

NOTE FOR INFORMATION

<p>Accommodation</p>	<p>Siam Bayview Hotel, Pattaya</p> <p>Address: 310/2 Beach Road, Pattaya City Chonburi 20150, Thailand</p> <p>Tel. : +66 (0) 384-23871, Fax.: +66 (0) 38423-879</p> <p>Website: http://www.siamhotels.com/siambayview/</p>
<p>CCOP Group Hotel Room Rates</p>	<p><u>Superior Single room: THB 2,000.-</u> nett / room / night (incl. buffet breakfast)</p> <p><u>Superior Twin room: THB 2,500.-</u> nett / room / night (incl. buffet breakfast)</p> <p><i>The above rates are inclusive of service charge and government tax. Upon checking in at the hotel, delegates may be requested to provide your credit card imprint or cash payment for one-night accommodation for guarantee. Please be prepared for such request.</i></p> <p>CCOP, as the organizer, will reserve the hotel rooms on behalf of all delegates. Single rooms will be automatically reserved for each nominated delegate both sponsored and own-cost unless requested otherwise. Cancellation of room or no show will incur one night room charge which will fully be borne by the delegate. Any inquiry in regard to room reservation should be directed to the organizer.</p>
<p>Meeting Venue</p>	<p>Atlantis Room</p>
<p>Meeting Package</p>	<p>2 coffee breaks and 1 Lunch during the workshop will be sponsored by the project to both sponsored and own-cost delegates.</p>
<p>Internet in the guest room</p>	<p>THB 700.-nett/password/24 hrs.</p>
<p>Evening Functions</p>	<p>Welcome Dinner on Wednesday 24 March 2010 (kindly hosted by DMF)</p> <p>Farewell Dinner on Thursday 25 March 2010 (kindly hosted by CCOP-EPPM)</p> <p>Details to be announced, Round-trip transport from Hotel will be provided, if required</p>
<p>Airport Transfer</p>	<p>Round-trip transfer service is arranged in coordination with Pattaya Confederation & Transport Ltd.,Part to both sponsored and own-cost foreign delegates according to their flight schedules. Representatives from Pattaya Confederation & Transport will wait at the arrival hall Gate 3 with CCOP signage and directly bring you to Pattaya about 1.30-2 hrs.</p> <p>Note: Passengers no longer have to pay airport departure tax in Thailand.</p>

EPPM Program 3 Workshop 3: Workshop on Metadata System User Training,
24-26 March 2010, Pattaya Thailand

Visa Requirements	<p>Delegates will receive “Acceptance Letter” issued by the CCOP as organizer via fax and/or E-mail for the travel approval from their organizations and /or to apply & obtain entry visa to Thailand in advance, if it is required.</p> <p>Note: The delegates must possess a passport valid for at least six months upon arrival.</p>
Sponsorship	<p>Daily Subsistence Allowance (DSA): will be distributed to sponsored participants at registration on Wednesday 24 March from 8:30-9:00 am. This DSA covers accommodation (based on single occupancy rate), meals and any incidental expenses. Sponsored participants are to settle the payment of their room and personal expenses with the hotel directly. In case of compulsory overnight transit, the cost of extra nights will also be calculated into the DSA and assistance can be provided for hotel reservation.</p> <p>Air-tickets: The round trip air-ticket will be issued and provided as Electronic Ticket to Sponsored participants in due time.</p>
Travel Insurance	<p>Delegates are strongly recommended to obtain the travel insurance plan that suits their needs.</p>
Activity Record	<p>A USB drive will be provided to all participants to record the presentations, final name list with contact details of delegates and pictures.</p>
Currency	<p>USD 1 ~ THB 33.- (as of February 2010)</p>
Climate	<p>Getting into Summer Season, temperature is 32-35°C</p>
Time Zone	<p>GMT+7</p>
For more information, please contact	<p>Mr. Simplicio P. Caluyong EPPM Project Coordinator CCOP Technical Secretariat CCOP Building 75/10 Rama VI Rd., Phayathai, Ratchathewi, Bangkok 10400, Thailand Tel: +66 (0) 2644 5468 ext. 503, Fax: +66 (0) 2644 5431, Mobile +66 (0) 81 827 0527 E-mail: sim@ccop.or.th, Website: www.ccop.or.th, Skype: Sim Caluyong</p>