



**ESCAP/WMO Typhoon Committee
Technical Conference (TECO)
and
Fiftieth Annual Session of Typhoon Committee
from 26 February to 03 March 2018, Ha Noi, S.R of Viet Nam**

INFORMATION NOTE FOR PARTICIPANTS

Meeting Venue

1. The Technical Conference (TECO) of the ESCAP/WMO Typhoon Committee will be held at the **15th Floor Hall, Headquarter of National Hydro-Meteorological Service of Viet Nam** from 26 to 27 February 2018.
2. The 50th Annual Session of the ESCAP/WMO Typhoon Committee from 28 February to 3 March 2018 will be held at the **Gardenia & Orchid Hall, Ha Noi Daewoo Hotel**. More details of the Meeting venue and location map are provided in Appendix A.
3. Subject to confirmation by the Typhoon Committee, the daily schedule, except the opening ceremony, will be from 08.00 am to 12.30pm, 14.00 pm to 17.00 pm.

Registration

4. Participants are requested to make your registration through the online registration at website address: <http://tc50.kttvqg.gov.vn/> (**RECOMMENDED**), or return the duly completed Registration Form (Appendix B) to the following email address of Local Organizing Committee (LOC): tc50.VietNam@kttv.gov.vn
5. A registration and Information Desk will be set up in front of the Meeting Venue, and will be operated during 26 February to 03 March 2018 (08.00---17.00).

Working Language

6. The meeting will be conducted in English and all documentation will be in English only. No interpretation service will be provided.

Internet Facilities

7. Complimentary wireless internet connection will be available in the meeting rooms for all participants. A limited amount of computers with internet connection will be also available at the lobby of Meeting Venue.

Visa / Entry Requirements

8. Visitors entering the Viet Nam are generally required to have a valid passport and visa. All participants are recommended to contact the nearest Viet Nam Embassy in their respective countries and/or obtain information from <https://lanhsuvietnam.gov.vn/default.aspx> / <https://visa.mofa.gov.vn/Homepage.aspx> for visa requirements. An official invitation letter issued by the LOC will be needed for the purpose of visa application. Please contact the LOC for further assistance.

Accommodation



9. Accommodation will be arranged at **Ha Noi Daewoo Hotel** located close to the Meeting Venue. Please complete and return the RESERVATION FORM FOR ACCOMMODATION (Appendix C) of TECO and the 50th Annual Session of ESCAP/WMO Typhoon Committee by Email or Fax before **08 January 2018** to: **Ha Noi Daewoo Hotel Reservation:** reservation@daewoohotel.com; copy to: ptthoa@daewoohotel.com and LOC.

Please kindly note that ALL PARTICIPANTS are encouraged to stay at **Ha Noi Daewoo Hotel** as arrangements have been made. The LOC will arrange transportation for all participants between Ha Noi Daewoo Hotel and Meeting Venue. If participants chose to stay at a different hotel they will be responsible for arranging their own transportation to and from the Meeting Venue.

Local Transfers Between Noi Bai International Airport and Hotel

10. Noi Bai International Airport and Hotel (30km distance to Meeting Venue)

Arrangements will be made for transporting participants from the airport to the hotel and back. Local organizers will welcome you at the arrival **Gate A2, Terminal 2** (with a welcome board with the title **TC 50 VIET NAM 2018**). Participants are requested to provide their flight details to the LOC email address at least a week in advance.

11. Airport Transfer to Center of Ha Noi:

If you can not find/meet the Local organizers please take a Taxi to the Hotel or a Bus to the Center of Ha Noi and then take a Taxi to the Hotel:

11.1. Taxi service: Taxi service is available from Noi Bai Airport to Ha Noi Daewoo Hotel (≈30 km distance). It takes about 50 minutes and costs around 400.000-500.000 VNĐ (≈20USD) for one-way trip. Some popular taxi operators are Noi Bai Airport, Dai Nam, Viet Thanh, Mai Linh, etc...

11.2. Bus service: You can take Viet Nam airline limousine/Vietjet airline limousine from Noi Bai International Airport Terminal 2 to the center of Ha Noi (costs around 70.000 VNĐ) or bus No 86 (costs 30.000 VNĐ) from Noi Bai to Ha Noi railway station (Center of Ha Noi) or take bus No 07 (costs about 7.000-15.000 VNĐ) from Noi Bai International Airport to Cau Giay bus station. It takes about 1 hour for one-way trip.

Food

12. The main food in the Viet Nam includes rice, beans, beef, chicken, vegetables, fish and other sea foods. There are a lot of delicious fruits such as sweet bananas, mangoes, pineapples, guavas and oranges...

Currency

13. Viet Nam currency is the Viet Nam Dong (VNĐ). There are currency exchange offices in Noi Bai International Airport. The exchange rates for 1 USD≈22,790 VNĐ. Information on the day-to-day exchange rates at Noi Bai International Airport can be found at <http://noibaiairport.vn>. There are also banks and foreign currency exchange offices in Ha Noi. Money exchange is also available at the **Ha Noi Daewoo Hotel**.

