User Manuals

for

INTERNATIONAL CONFERENCE OF DRUG REGULATORY AUTHORITIES

By

Central Drugs Standard Control Organization

Table of Contents

INTRODUCTION

1.1 Introduction

- The ICDRA (International Conference of Drug Regulatory Authorities) has brought together regulatory authorities from WHO Member States to strengthen collaboration and develop international consensus on regulatory priorities. ICDRA provides a unique forum to support and guide regulatory authorities, WHO and international stakeholders in confronting the challenges and highlighting the opportunities of today's dynamic and an innovative regulatory sector.

- Delegates from regulatory authorities around the world will participate in an event programme designed to evoke ideas and discussion on the current key priorities in the regulatory environment while also ensuring valuable engagement with leading stakeholders across industry, research as well as healthcare professionals in the open pre-ICDRA conference.

- ICDRA will facilitate focused discussions on quality issues, regulatory reforms and strengthening regulatory systems, safety of medical products, detection, prevention and response to substandard and falsified medical products, access to quality medical products, smart regulation of clinical trials, regulatory collaboration, harmonization, rationalization and reliance, access to new and novel technologies, regulation of novel medical products, regulation of herbal medicines, etc.

- Main motive of the conference is delivering quality assured medical products for all.

1.2 Homepage

- To access the ICDRA online portal, you can use the following URL: https://icdra2024.in/ICDRA/HomePage.
- Upon entering this URL, the homepage will be displayed, and you can refer to the figure below for a visual representation.

Figure 1: ICDRA Homepage

Registration

2.1 Registration

➢ Applicants are required to complete the registration form by providing their details.

➢ The Registration menu contains two submenus, which are displayed below:

Figure 2: Registration types

➢ As depicted in the figure above, within the ICDRA registration form, applicants have the options to register as National and Regional Regulatory Authorities, Industry or other stakeholders or Exhibitors.

1.1.1. Registration for National and Regional Regulatory Authorities:

This page includes numerous form fields that capture the applicant's information. You can refer to Figure below for a visual representation of this page.
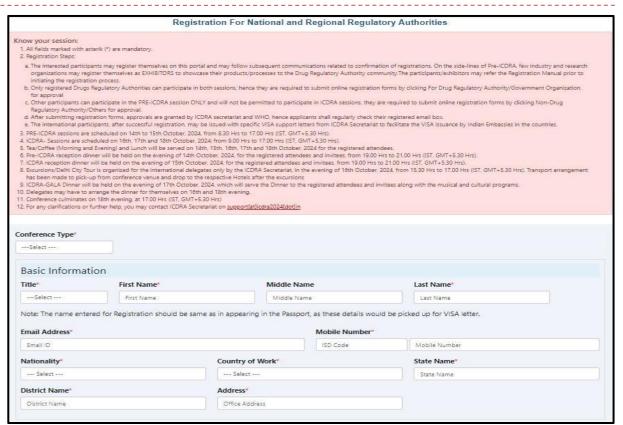
Registration For National and Regional Regulatory Authorities

Know your session:
1. All fields marked with asterik (*) are mandatory.
2. Registration Steps:

   a. The interested participants may register themselves on this portal and may follow subsequent communications related to confirmation of registrations. On the side-lines of Pre-ICDRA, few industry and research organizations may register themselves as EXHIBITORS to showcase their products/processes to the Drug Regulatory Authority community.The participants/exhibitors may refer the Registration Manual prior to initiating the registration process.

   b. Only registered Drugs Regulatory Authorities can participate in both sessions, hence they are required to submit online registration forms by clicking For Drug Regulatory Authority/Government Organization, for approval

   c. Other participants can participate in the PRE-ICDRA session ONLY and will not be permitted to participate in ICDRA sessions, they are required to submit online registration forms by clicking Non-Drug Regulatory Authority/Others for approval.

   d. After submitting registration forms, approvals are granted by ICDRA secretariat and WHO, hence applicants shall regularly check their registered email box.

   e. The international participants, after successful registration, may be issued with specific VISA support letters from ICDRA Secretariat to facilitate the VISA issuance by Indian Embassies in the countries.

