

Note for Information

EPPM P3W1: Workshop on Metadata Standards & Requirement Analysis for CCOP Natural Gas Metadata

1-3 April 2009, Shanghai, China

Accommodation	<p>Shanghai Xijiao State Guest Hotel</p> <p>Address: No.1921 Hongqiao Road, Shanghai 200336, China</p> <p>Tel. : 86 (21) 6219-8800 Fax: 86 (21) 6433-6641</p> <p>Website: http://www.xijiao.net/en/index.aspx</p>
CCOP Group Hotel Room Rates	<p>Single occupancy RMB 1,100 (~ USD 160) nett/room/ night (incl. of buffet breakfast)</p> <p>Twin occupancy RMB 1,180 (~ USD 172) nett /room/night (incl. of 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>
Meeting Venue	<p>Convention center</p>
Meeting Package	<p>2 coffee breaks and 1 Lunch during the workshop will be sponsored by the project to both sponsored and own-cost foreign delegates.</p>
Internet	<p>Complimentary</p>
Evening Functions	<p>Welcome Dinner on 1 April (hosted by EPPM)</p> <p>Farewell Dinner, on 2 April (in-kind contribution from China)</p> <p>Details to be announced, Round-trip transport from Hotel will be provided, if required.</p>
Airport Transfer	<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 signage.</p> <p>Note: Passengers no longer have to pay airport departure tax in China.</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 and will receive “Official Invitation Letter” from Ministry of Land and Resources (MLR), China via fax</p>

Note for Information

EPPM P3W1: Workshop on Metadata Standards & Requirement Analysis for CCOP Natural Gas Metadata

1-3 April 2009, Shanghai, China

	and/or E-mail to apply and obtain entry visa to China in advance. Note: The delegates must possess a passport valid for at least six months upon arrival.
Sponsorship	Daily Subsistence Allowance (DSA): will be distributed to sponsored participants at registration on 1 April 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. Air-tickets: Sponsored participants are kindly requested to purchase the air-ticket for reimbursement upon the provision of original receipt indicating CCOP-approved airfare.
Travel Insurance	Delegates are strongly recommended to obtain the travel insurance plan that suits their needs.
Activity Record	A USB drive (2 GB) will be provided to all participants to record the presentations, final list and contact details of delegates and pictures.
Currency	USD 1 ~ RMB 6.9
Climate	Spring 11-19° C
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 +66 (0) 81 827 0527 E-mail h , Website: www.ccop.or.th , Skype: Sim Caluyong