

FOR PARTICIPANTS ONLY

ESCAP/WMO Typhoon Committee
WMO/ESCAP Panel on Tropical Cyclones
Training Workshop on Synergized Standard Operating Procedures for Coastal
Multi-Hazards Early Warning System

09-11 June, 2014, Nanjing, China

INFORMATION NOTE FOR PARTICIPANTS

Venue and Date

1. The Training Workshop on Standard Operating Procedures under the project Synergized Standard Operating Procedures (SSOP) for Coastal Multi-hazards Early Warning System will be held at WMO Regional Training Centre (RTC), Nanjing, China from 9 to 11 June 2014. The RTC is located in the campus of Nanjing University of Information Science and Technology (NUIST).
2. The Opening Ceremony will be held on Monday, 9th June 2014 in WMO RTC Nanjing. The Workshop will be conducted tentatively from 09:00 to 12:00 in the morning and 13:30 to 17:30 in the afternoon. Please find the map as Appendix A and meeting room is within 5-minute walking distance from the hotel. The LOC member will guide the participants to the meeting room.

Registration

3. On 8th June 2014, a Registration and Information Desk will be set up at the lobby of the hotel. Participants are requested to wear the identification badges they received upon registration at all times during the Meeting and official functions.

Visa/Entry Requirements

4. Any participant from countries with no special visa exemption arrangement with China should obtain an entry visa before entering. Once the necessary personal information of participants is available to the WMO RTC Nanjing, an official invitation letter from China Meteorological Administration (CMA) will be sent to the participants for the purpose of visa application. Please fill in the passport information in the **Attendance Form under Item 7** and return it together with the participant's passport photocopy to **Typhoon Committee Secretariat (TCS) with a copy to WMO RTC Nanjing by 9th May 2014.**

Hotel Reservation

5. A block of rooms has been reserved at NUIST hotel (南气宾馆) for the participants with a daily charge of USD 70.00 per person including lodging and meals.

Payment of Hotel Accounts

6. After arrival to Nanjing, participants are expected to settle the account either cash payment in RMB or credit card (visa or mastercard) directly with the NUIST hotel, including room charges and other expenses, such as for local and long-distance telephone calls, business center use, and laundry etc. Participants are also responsible for any charges incurred with respect to rooms remaining vacant owing to late arrival or rescheduled departure for which inadequate prior notice is given.

About Nanjing

7. Nanjing is the capital of China's Jiangsu Province, and a city with a prominent place in Chinese history and culture.

Located in the lower Yangtze River drainage basin and Yangtze River Delta economic zone, Nanjing has always been one of China's most important cities. It served as the capital of China during several historical periods and is listed as one of the Four Great Ancient Capitals of China. Nanjing has also served as a national hub of education, research, transportation and tourism throughout history. It will also host the 2014 Summer Youth Olympics.

Nanjing's climate is Humid Subtropical with four distinctive seasons, characterized by long, hot, humid summers and short, chilly, cloudy and dry winters. The climate data for Nanjing in June is:

Mean maximum temperature:	29°C,
Mean minimum temperature:	20.4°C,
Mean Precipitation:	159 mm,
Mean precipitation days:	11.

For detailed climate conditions and weather forecast for Nanjing, please visit Weather China at: <http://www.weather.com.cn/en/weather/101190101.shtml>.

Currency and exchange

8. The currency in China is the RMB. All major currencies may be exchanged for local currency at local banks. Please find the latest exchange rates at <http://www.boc.cn/sourcedb/whpj/enindex.html>.

Airport and Rail Station Transfer

9. Participants are ***strongly recommended*** to arrive at the Nanjing Lukou International Airport and Nanjing South Railway Station where they will be met and transported to the hotel, by informing the LOC the arrival details in **Attendance Form**. In case the participants have to make their own transportation, please show the address card below to the driver:

Please send me to
请送我到

Nanjing University of Information Science and Technology (NUIST) Hotel
(南气宾馆)
Ningliu Road 219
210044 Nanjing
地址：江苏省南京市宁六路 219 号南京信息工程大学南气宾馆
邮编：210044

Internet Facilities

10. Wifi Internet connection will be available in the meeting room.

Information and Contact Details of the Workshop

11. For any queries regarding the local arrangements, please contact :

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Local Organizing Committee,
WMO Regional Training Centre Nanjing,
Nanjing University of Information Science and Technology,
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Tel. No. : 0086-25-58731404, 58731401
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Appendix:

- A: WMO Regional Training Centre Nanjing, Nanjing University of Information Science and Technology Map

Appendix A : WMO Regional Training Centre Nanjing, Nanjing University of Information Science and Technology (training building)