3. PRE-ICDRA sessions are scheduled on 14th to 15th October, 2024, from 8.30 Hrs to 17.00 Hrs (IST, GMT+5.30 Hrs).
4. ICDRA- Sessions are scheduled on 16th, 17th and 18th October, 2024; from 9.00 Hrs to 17.00 Hrs (IST, GMT+5.30 Hrs).
5. Tea/Coffee (Morning and Evening) and Lunch will be served on 14th, 15th, 16th, 17th and 18th October, 2024 for the registered attendees.
6. Pre-ICDRA reception dinner will be held on the evening of 14th October, 2024, for the registered attendees and invitees, from 19.00 Hrs to 21.00 Hrs (IST, GMT+5.30 Hrs).
7. ICDRA reception dinner will be held on the evening of 15th October, 2024, for the registered attendees and invitees, from 19.00 Hrs to 21.00 Hrs (IST, GMT+5.30 Hrs).
8. Excursions/Delhi City Tour is organized for the international delegates only by the ICDRA Secretariat, in the evening of 16th October, 2024, from 15.30 Hrs to 17.00 Hrs (IST, GMT+5.30 Hrs). Transport arrangement has been made to pick-up from conference venue and drop to the respective Hotels after the excursions
9. ICDRA-GALA Dinner will be held on the evening of 17th October, 2024, which will serve the Dinner to the registered attendees and invitees along with the musical and cultural programs.
10. Delegates may have to arrange the dinner for themselves on 16th and 18th evening.
11. Conference culminates on 18th evening, at 17.00 Hrs (IST, GMT+5.30 Hrs)
12. For any clarifications or further help, you may contact ICDRA Secretariat on support[at]icdra2024[dot]in

Conference Type*
---Select ---

Basic Information

Title*	First Name*	Middle Name	Last Name*
---Select ---	First Name	Middle Name	Last Name

Note: The name entered for Registration should be same as in appearing in the Passport, as these details would be picked up for VISA letter.

Email Address* Email ID

Mobile Number* ISD Code   Mobile Number

Nationality* --- Select ---

Country of Work* --- Select ---

State Name* State Name

District Name* District Name

Address* Office Address

Figure 3: Registration for National and Regional Regulatory Authorities

Profession Details

Job Title*	Company/ Organization*	Organization Type*
Position/Designation	Organization	---Select ---

Telephone(If Any) ISD Code   Telephone

Attendee ☐ Welcome Reception ☐ Gala Dinner ☐ City Tours

Upload Documents

S. No.	Document Name	File Format	Upload	
1	Latest Photograph*	jpg, jpeg, png, pdf	Choose File	No file chosen

(Note: Document size should not be more then 10MB)

Enter the above text

☐ I agree to the terms, conditions and privacy policy laid down by Central Drugs Standard Control Organisation, DGHS, Ministry of Health & Family Welfare for availing the online services provided under this portal. The above information submitted by me is true to best of my Knowledge. *

☐ I agree to abide by the Code of Conduct to prevent harassment including sexual harassment at WHO events Code of Conduct at WHO events.*
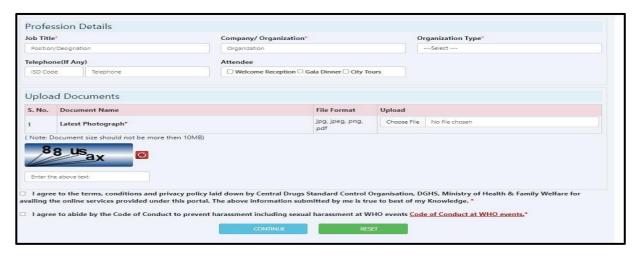
CONTINUE   RESET

Figure 4: Registration for National and Regional Regulatory Authorities (continue)

➢ The application fee for the National and Regional Regulatory Authorities is free.

