

Guidelines for organizers of International Conferences

1. A valid Passport and Conference Visa is mandatory for foreign participants to enter India.
2. Conference Visa (Sticker/paper) is issued by Indian Embassy/Missions abroad. Alternatively, foreign participants may obtain e-Conference Visa by applying online on <https://indianvisaonline.gov.in>, at least one week in advance of the travel date.
3. e-Conference visa is available only on ordinary passports. Diplomatic /Official Passports, United Nations Laissez Passenger and Temporary Travel Documents etc. are not eligible for e-Conference Visas.
4. Applicants may write to e-Visa Helpdesk at indian-evisa@gov.in or contact +91-11-24300666 \ (+91) 82 7808 7808 for any query related to e-Conference Visa.
5. Documents to be uploaded while applying online for e-Conference Visa:
 - a) Invitation letter issued by the organizer
 - b) Event clearance/security clearance issued by the Ministry Home Affairs (organizers may apply at <https://conference.mha.gov.in>)
 - c) Political clearance for the event issued by the Ministry of External Affairs. (organizers may apply at <https://epolclearance.gov.in>)
 - d) Copy of Passport along with other necessary documents.
6. Organizers of the event may share the list of participants to BoI in advance for smooth processing of e-Conference Visas.
7. List of spouses of the participants may be shared with BoI in advance. They will have to either obtain sticker/paper Tourist Visas from the Indian Embassy/Mission abroad or apply online for e-Tourist Visa well in time on the above mentioned web link.
8. E-Tourist Visas for spouses are issued for 30 days validity or co-terminus to the participant's e-Conference Visas from the date of arrival in India
9. Protected Area Permit (PAP)/Restricted Area Permit (RAP) should be obtained for visiting these areas while applying for Visa.
10. Details of participants coming in chartered flight may be provided to BoI in advance.
11. A host website containing information regarding the event including immigration/Visa process may be created before holding the event and details may be shared with BoI also.