

ESCAP/WMO Typhoon Committee

7th Integrated Workshop of the UNESCAP/WMO Typhoon Committee

“Effective Warnings”

26-30 November 2012, Nanjing, China

INFORMATION NOTE FOR PARTICIPANTS

Venue and Date

1. The 7th Integrated Workshop of the UNESCAP/WMO Typhoon Committee, whose main theme is “Effective Warnings”, will be held in Nanjing, China, from 26 to 30 November 2012 at the kind invitation of the WMO Regional Training Centre (RTC), Nanjing. As subtheme of the workshop, it will also be discussed the Common Alerting Protocol (CAP), which is considered a potentially useful way of dissemination warning to users and the public.
2. The Opening Ceremony will be held at 09:30 on 26th November 2012 in WMO Regional Training Centre Nanjing (Nanjing University of Information Science and Technology, NUIST). Other sessions will be held at Suning Venice Hotel tentatively from 08:30 to 12:00 in the morning and 13:30 to 17:30 in the afternoon.

Registration

3. Participants are requested to submit “Attendance Form” to Typhoon Committee Secretariat (TCS) with a copy to WMO RTC Nanjing. A Registration and Information Desk will be set up at the lobby of Suning Venice 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 WMO RTC Nanjing, an official invitation letter from China Meteorological Administration (CMA) will be sent to the participants for the purpose of visa application. Please fill in the form in Annex A and return to Typhoon Committee Secretariat (TCS) with a copy to WMO RTC Nanjing by **26th October 2012**.

Hotel Reservation

5. Participants are ***strongly recommended*** to stay at the Suning Venice Hotel (5 star hotel) where the session will be held. A block reservation has been made in the Suning Venice Hotel at special rates. To secure the reservation, please fill in the form in Annex B and return to the **Typhoon Committee Secretariat (TCS) with a copy to WMO RTC Nanjing by 10th November 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.

Prices Rate: Standard Room	RMB 460 (USD 75)
Deluxe King Room	RMB 500 (USD 80)
Deluxe Suite	RMB 1100 (USD 180)

The Suning Venice Hotel (meeting venue) is located at Pukou Venice Watertown.
Address: Jiangshan Road Jingxin No.198-1 Pukou District, Nanjing, China
Website: <http://www.suningvenicehotel.com>

About Nanjing

6. Nanjing is the capital of China's Jiangsu Province, and a city with a prominent place in Chinese history and culture.

Located in the lower Yangtze River drainage basin and Yangtze River Delta economic zone, Nanjing has always been one of China's most important cities. It served as the capital of China during several historical periods and is listed as one of the Four Great Ancient Capitals of China. Nanjing has also served as a national hub of education, research, transportation and tourism throughout history. It will also host the 2014 Summer Youth Olympics.

Nanjing's climate is Humid Subtropical with four distinctive seasons, characterized by long, hot, humid summers and short, chilly, cloudy and dry winters. The climate data for Nanjing in November is:

Mean maximum temperature: 15.9°C,
Mean minimum temperature: 6.1°C,
Mean Precipitation: 56 mm,
Mean precipitation days: 8.

For detailed climate conditions and weather forecast for Nanjing, please visit Weather China at: <http://www.weather.com.cn/en/weather/101190101.shtml>.

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 and Rail Station Transfer

8. Participants are ***strongly recommended*** to arrive at the Nanjing Lukou International Airport and Nanjing South Railway Station where they will be met and transported to the hotel, by informing the LOC the arrival 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

Suning Venice Hotel
苏宁威尼斯酒店
南京浦口区江山路京新 198-1 号，电话 86-25-57903888

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 Suning Venice Hotel.

Social activities

11. A half-day social activities will be arranged during the workshop.

Information and Contact Details of Local Organizing Committee

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

Dr. LEI Zhaochong and Mr. WANG Yong
Local Organizing Committee
WMO Regional Training Centre Nanjing
Nanjing University of Information Science and Technology,
Ning Liu Road 219, Nanjing, Jiangsu, China
Post Code: 210044
E-mail: rtcnj@nuist.edu.cn
Tel.: 0086-25-58731401, 58731403, 58731404
Fax.: 0086-25-57010085

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: Hotel Map

Appendix A: Visa Request and Travel Information Form

**7th Integrated Workshop of the UNESCAP/WMO Typhoon Committee
26-30 November 2012, Nanjing, China**

Please return to **Typhoon Committee Secretariat (TCS)** by email to info@typhooncommittee.org with copy to Local Organizing Committee (LOC) using email: rtcnj@nuist.edu.cn or Fax: 86 25 57010085, by **26th October 2012**.

1. Member you are representing:.....
2. Full Name as appears on the passport:
3. Title: Dr/ Prof/ Mr/Ms/Mrs/Miss/ Other(please underline or tick)
4. Gender: (Male/Female).....
5. Date and Place of Birth:
6. Nationality:.....
7. Passport Number:
- Place and Date of issue:
- Expiry Date:
8. Place of the Chinese Embassy/Consulate/Visa Office where you wish to apply for the visa:
9. Organization:.....
- Address of Organization:.....
-
- Tel:..... Fax:.....
- Mobile:.....
- E-mail Address:.....
10. Present Position or Occupation:.....
11. Dietary restrictions, if any:
12. Flight/Train details: Flight No. Date Time
- Arrival:
- Departure:
13. Do you request airport/Rail station pick-up? YES NO

Appendix B: Hotel Reservation Form

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Please return to **Typhoon Committee Secretariat (TCS)** by email to info@typhooncommittee.org with copy to Local Organizing Committee (LOC) using email: rtcnj@nuist.edu.cn or Fax: 86 25 57010085, by **10th November 2012**.

Title: _____ Full Name: _____

Organization: _____ Member representing: _____

Telephone: _____ Fax: _____ E-mail: _____

The reservation at the Suning Venice 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 460(USD75)		
Deluxe King Room	RMB 500(USD80)		
Deluxe Suite	RMB1100(USD180)		

*** Hotel Room Rates are valid from 24-30 November 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	
VISA (<input type="checkbox"/>) MASTER (<input type="checkbox"/>) Others (<input type="checkbox"/>)	
Card Number :	
Card Holder's Name :	
Expiration Date :	
<input type="checkbox"/> Credit Card	<p><i>* I agree that my reservation in guaranteed with my credit card information described above, and I will settle all hotel charges when checking out.</i></p> <p style="text-align: right;">Signature</p>

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: Hotel Map

