

ESCAP/WMO Typhoon Committee

Forty-fourth Session of Typhoon Committee

6-11 February 2012, Hangzhou, China

INFORMATION NOTE FOR PARTICIPANTS

Schedule of meetings

1. The Forty-fourth Session of the ESCAP/WMO Typhoon Committee is scheduled to be held at the DAHUA Hotel, Hangzhou, China, from 6 to 11 February 2012 at the kind invitation of the China Meteorological Administration (CMA).
2. Subject to confirmation by the Committee, the daily schedule, except for the opening ceremony, will be as follows: 0830 to 1200 hours, 1400 to 1630 hours.

Registration

3. Participants are requested to submit registration forms to ESCAP and the Typhoon Committee Secretariat. A Registration and Information Desk will be setup at the DAHUA Hotel and will continue throughout the session. Participants are requested to wear the identification badges they received upon registration at all times during the Meeting and official functions.

Visa/Entry Requirements

4. Any participant from countries with no special visa exemption arrangement with China should obtain an entry visa before entering. Once the necessary personal information of participants is available to the Local Organizing Committee (LOC), an official invitation letter from LOC will be sent to the participants for the purpose of visa application. Please fill in the form in Annex A and return to the LOC by 1 January 2012.

Hotel Reservation

5. Participants are *strongly recommended* to stay at the DAHUA Hotel where the session will be held. A block reservation has been made at the DAHUA Hotel at special rates. To secure the reservation, please fill in the form in Annex B and return to the LOC by 1 January 2012. Rooms will be allocated on a "first-come, first-served" basis according to availability. Late reservations will be subject to market prices and availability of rooms.

About Hangzhou

6. Hangzhou is the capital city of Zhejiang Province in Eastern China. The World Heritage Committee inscribed the West Lake Cultural Landscape of Hangzhou on UNESCO's World Heritage List as a cultural property in June 2011. Hangzhou's climate is Humid Subtropical with four distinctive seasons, characterized by long, hot, humid summers and short, chilly, cloudy and dry winters (with occasional snow). The climate data for Hangzhou in February is: Average high: 9.4°C, Average low: 2.7 °C, Precipitation: 84.2 mm, Average precipitation days: 12.3. For detailed climate conditions and weather forecast for Hangzhou, please visit Weather China at: <http://www.weather.com.cn/en/weather/101210101.shtml>.

The DAHUA Hotel (meeting venue) is located at the city centre by the West Lake.

Address: 171 Nanshan Road, Hangzhou, China

Website: <http://www.dh-hotel.com>



UNITED NATIONS
Economic and Social
Commission for Asia and
the Pacific



World Meteorological
Organization

Currency and exchange

7. The currency in China is the RMB. All major currencies may be exchanged for local currency at local banks. Please find the latest exchange rates at <http://www.boc.cn/sourcedb/whpj/enindex.html>.

Airport Transfer

8. Participants are *strongly recommended* to arrive at the Hangzhou International Airport (<http://www.hzairport.com/en>), where they will be met and transported to the hotel, by informing the LOC the flight details in Annex A. In case the participants have to make their own transportation, please show the address card below to the driver:

Please send me to
请送我到



Hangzhou DAHUA Hotel

杭州大华饭店

西湖景区南山路171号

**Electricity**

9. The electric current is 220V, 50/Hz. The socket at the meeting venue will accommodate major plugs.

Internet Facilities

10. Wireless Internet connection will be available in the meeting rooms. A number of computers with Internet connections will be available at the Internet Corner at the session venue.

Visit to Meteorological Service

11. A half-day site visit will be organized to the local meteorological service, arrangement to be announced.

Information and Contact Details of Local Organizers

12. For any queries regarding the local arrangements, please contact the Local Organizing Committee:

Mr. YU Jun
Department of International Cooperation
China Meteorological Administration
Tel.: +86 10 62172957 (in Beijing)
Fax: +86 10 62174797
Mobile: +86 13693348524
E-mail: tc44china@gmail.com
guoji@cma.gov.cn

or Ms. HU Yina
Zhejiang Meteorological Service, CMA
Tel.: +86 (571)-87071511 (in Hangzhou)
Mobile: +86 13706718242
E-mail: xuleyi2008@126.com

Working Language

13. The meeting will be conducted in English and all documentation will be in English only. No interpretation service will be available.

Appendix:

A: Visa Request and Travel Information Form

B: Hotel Reservation Form

C: Location Map

Appendix B: Hotel Reservation Form

The 44th UNESCAP/WMO Typhoon Committee Session
6-11 February 2012, Hangzhou, China

Please return to Mr. YU Jun at tc44china@gmail.com, with a copy to guoji@cma.gov.cn by **1 January 2012**.

Title: _____ Full Name: _____

Organization: _____ Member representing: _____

Telephone: _____ Fax: _____ E-mail: _____

The reservation at the DAHUA Hotel (meeting venue) should be made through the LOC by fill in the forms below:

Room Type	Room Rate	Numbers of Rooms	Special Requests
Standard Room	RMB 700		
Executive Room	RMB 800		
Deluxe Room	RMB 900		

*** Hotel Room Rates are valid from 5 to 12 February 2012.**

- All room rates are per room per night, and include tax, service fees, complimentary breakfast(s) and Internet access
- If you wish to guarantee your room with your credit card, you must include the card number, expiration date and signature on this form.

Check-in	Date :	Time:	Check-out	Date :	Time:
Sharing With (if any)	<input type="checkbox"/> Mr. <input type="checkbox"/> Ms.				

- Additional person or extra bed will be charged in accordance with hotel policy.

Guarantee	
<input type="checkbox"/> Credit Card	VISA (<input type="checkbox"/>) Master (<input type="checkbox"/>) Others (<input type="checkbox"/>)
	Card Number :
	Card Holder's Name :
	Expiration Date :
* I agree that my reservation is guaranteed with my credit card information described above, and I will settle all hotel charges when checking out.	
<i>Signature</i>	

Cancellation Policy:

For guaranteed reservations, one night room per confirmed booking will be applied in case the guests do not show up on the scheduled arrival date or any amendment made without 48 hours prior notice to the hotel.

Appendix C: Location Map

