

ESCAP/WMO Typhoon Committee

Fifty-first Session of Typhoon Committee

Guangzhou, China,

26 February - 1 March 2019

INFORMATION NOTE FOR PARTICIPANTS

Schedule of meetings

1. The Fifty-first Session of the ESCAP/WMO Typhoon Committee is scheduled to be held at the Dong Fang Hotel, Guangzhou, China, from 26 February to 1 March 2019 at the kind invitation of the China Meteorological Administration (CMA).

The Dong Fang Hotel (meeting venue) is located in the city centre near by Yuexiu Park.
Address: 120 Liu Hua Road, Yuexiu District, Guangzhou, China
Website: <http://www.hoteldongfang.com>

2. Official opening of the session will be held on 26 February 2019 at Dong Fang Hotel Meeting Hall C. Subject to confirmation by the Committee, the daily schedule, except for the opening ceremony, will be as follows: 08:30 am to 12:00 pm, 14:00 pm to 17:30 pm.

Working Language

3. The meeting will be conducted in English and all documentation will be in English only.

Registration

4. Participants are requested to make registration through the online registration website (RECOMMENDED): <http://meetings.cma.cn/>
5. A Registration and Information Desk will be setup in front of the meeting venue and will be operated during the Session. Participants are requested to wear identification badges during the meeting and official functions.

Visa/Entry Requirements

6. 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 submitted and confirmed by 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 and submit the form on registration website before **4 January 2019**. If the online submission fails, please fill in Annex A and return to the LOC before **4 January 2019**.

Hotel Reservation

7. Participants are ***strongly recommended*** to stay at the Dong Fang Hotel where the session will be held. A block reservation has been made at the Dong Fang Hotel at special rates. Details of room rates are provided online (<http://meetings.cma.cn/>) and in Annex B.
8. To secure the reservation, please fill in the form in Annex B and return it to Dong Fang Hotel, with a copy to the LOC before 11 January 2019. 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.

Currency and exchange

9. The currency in China is 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>.

About Guangzhou, China

10. Guangzhou is the capital city of Guangdong Province in Southern China. Once upon a time five celestial beings in colourful robes, each riding a coloured goat holding an ear of grain in its mouth came down to Guangzhou. So Guangzhou is known as the Goat City because of this legend. Guangzhou enjoys a favourable weather, thus is also called Flower City.

Climate Conditions

11. February is a good time to visit Guangzhou as it marks the beginning of spring. Usually in this month, mid-day temperature can be as high as 19°C, and night temperature can be as low as 12°C. It is recommended to bring your coat and umbrella. For detailed climate conditions and weather forecast of Guangzhou, please visit Weather China at:
<http://en.weather.com.cn/weather/101280101.shtml>

Airport Transfer

12. Participants are strongly recommended to arrive at the Guangzhou Baiyun International Airport (CAN) (<http://www.gbiac.net/en/byhome>).
13. **Transfer by taxi:** The cost of taxi from CAN to Dong Fang Hotel is around 90-150 RMB. Please show the address card down below to the taxi driver:



Please send me to Guangzhou DongFang Hotel

请送我到广州东方宾馆

120 Liu Hua Road, Guangzhou, China

广州市越秀区流花路120号



Transfer by airport shuttle bus: Please take Airport Express Line 5 from Baiyun International Airport to Dongfang hotel station.

Line 5

Hilbin Hotel--Baiyun International Airport

NO.5 Line Route (every 30 minutes per bus)

6:30 to the end of the flight

Station	Address	Public transit	Price
Suijing Building	No.575 Airport Road Baiyun District		¥14
Dongfang Hotel	No.120 Liuhua Road Yuexiu District		¥17
Haizhu plaza	No.1 Jiangnan Avenue north Haizhu District		¥21
Hilbin Hotel			¥21

Transfer by metro: Please take the metro line 3 from Airport South (Terminal 1) or Airport North (Terminal 2) station to Jiahewanggang station for transferring to line 2, then get off at Yuexiu Park station. The cost of metro from Airport station to Dong Fang Hotel is within 10 RMB and it will take around 50 minutes. Passengers need to pay by cash (coins) or WeChat Pay or Alipay using the ticket dispenser. The metro counter provides coins if the passengers have no coins on themselves.



广州地铁线网图
Guangzhou Metro System Map

Yuexiu Park station is near to the Dong Fang Hotel. You can walk from Exit D1 to hotel following the map below.



