

NOTE FOR INFORMATION

<p>Accommodation</p>	<p>Holiday Inn Hotel Silom Address: 981 Silom road, Bangrak, Bangkok 10500, Thailand Tel. : +66 2 238 4300, Fax.: +66 2 266 7701 Website: www.bangkok-silom.holiday-inn.com</p>	
<p>CCOP Group Hotel Room Rates</p>	<p><u>Superior Single room: THB 2,000.-</u> nett / room / night (incl. buffet breakfast) <u>Superior Twin room: THB 2,300.-</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>Conference room, 2nd floor, CCOP Technical Secretariat CCOP Building, 75/10 Rama VI Rd., Phayathai, Ratchathewi, Bangkok 10400, Thailand Note: 1) There will be round trip transports service from the Holiday Inn Hotel Silom to the CCOP Technical Secretariat on 16-17 November 2010 2) Please see enclosed map in Thai and English for your reference.</p>	
<p>Meeting Package</p>	<p>Lunches and coffee breaks during the meeting will be sponsored by the project to delegates.</p>	
<p>Internet in the guest room</p>	<p>24 hrs.: THB 300.- nett/user</p>	
<p>Evening Functions</p>	<p>Welcome Dinner on Tuesday 16 November (kindly hosted by CCOP-EPPM) Details to be announced, Round-trip transport will be provided</p>	
<p>Airport Transfer</p>	<p>Round-trip transfer service is arranged for foreign delegates according to their flight schedules. Representatives will wait at the arrival hall with <table border="1" data-bbox="1144 1627 1258 1675"><tr><td>CCOP</td></tr></table> signage. Note: Passengers no longer have to pay airport departure tax in Thailand.</p>	CCOP
CCOP		
<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 /or to apply & obtain entry visa to Thailand in advance, if it is required. Note: The delegates must possess a passport valid for at least six months upon arrival.</p>	

EPPM Program: P3 Project (Metadata) Meeting of Country Data Managers
16-17 November 2010, Bangkok, Thailand

Sponsorship	<p>Daily Subsistence Allowance (DSA): will be distributed to sponsored participants at registration on Tuesday 16 November 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: Sponsored participants are kindly requested to purchase the air-ticket for reimbursement upon the provision of original receipt indicating CCOP-approved airfare.</p>
Travel Insurance	Delegates are strongly recommended to obtain the travel insurance plan that suits their needs.
Activity Record	Delegates are to bring their own computer to the meeting. The records of the meeting including final list and contact details of delegates and pictures will be posted on http://www2.ccop.or.th/eppm
Currency	USD 1 ~ THB 30.- (as of 6 October 2010)
Climate	End of Rainy Season, temperature is 25-30°C
Time Zone	GMT+7
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>