Electricity

14. The standard electrical voltage in S.R of Viet Nam is 220 V AC, 50Hz. The majority of electrical outlets in the S.R of Viet Nam as shown below.



Climate of Ha Noi, Viet Nam in February and March 2018

Mean Minimum temperature: 15-17 degree C

Mean Maximum temperature: 20-22 degree C

Mean Humidity: 75-80%

Monthly total precipitation amount: 20-40 mm

Further Information and Contact Details

15. For any queries regarding local arrangements for your participation in the meeting, please contact the LOC coordinators at:

Mrs. Do Quynh Hoa

Deputy Director of Science, Technology and International Cooperation Department, National Hydro-Meteorological Service of Viet Nam.

No 08, Phao Dai Lang street, Dong Da district, Ha Noi, Viet Nam

TEL: +84 2432673199 (Ext 224)/ +84 912753507.

E-mail: hoahtqt@gmail.com

Mr. Hoang Trong Thang

Official of Science, Technology and International Cooperation Department, National Hydro-Meteorological Service of Viet Nam.

No 08, Phao Dai Lang street, Dong Da district, Ha Noi, Viet Nam.

TEL: +84 2432673199 (Ext 289)/ +84 983596123.

E mail: htthang.ht@gmail.com

Appendix A

Meeting Venue for TECO

The 15th Floor Hall, Headquarter, National Hydro-Meteorological Service of Viet Nam (NHMS)

Address: No 08, Phao Dai Lang street, Dong Da district, Ha Noi, Viet Nam

Tel: +84 02432673199 (ext 224 or ext 289)



NHMS's Headquarters
Address: No 08, Phao Dai Lang str., Ha Noi, the S.R Viet Nam

Meeting Venue for TC 50

The Gardenia & Orchid Hall, Ha Noi Daewoo Hotel

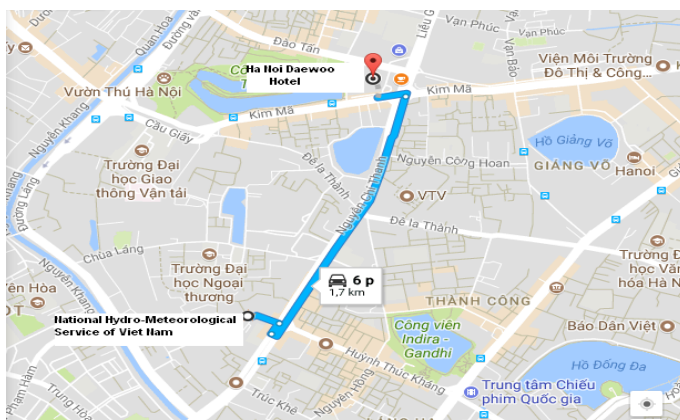
Address: 360 Kim Ma street, Ba Dinh district, Ha Noi, Viet Nam

Tel: +84 243831 5000 - Fax. +84 243831 5010



Ha Noi Daewoo Hotel

LOCATION MAP





The route map from Ha Noi Daewoo Hotel to NHMS

Appendix B

REGISTRATION FORM

(*) Required

Member/Organization you are presenting*:-.....

Title*:) Prof.) Dr.) Mr.) Ms.) Others (please specify):-.....

Family/Last Name*:-.....

Given/First Name*:-.....

Position*:

Organization*:

Office Address*:-.....

Country*:

Office Tel*:

Fax:-.....

Mobile:-.....

Email Address*:-.....

Participation in*: TECO TC 50 TECO& TC 50

Special Dietary Requirements: Vegetarian: Pork---free Beef---free

Others, please specify:

Registration Category Head of Delegation: Representative: Adviser:

Observer:

Others, please specify:

Working Group

Representing:

Meteorology:

Hydrology:

Disaster Risk Reduction: Training & Research:

Others, please specify: _____



Appendix C

**RESERVATION FORM FOR ACCOMMODATION
Technical Conference (TECO) and the 50th Annual Session
of ESCAP/WMO Typhoon Committee**

26th Feb – 3rd Mar 2018 AT HANOI DAEWOO HOTEL, 360 KIM MA STR., BA DINH DIST., HANOI

Please complete and return this form by Email or Fax before 08th January 2018:

Hanoi Daewoo Reservation: reservation@daewoohotel.com

Cc to: ptthoa@daewoohotel.com, nhvan@daewoohotel.com;

LOC: hoahqt@gmail.com

Tel: +84 24 38315000 - Fax: +84 24 38315588 - Ext: 3008 (RSVN) & 3063 (Sales)

Guest name: Mr./Mrs./Prof./Dr./Ms

Contact Information: Email:..... *Tel:*..... *Fax:*.....