Organization Type*
---Select ---

---Select ---
Regulatory Authority (Free)
International/Intergovernmental Organization(Free)

Figure 5: Organization type for National and Regional Regulatory Authorities

- To complete the registration process, applicants must provide a valid email address and contact number for future communication purposes.

Figure 6: Valid email and contact number

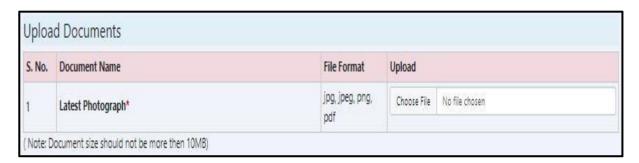- To finalize the registration, applicants must upload a recent photo in jpeg, png, or jpg format.

Figure 7: Mandatory details for Regulator registration

- Once all the form fields have been filled, click the "Continue" button.

Figure 8: form submission

a) After clicking "Continue," the applicant will get this confirmation message.

Figure 9: Registration Confirmation

e) Once the form is submitted, an automatic link will be sent to the WHO authority for approval.

2.1.2 Registration for Industry and Other Stakeholders:

Below are some important steps and form fields described for Industry and other stakeholders' registration.

a) Industry and other Stakeholders are required to provide their registered company/organization name and specify the nature of their business.
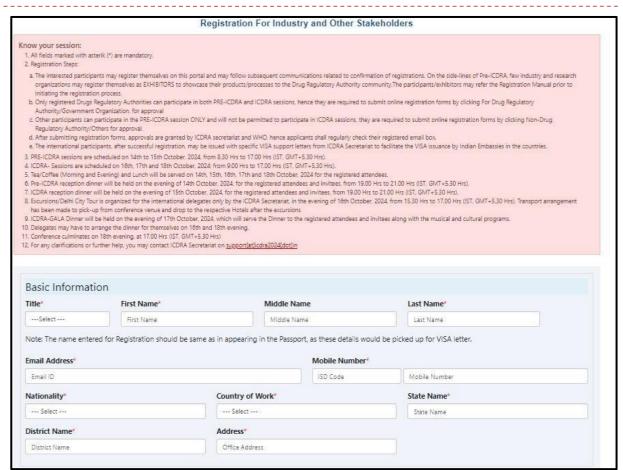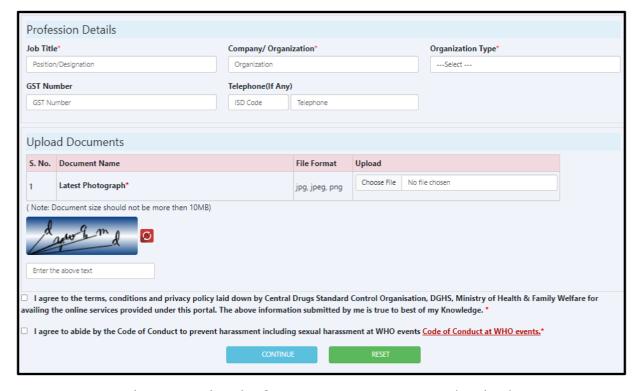
Registration For Industry and Other Stakeholders

Know your session:

1. All fields marked with asterik (*) are mandatory.
2. Registration Steps:

a. The interested participants may register themselves on this portal and may follow subsequent communications related to confirmation of registrations. On the side-lines of Pre-ICDRA, few industry and research organizations may register themselves as EXHIBITORS to showcase their products/processes to the Drug Regulatory Authority community.The participants/exhibitors may refer the Registration Manual prior to initiating the registration process.

b. Only registered Drugs Regulatory Authorities can participate in both PRE-ICDRA and ICDRA sessions, hence they are required to submit online registration forms by clicking For Drug Regulatory Authority/Government Organization, for approval

c. Other participants can participate in the PRE-ICDRA session ONLY and will not be permitted to participate in ICDRA sessions, they are required to submit online registration forms by clicking Non-Drug Regulatory Authority/Others for approval.

d. After submitting registration forms, approvals are granted by ICDRA secretariat and WHO, hence applicants shall regularly check their registered email box.

