:30 PM	Rally
	05:00 PM Onwards 8.00 PM	Open Session Dinner at 8:00 PM
16.12.2026	09:30 AM – 06:00 PM	Business Session (With Tea & Lunch Breaks)
17.12.2026	09:30 AM – 01:30 PM	Business Session & Concluding Session Lunch

Release of GS Report for 7th Conference

GS Report for 7th Conference will be released on 2nd December, 2026 in digital format and sent to Office Bearers/ Central Committee members/ State Committees and affiliates by e-mail with the request to circulate among all delegates and observers. The Report will include activities carried out during last 3 years after Bangalore Conference., Proposed Resolutions, Audited Financial Accounts and amendments.

Copy in physical form will be given on arrival to Delegates and observers. It will not be given to escorts

OFFICE BEARERS COMMITTEE MEETING

Office Bearers Committee meeting will be held through video conferencing on 6.12.2026 to discuss and adopt General Secretary Report.

Central Committee Meeting

As proposed earlier, Central Committee Meeting will be held on 14.12.2026 at the following venue

(a) Venue: Jal Sabha Grah, South Tukoganj Indore

(b) Time 10.00 AM onwards

(c) Agenda – Discussion and adoption of GS Report for 7th Conference containing report on activities carried out in last 3 years after Bangalore Conference, audited Financial Accounts, proposed resolutions on retiree issues, proposed amendments for presenting in General Council Meeting on behalf of the central committee.

Clarifications: It is seen that some of the affiliates have not nominated the existing office bearers/ Central Committee members as delegates/ observers for the 7th conference. Such persons will be eligible to attend Central Committee meeting on 14. 12.2026 but will not be eligible to attend business session of 7th conference. Accordingly their hotel arrangements are being made only for 14th December to attend CC Meeting.

With warm greetings and best wishes for a safe journey.

Yours Sincerely,

A handwritten signature in cursive script, appearing to read 'mabas', is written over a single horizontal line.

(S. C. JAIN)

GENERAL SECRETARY