Train Transfer

14. **From Guangzhou East Railway Station:** Please take the metro line 1 from Guangzhou East Railway station to Gongyuanqian station for transferring to line 2, then get off at Yuexiu Park station. The cost of metro from Guangzhou East Railway station to Dong Fang Hotel is within 6 RMB.

The cost of taxi from Guangzhou East Railway station to Dong Fang Hotel is around 35-50 RMB and it will take around 20 minutes.

15. **From Guangzhou South Railway Station:** Please take the metro line 2 from Guangzhou South Railway station to Yuexiu Park station. The cost of metro from Guangzhou South Railway station to Dong Fang Hotel is within 10 RMB.

The cost of taxi from Guangzhou South Railway station to Dong Fang Hotel is around 70-100 RMB and it will take around 40 minutes.

Electricity

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



Internet Facilities

17. 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 Internet Corner in Meeting Venue.

Visit to Meteorological Service

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

Information and Contact Details of Local Organizers

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

Ms. CHEN Jingting
Department of International Cooperation, CMA
Tel.: +86 10 68406662 (in Beijing)
Fax: +86 10 62174797
Mobile: +86 15778108500
E-mail: cma6662@126.com

or

Ms. LUO Manning
Guangdong Meteorological Service, CMA
Tel.: +86 20 87671852 (in Guangzhou)
Mobile: +86 18819828423
E-mail: tc51china@163.com

Annexes:

A: Visa Request and Travel Information Form

B: Hotel Reservation Form

Annex A

Visa Request and Travel Information Form

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26 February -1 March 2019, Guangzhou, China

Please return to **Ms. CHEN Jingting (cma6662@126.com)**, with a copy to **Ms. LUO Manning (tc51china@163.com)** before **4 January 2019**.

Member you are representing:.....

Full Name as appears on the passport:

Title: Dr/ Prof/ Mr/Ms/Mrs/Miss/ Other (please underline or tick)

Gender: (Male/Female).....

Date and Place of Birth:.....

Nationality:.....

Passport Number:

Place and Date of issue:.....

Expiry Date:

Place of the Chinese Embassy/Consulate/Visa Office where you wish to apply for the visa:
.....

Organization:.....

Address of Organization:.....
.....

Tel:..... Fax:.....

Mobile:.....

E-mail Address:.....

Present Position or Occupation:.....

Dietary restrictions, if any:

Flight details:	Flight No.	Date	Time
Arrival:
Departure:

Are you planning to participate in the technical visit to the local meteorological service?

YES ☐ NO ☐

Annex B Hotel Reservation Form

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Please return to **Mr. Paco Xie** (paco_xie@hoteldongfang.com) from Dong Fang Hotel, with a copy to **Ms. CHEN Jingting** (cma6662@126.com) before **11 January 2019**.

(Valid period: 24 Feb – 3 Mar 2019)

Guangzhou Dong Fang Hotel

Tel.: +86-20-8666294 Fax: +86-20-86681618

First/Given Name: _____ Family Name: _____

Nationality: _____ Passport No.: _____

Check-in date: _____ Check-out date: _____

Arrival: _____
Flight No. Date Time

Departure: _____

Special Room rates per night (please tick):

- ☐ Deluxe single room: 620 CNY (Around 90 USD, including 1 breakfast, WIFI, service fees and Tax)
- ☐ Deluxe twin room: 700 CNY (Around 100 USD, including 2 breakfasts, WIFI, service fees and Tax)

Special Requests: _____

Terms and Conditions:

- 1) Guests must guarantee the reservation with credit card.
- 2) Booking deadline: Jan 27, 2019.
 - 3) In the event of amendment or cancellation, a written advice must reach our office 7 Days prior to the scheduled arrival, otherwise one-night room charge will be levied automatically for late amendment or cancellation under any circumstance.
- 4) Normal check-in time is 2:00pm, check-out time is 12:00pm.
- 5) Any request for extension shall be subject to the Hotel's discretion and room availability.
- 6) All charges in guest account folio are shown in RMB (CNY).
 - 7) All guest rooms are solely for accommodation only and not for any other purposes. If deemed not appropriate, the Hotel Management reserves the right to deny registration or request immediate check-out of the rooms.

Credit Card Details:

Cardholder: _____ Type of Card: _____

Card No.: _____ Exp. Date: _____

I confirm acceptance of the above booking and all the terms and conditions.

Signature: _____ Date: _____