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11. Conference culminates on 18th evening, at 17.00 Hrs (IST, GMT+5.30 Hrs)
12. For any clarifications or further help, you may contact ICDRA Secretariat on support[at]icdra2024[dot]in

Basic Information

Title*	First Name*	Middle Name	Last Name*
---Select ---	First Name	Middle Name	Last Name

Note: The name entered for Registration should be same as in appearing in the Passport, as these details would be picked up for VISA letter.

Email Address*		Mobile Number*	
Email ID		ISD Code	Mobile Number

Nationality*	Country of Work*	State Name*
--- Select ---	--- Select ---	State Name

District Name*	Address*
District Name	Office Address

Figure 10: Registration for Industry and other stakeholders

Profession Details

Job Title*	Company/ Organization*	Organization Type*
Position/Designation	Organization	---Select ---

GST Number	Telephone(If Any)	
GST Number	ISD Code	Telephone

Upload Documents

S. No.	Document Name	File Format	Upload
1	Latest Photograph*	jpg, jpeg, png	Choose File No file chosen

(Note: Document size should not be more then 10MB)

Enter the above text

☐ I agree to the terms, conditions and privacy policy laid down by Central Drugs Standard Control Organisation, DGHS, Ministry of Health & Family Welfare for availing the online services provided under this portal. The above information submitted by me is true to best of my Knowledge. *

☐ I agree to abide by the Code of Conduct to prevent harassment including sexual harassment at WHO events Code of Conduct at WHO events.*

CONTINUE   RESET

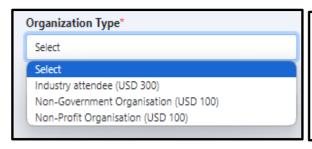Figure 11: Registration for Industry and other stakeholders (continue)

Figure 12: Non-Regulators Organization Name and Nature of business

b) The application fee for the Non-Regulators is determined by the type of the applicant's Country of Work.
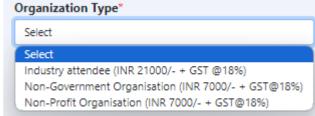

Figure 13: Organization type for non-Regulators

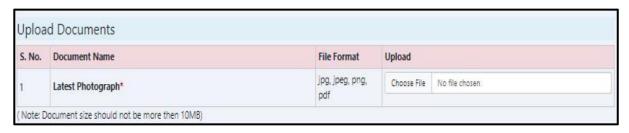c) Uploading a recent photo for the non-Regulators is required.

Figure 14: Non-Regulators photo upload and valid id Upload

d) After reviewing the declaration message, please click the "Continue" button.

Figure 15: Screen of Continue button

e) Upon Successful registration, you will get the below confirmation

Figure 16: Confirmation window for Non-Regulators registration

f) If the CDSCO authority approves the form, an email will be sent automatically, to proceed with the payment of the application fee.

g) Following the submission of the application fee, a confirmation message will be sent to the applicants to confirm the submission of their application.

Payment Integration

Payment Information

Registration Number	N2024004
Email Address	humacdac@gmail.com
Attendee Name	Ms. Test Test
Organization Type	Non-Government Organisation
Amount	$100
Country of Work	India
Mobile Number	+91 0133456789

Pay Now

Figure 17: Payment Integration window

h) A preview page will be displayed, containing the entire applicant's information and the Conference Programme details. Applicants will have the option to save or print the form using the provided print button.

2.1.3 Registration for Exhibitors:

User can register as an Exhibitor by clicking on the registration link for Exhibitors. The following page will appear as shown below

(a) The registration fee for Exhibitors is 1500 USD for Overseas Participant and INR 1,05,000 + 18%GST for Indian Particpant.