Single room Double room Twin room ()

Others:

Non-smoking (*Subject to availability*) Smoking

Arrival: (Date / Time / Flight No):

Departure: (Date / Time / Flight No):

**RATE OFFER TO the Technical Conference (TECO) and
the 50th Annual Session of ESCAP/WMO Typhoon Committee**

Room category	Single Room rate	Double/Twin Room rate
Deluxe Room <i>(city view)</i>	VND 2,300,000 ++ (US\$100.00++)	VND 2,760,000 ++ (US\$120.00 ++)
Grand Deluxe <i>(lake view)</i>	VND 2,760,000 ++ (US\$120.00 ++)	VND 3,220,000 ++ (US\$140.00 ++)
Club room	VND 3,220,000 ++ (US\$140.00 ++)	VND 3,680,000 ++ (US\$160.00 ++)
Deluxe Suite	VND 4,104,000 ++ (US\$180.00 ++)	VND 4,600,000 ++ (US\$200.00 ++)

(The room rate above is inclusive of 5% service charge & 10% VAT tax)

Service Available to Guests in a Deluxe Room type:

- * Daily buffet breakfast
- * Complimentary Internet in room.
- * Daily English newspaper
- * 2 bottles of mineral water, tea & coffee facilities
- * Complimentary access of gymnasium and swimming pool
- * **Complimentary late check out until 14:00PM subject to hotel's availability.**



Service Available to Guests in a Club Room and Suite:

- * Daily buffet breakfast
- * Complimentary Internet in room
- * Complimentary 3 pieces of laundry per day (shirt, a pair of sock & under-wear). Non accumulate & express
- * Complimentary early check in (around 10h:00 AM toward) or late check out before 17h:00 PM upon availability
- * Daily English newspaper
- * 2 bottles of mineral water, tea & coffee facilities
- * Complimentary access of gymnasium and swimming pool
- * Complimentary scheduled shuttle service to downtown
- * Welcome fruits
- * Complimentary access to Club Lounge (16th Floor)
 - ✓ Daily breakfast (06:30~10:00)
 - ✓ Evening cocktail (17:30~19:30)
 - ✓ Complimentary tea, coffee, and drinks throughout the day (06:30~22:00)
 - ✓ Express Check in & Check out
 - ✓ One hour per day complimentary usage of the meeting room at business center (upon availability)

Confirmation:

- * This Reservation Form should be signed and returned to us by **08th January 2017**, otherwise the reservation will be subject to availability
- * This Reservation Form is only accepted and will be considered as the hotel confirmation with the Hotel's acknowledgement.

Important Notes:

- * The above rates are inclusive of 5% service charge and 10% Government Tax
- * All rooms should be booked and confirmed with flight details or expected check-in time prior to 07 days arrival date.
- * Check out time is 12.00 noon/ check in time is 14.00 PM, half room charge for early check in and late check out till 18.00PM; full charge for late check out after 18.00PM based on availability.

Cancellation Policy:

Period	Cancellation/ Penalty Fee
All cancellation post confirmation & payment (after 15th January.2018)	100% of total booking cost
No Show	100% of total booking cost
Early Check Out	100% of total booking cost

- * The above applies for any amendment, reduction, cancellation and no show irrespective
- * Time of cancellation will be based on the time the written notice is received by Hanoi Daewoo hotel during local office hours. Monday – Friday from 08.30 – 17.00 hrs.

Transportation: reserve and pay by the participants



Route	Camry 2014 4 seats	Innova 7 seats	Ford Sprinter Transit 16 seats
Pick up: () YES () NO	() VND 1,200,000 net () US\$ 52.18 net	() VND 1,000,000 net () US\$ 43.48 net	() VND 1,100,000 net () US\$ 47.83 net
Drop off: () YES () NO	() VND 1,200,000 net () US\$ 52.18 net	() VND 1,000,000 net () US\$ 43.48 net	() VND 1,100,000 net () US\$ 47.83 net

Airport pick up: You are welcomed at the Noi Bai Airport by our Airport Rep. with a welcome board and the guest's full name at the arrival terminal. For any further assistance, please contact our Duty Manager: +84 904 243 020 or Hotel Bell Desk: +84 24 38315000 – Ext. 3. If Airport transfer is required, Hanoi Daewoo Hotel has a right to charge full amount of the pick up fee in case of no show.

PAYMENT

Upon receipt of this document, an invoice will be raised for payment. Payments can be made by bank transfer or credit card before **15th January 2018**

Payment Option 1: Wire Transfer

Payment should be transferred in USD to:

Account Number 0611.371.927.070

(USD) :

Account Name: Daeha JSC – Hanoi Daewoo Hotel

Swift Code: BFTVNVX061

Bank Name: Joint Stock Commercial Bank for Foreign trade of Vietnam – Ba Dinh Branch

Bank Address: No. 521 Kim Ma Street., Ba Dinh District, Ha Noi City, Viet Nam

Payment Option 2: Credit Card

Card Number: _____

Expiry date: (mm/yyyy) _____

Name of card holder: _____

CVV code*: _____

Cardholder's signature: _____

Date: _____

I agree to all terms & conditions related to this reservation.

Signature:

Date:
