

Note for Information

CCOP- CGS- EPPM P3: Metadata Working Group Meeting, 20-22 July 2010, Shanghai, China

<p>Accommodation</p>	<p>上海西郊宾馆 酒店地理位置：中国上海虹桥路 1921 号 电话：86 (21) 6219-8800 传真：86 (21) 6433-6641 <u>XIJIAO STATE GUEST HOTEL</u> Hotel Address: No.1921 Hong Qiao Road, Shanghai China Tel. : 86 21 62198800 Fax: 86 21 64336641, Website: www.hotelxijiao.com</p>
<p>CCOP Group Hotel Room Rates</p>	<p>Single occupancy <u>RMB1700</u> (~ USD 254) nett/room/ night (incl. of buffet breakfast) Twin occupancy <u>RMB 1800</u> (~ USD 267) nett /room/night (incl. of buffet breakfast) <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> 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.</p>
<p>Meeting Venue</p>	<p><u>Function Hall</u></p>
<p>Meeting Package</p>	<p>2 coffee breaks (including: coffee, black tea, dry dim sum, fruit)and 1 Lunch(Floating Restaurant) during the workshop will be sponsored by CGS to both sponsored and own-cost foreign delegates.</p>
<p>Internet</p>	<p>Free of Charge</p>
<p>Evening Functions</p>	<p>Welcome Dinner & Farewell Dinner are hosted by CGS. Details to be announced, Round-trip transport from Hotel will be provided, if required.</p>
<p>1-day Excursion</p>	<p>Shanghai EXPO2010</p>
<p>Airport Transfer</p>	<p>Round-trip transfer service is arranged in coordination with CGS to both sponsored and own-cost foreign delegates according to their flight schedules. Representatives from CGS will wait at the arrival hall with CCOP/CGS signage. Note: Passengers no longer have to pay airport departure tax in China.</p>

Note for Information

CCOP- CGS- EPPM P3: Metadata Working Group Meeting, 20-22 July 2010, Shanghai, China

<p>Visa Requirements</p>	<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 will receive “Official Invitation Letter” from Ministry of Land and Resources (MLR), China via fax and/or E-mail to apply and obtain entry visa to China in advance.</p> <p>Note: The delegates must possess a passport valid for at least six months upon arrival.</p>
<p>Sponsorship (CGS Fund)</p>	<p>Daily Subsistence Allowance (DSA): will be distributed to sponsored participants at registration on 20 July from 8:30-9:00 am. This covers meals and any incidental expenses. CGS will pay for your accommodation. In case of compulsory overnight transit, the cost of extra nights will also be calculated into their DSA and assistance will be provided for hotel reservation.</p> <p>Air-tickets: For CCOP/CGS sponsored participants, round trip economic air tickets are provided by CGS. You will receive your e-ticket by email and please confirm to CGS upon receipt of your air ticket.</p>
<p>(EPPM Fund)</p>	<p>Daily Subsistence Allowance (DSA): will be distributed to sponsored participants at registration on 20 July from 8:30-9:00 am. This 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 their DSA and assistance will be provided for hotel reservation.</p> <p>Air-tickets: Sponsored participants are kindly requested to purchase the air-ticket and reimbursement upon the provision of original receipt indicating CCOP-approved airfare.</p>
<p>Travel Insurance</p>	<p>Delegates are strongly recommended to obtain the travel insurance plan that suits their needs.</p>
<p>Activity Documents Record</p>	<p>A USB drive (2 GB) will be provided to all participants to record the presentations, final list and contact details of delegates and pictures.</p>
<p>Currency</p>	<p>USD 1 ~ RMB 6.7 (as of June)</p>
<p>Climate</p>	<p>Beginning Summer: 26-30° C</p>
<p>Time Zone</p>	<p>GMT+8</p>

**For more information,
please contact**

Mrs. Marivic P. Uzarraga (for CGS fund)

Geo-Information Sector Coordinator

CCOP Technical Secretariat

CCOP Building

75/10 Rama VI Rd., Phayathai, Ratchathewi, Bangkok 10400, Thailand

Tel: +66 (0) 2644 5468 ext. 403, Fax: +66 (0) 2644 5431,

E-mail marivic@ccop.or.th, Website: www.ccop.or.th

Mr. Simplicio P. Caluyong (for EPPM fund)

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

DR. ZHANG MINGHUA (CCOP Metadata Project Leader)

Division Director

Geo-Information Division

Development and Research Center

China Geological Survey

45 Fuwai Street, Xicheng District, Beijing 100037, People's Republic of China

Tel: +8613301223317

Fax: (86-10) 5858 4359

E-mail: zminghua@mail.cgs.gov.cn