Exhibitor Registration

Know your session:

1. All fields marked with asterik (*) are mandatory. Only PDF documents with size not more than 10 MB are permitted
2. Registration Steps:
   a. The interested participants may register themselves on this portal and may follow subsequent communications related to confirmation of registrations. On the side-lines of Pre-ICDRA, few industry and research organizations may register themselves as EXHIBITORS to showcase their products/processes to the Drug Regulatory Authority community. The participants/exhibitors may refer the Registration Manual prior to initiating the registration process.
   b. Only registered Drugs Regulatory Authorities can participate in both PRE-ICDRA and ICDRA sessions, hence they are required to submit online registration forms by clicking For Drug Regulatory Authority/Government Organization, for approval.
   c. Other participants can participate in the PRE-ICDRA session ONLY and will not be permitted to participate in ICDRA sessions., they are required to submit online registration forms by clicking Non-Drug Regulatory Authority/Others for approval.
   d. After submitting registration forms, approvals are granted by ICDRA secretariat and WHO, hence applicants shall regularly check their registered email box.
   e. The international participants, after successful registration, may be issued with specific VISA support letters from ICDRA Secretariat to facilitate the VISA issuance by Indian Embassies in the countries.
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9. ICDRA-GALA Dinner will be held on the evening of 17th October, 2024, which will serve the Dinner to the registered attendees and invitees along with the musical and cultural programs.
10. Delegates may have to arrange the dinner for themselves on 16th and 18th evening.
11. Conference culminates on 18th evening, at 17.00 Hrs (IST, GMT+5.30 Hrs).
12. Please note that, only registered participants of the EXHIBITORs will be permitted to participate in the PRE-ICDRA event. Further, EXHIBITORS are required to dissemble and vacate the structure etc. on 18th evening (6.00 PM).
13. 16. For any clarifications or further help, you may contact ICDRA Secretariat on support[at]icdra2024[dot]in .

Details of Primary Attendee*

Title*	First Name*	Middle Name	Last Name*
---Select ---	First Name	Middle Name	Last Name

Nationality*	Country of Work*	State Name*
--- Select ---	--- Select ---	Select Your State Name

District Name*	Do you wish to accompany by additional participant*
District Name	---Select ---

Organization Information

Name of the Company/ Organization*	Nature of Business*	Address*
Company Name	--- Select ---	Office Address

Country*	State*	District Name*
--- Select ---	State Name	District Name

Figure 18: Exhibitor Registration

Country*	State*	District Name*
--- Select ---	State Name	District Name

Pin/Zip Code*	Telephone*		Mobile Phone*	
Pin Code	ISD Code	Telephone No	ISD Code	Mobile Phone

Email Address*	Website:*	GST Number
Email ID	Website	GST Number

Upload Documents

Primary Attendee*

S. No.	Document Name	File Format	Upload	
1	Latest Photograph*	jpg, jpeg, png	Choose File	No file chosen

Exhibition Booth Package will be as shown in the table below:

Area	Spotlight	Plug point	Company Logo
3m x 3m	2	1	1

Exhibition booth charges:

For overseas exhibitors USD 1500 for Pre ICDRA for 2 days
For Indian exhibitors INR 1,05,000+18%GST for Pre ICDRA for 2 days

These registration charges include complimentary registration for 2 personnel (including refreshment and lunch)

Enter the above text

☐ I agree to the terms, conditions and privacy policy laid down by Central Drugs Standard Control Organisation, DGHS, Ministry of Health & Family Welfare for availing the online services provided under this portal. The above information submitted by me is true to best of my Knowledge. *

☐ I agree to abide by the Code of Conduct to prevent harassment including sexual harassment at WHO events Code of Conduct at WHO events.*

CONTINUE   RESET

Figure 19: Exhibitor Registration

(b) The application fee for the Exhibitors is determined by the type of the Primary Attendee' Country of Work.

