

NOTE FOR INFORMATION

EPPM P3W5: Workshop/training for Metadata encoder and data managers using the new CCOP GIMS
17-19 January 2011, Kuala Lumpur, Malaysia

<p>Accommodation</p>	<p>Impiana KLCC Hotel & Spa, Kuala Lumpur 13 Jalan Pinang, 50450 Kuala Lumpur Tel: 603 21471111 Fax: 603 2147 1100 Email : info.impianaklcc@impiana.com www.impiana.com</p>
<p>CCOP Group Hotel Room Rates</p>	<p>Single occupancy RM 290.00 (~USD 92) nett/room/night (incl. buffet breakfast) Twin occupancy RM 340.00 (~USD 108) 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 (with flight details). 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>Mawar Conference room, Level 1. Impiana KLCC Hotel & Spa, Kuala Lumpur</p>
<p>Meeting Package</p>	<p>2 coffee breaks and 1 Lunch during the workshop will be sponsored by the EPPM project to both sponsored and own-cost foreign delegates and a limited number of local delegates.</p>
<p>Internet in the guest room</p>	<p>Complimentary</p>
<p>Evening Functions</p>	<p>Welcome Dinner on 17th January will be hosted by PETRONAS Farewell Dinner on 18th January will be hosted by EPPM Place and other details will be announced later</p>

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Excursion	<p>Half day Field Trip on 19th January 2011 will be organized and sponsored by PETRONAS.</p> <p>The programme will be announced later.</p>
Airport Transfer	<p>Round-trip transfer service in Kuala Lumpur is arranged to both sponsored and own-cost foreign delegates according to their flight schedules. Representatives from Hotel will wait at the arrival hall with CCOP/Hotel signage.</p> <p>Note: The foreign passengers no longer have to pay airport departure tax in Malaysia</p>
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</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 17 January 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	<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 equivalent to RM 3.15 (as of December 2010)</p>
Weather	<p>Occasional rains during January 2011.</p>

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Time Zone	GMT+8
For more information, please contact	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 +6681 827 0527 E-mail sim@ccop.or.th , Website: www.ccop.or.th , Skype: Sim Caluyong Gmail: scaluyong@gmail.com