- For overseas exhibitors USD 1500 for Pre ICDRA for 2 days
- For Indian exhibitors INR 1,05,000+18%GST for Pre ICDRA for 2 days

(c) Once the details are filled for the registration, Exhibitors are required to upload a recent photo as a mandatory detail.

(d) After reviewing the declaration message, please click the "Continue" button.

(e) Upon Successful registration, user will get the confirmation as shown below:

(f) If the CDSCO authority approves the form, an email will be sent automatically, to proceed with the payment of the application fee.

(g) Following the submission of the application fee, a confirmation message will be sent to the applicants to confirm the submission of their application.

(h) A preview page will be displayed, containing the entire applicant's information and the Conference Programme details. Applicants will have the option to save or print the form using the provided print button.

Payment Integration

Payment Information

Registration Number	E2024004
Email Address	humacdac@gmail.com
Attendee Name	Ms. Test Test
Organization Type	Tests
Amount	$1500
Country of Work	India
Mobile Phone	+91 0123456789

Pay Now

Figure 20: Payment Integration window

Conference Details

3.1 Programme

➢ The Program menu consists of three sub-menus, which are as follows:

3.1.1 Conference Agenda:

This Page provides a PDF document containing the comprehensive schedule of the conference, organized by time. Please refer to the figure below for a visual representation.

Figure 21: Conference Agenda

3.1.2 Pre-ICDRA:

On this page, you will find five tabs corresponding to the five days of the conference. The first two tabs are currently active and contain the complete schedule for the Pre-ICDRA conference. Please refer to the page view shown below for more details.

Figure 22: Pre-ICDRA

3.1.1 ICDRA:

This page resembles the Pre-ICDRA page, but with a slight difference. The first two tabs are deactivated, and the last three tabs provide the complete schedule for the ICDRA conference. Please refer to the page view shown below for a visual representation.

Figure 23: ICDRA

3.1.2 Side Meetings:

This page provides information about the facilities available to support side meetings if participants wish to utilize this option during both the Pre-ICDRA and ICDRA meetings. Please refer to the page view shown below for more details.

Figure 24: Side Meetings

3.2 Presentations

3.2.1. Pre-ICDRA Presentation:

On this page, participants can download PowerPoint (PPT) files containing brief summaries of Pre-ICDRA conference presentations. Each presentation includes the Presenter's Name and their Organization Name for reference.

Figure 25: Screen of Pre-ICDRA Presentation

3.2.2. ICDRA Presentation:

This page allows participants to download PowerPoint (PPT) files containing brief summaries of the ICDRA conference presentations. Each presentation includes the Presenter's Name and their Organization Name for reference.

Figure 26: Screen of ICDRA Presentation

3.3 Conference

3.3.1. Conference Venue:

This page displays a Google Maps location indicating where the conference will be held. It provides attendees with a visual reference to the venue's location.

Figure 27: Screen of conference Venue

3.3.2. Conference Exhibition:

On this page, you will find a table containing the names of exhibitors participating in the conference exhibition. This table serves as a directory of exhibitors for attendees.

Figure 28: Screen of Conference Exhibition

3.4 Travel

➢ The Travel menu includes seven sub-menus, which are as follows:

3.4.1. Visa Information:

This page provides participants with information about visa requirements. It also includes links that allow participants to visit the relevant websites for detailed visa information and application processes.

Visa Information

Applying for an Indian Visa

The responsibility of getting a visa lies with the applicant. To download the Visa Letter you need to be registered.

Delegates can check their visa requirements and apply for the Visa appropriate for their nationality.

Official Link for eVisa website : indianvisaonline.gov.in/evisa/tvoa.html

Delegates will find the specific requirements for their country on the site by applying for the Visa appropriate for their nationality.

Official link on information to obtain visa to India : www.mea.gov.in

How to apply for a Conference Visa

Delegates to the conference should:

- Registered for the conference through this website
- Download the Visa letter and conference permission documents.
- Apply for a Conference Visa at the nearest Embassy of India or High Commission with the Invitation Letter, Conference Permission documents, and other documents described below:

Participants holding regular passports (Not Diplomatic or Official)

These participants should apply for a **Conference Visa**.

Visa General Information

Foreign visitors entering India must possess a passport valid for at least 6 months after their date of entry into India, except in the case of nationals of Bhutan and Nepal, who need only carry suitable means of identification. There should be at least two blank pages in the passport.

The list of Indian diplomatic missions overseas can be consulted at:

- http://goidirectory.gov.in/country_wise_view.php?ct=I001
- http://passportindia.gov.in/AppOnlineProject/mission/mission

Entry (Visa) Requirements

Visitors to India must obtain a visa from an Indian diplomatic mission unless they come from one of the visa-exempt countries or a country whose citizens may obtain a visa on arrival, or an e-Visa online.

Visa on arrival

The visa is issued for business, tourist, medical and conference categories, and has a validity of 60 days. The cost is ₹ 2,000. The VOA facility can be used for no more than two times in a calendar year. Alternatively, foreign citizens eligible for a VOA can apply for an e-Visa instead if they intend to enter the country through an airport or seaport not covered by the VOA scheme.

Online Visa

Foreign Citizens can apply for online visa (e-Visa) by visiting: www.indianvisaonline.gov.in/visa

Travel
- Visa Information
- Accomodation
- Delhi Airport Transfer
- Local Transportation
- How to Reach
- Host City Delhi
- Incredible India
- Explore India

Figure 29: Screen of Visa Information

Figure 30: Visa Information (continue)

3.4.2. Accommodation:

On this page, participants can view hotels in the city sorted by their ratings. This information helps participants make informed decisions about their accommodation during the event.

Figure 31: Accommodation

Hotel Lemon Tree Premier, Aerocity, Delhi	★★★★	BOOK
Hotel Holiday Inn, Aerocity, Delhi	★★★★★	BOOK
Hotel Roseate House, Aerocity, Delhi	★★★★★	BOOK
Hotel Novotel, Aerocity, Delhi	★★★★★	BOOK
Hotel Aloft, Aerocity, Delhi	★★★★★	BOOK
Hotel Pullman, Aerocity, Delhi	★★★★★	BOOK
Hotel J W Marriot, Aerocity, Delhi	★★★★★	BOOK
Hotel Andaz, Aerocity, Delhi	★★★★★	BOOK
Hotel Centaur, Aerocity, Delhi	★★★★★	BOOK
Hotel Radisson Blu, Mahipalpur	★★★★★	BOOK

Figure 32: Accommodation (continue)

3.4.3. Delhi Airport Transfer:

This page provides information about transportation options available at Delhi Airport, allowing participants to plan their transfers to and from the airport conveniently.

Figure 33: Delhi Airport Transfer

3.4.4. Local Transportation:

This section offers information about local transportation options within Delhi, helping participants navigate the city during their stay.

Figure 34: Local Transportation

3.4.5. How to Reach:

This page offers information on long-distance travel options and distances from the main city in India, providing participants with guidance on reaching the event location.

Figure 35: How to Reach

3.4.6. Host City New Delhi:

This section provides a brief description of the city of Delhi, offering participants insights into the host city.

Figure 36: Host City New Delhi

3.4.7. Incredible India:

On this page, you will find a video showcasing the incredible diversity and richness of India, allowing participants to experience the country's unique cultural and geographical features.

Figure 37: Incredible India

3.4.8. Explore India:

This page allows the users to travel & experience the beauty of incredible India, know the culture & heritage of India and many more.

Figure 38: Explore India

Contact Us

4.1 Contact Us

➢ Participants who have any doubts or queries can fill out a Contact Us form and submit it. The ICDRA team is committed to providing quick responses to inquiries.

➢ Participants also have the option to contact ICDRA directly through email or by using the provided contact number for immediate assistance.

Figure 39: Screen of Contact Us

5. Table of Figures: