**Meeting of the Regional Subproject Management Team (RSMT) of the Severe Weather Forecasting Demonstration Project (SWFDP) for Southeast Asia**

(Ha Noi, Viet Nam, 11-14 August 2015)

**INFORMATION NOTE**

1. **VENUE**

The Meeting of the Regional Subproject Management Team (RSMT) is tentatively scheduled to be held in the 6th Floor, No. 3 Dang Thai Than Street, Ha Noi City, Viet Nam.

Ha Noi is the capital of Socialist Republic of Viet Nam. It's located in the Red River Delta, in the center of North Viet Nam. It's the culture centre of Viet Nam.

1. LOCAL COORDINATORS

Name :Mr. Duong Hoang Long

Address : National Hydro-Meteorological Service (NHMS)

No. 3 Dang Thai Than street, Hoan Kiem, Ha Noi

 City, Viet Nam

Telefax : (+8493) 665-5345

E-mail : Longdh76@yahoo.com

 Name :Mr. Nguyen Manh Linh

Address : National Hydro-Meteorological Service (NHMS)

No. 3 Dang Thai Than street, Hoan Kiem, Ha Noi

 City, Viet Nam

E-mail : linhnguyennchmf@gmail.com

1. VISAS

Participants are strongly advised to confirm with their local Vietnamese Embassies to verify the information below. The policies regarding the issuing of visas are subject to change without prior notice.

Nationals from the following countries are allowed to enter the Viet Nam without a visa for a period of stay of twenty-one (21) days or less:

|  |  |  |
| --- | --- | --- |
| Brunei Darussalam | Japan | Republic of Korea |
| Cambodia | Lao PDR | Russia |
| Denmark | Malaysia | Sweden |
| Finland | Myanmar | Singapore |
| Indonesia | Norway | Thailand |

From 1 July 2015, nationals from the following countries are also allowed to enter the Viet Nam without a visa for a period of stay of fifteen (15) days or less:

|  |  |
| --- | --- |
| France |   |
| Germany |   |
| Italy |   |
| Spain |   |
| France |   |
| United Kingdom |  |

For facilitating visa application arrangements, please kindly fill and send your registration forms accompany with passport copy to us via fax No (84-4) 3 8257740 or email Longdh76@yahoo.com at your earliest convenience, preferably before 15 July 2015.

1. **MEETING WEBSITE**

All meeting documents including provisional agenda, tentative work plan, explanatory memo. to the provisional agenda, information note for the participants etc. can be downloaded from the WMO website at the following link:

 <http://www.wmo.int/pages/prog/www/BAS/CBS-meetings.html>

1. **WORKING LUNCH DURING THE WORKSHOP**

Working lunch will be arranged, at very reasonable price at the restaurant near NHMS Headquarter in Ha Noi.

1. **ACCOMMODATION**

Accommodation will be arranged at SUNWAY HOTEL, a hotel located in Ha Noi City and near the NHMS's Headquarter.A special arrangement had been made by the NHMS with the hotel. Kindly complete the attached Hotel Reservation Form providing Credit Card details also and submit to Ms. Vu Tran Thu Trang, Senior Sales Manager on or before 5 August 2015.

SUNWAY HOTEL
Address : 19 Pham Dinh Ho street, Hai Ba Trung District, Ha Noi, Viet Nam
Tel : (84)(4) 3971 3888 ext 502
Fax : (84)(4) 3971 3967
Mobile : (84)(9) 1265 0750
E-mail : corpsales@sunwayhotel.com.vn

Website : hanoi.sunwayhotels.com

Corporate: www.sihr.com

Please, kindly note that **All Participants** will stay at theSUNWAY HOTEL as special arrangements have been made.

1. **LOCAL TRANSFERS BETWEEN AIRPORT AND HOTEL**

**Arrival at Noi Bai International Airport**

Special arrangements will be made for transporting participants from the airport to the hotel and back. Local organizers will meet all participants at the airport.

Participants are requested to provide their flight details, which include the arrival and departure times and flight numbers to the local coordinator, Mr. Duong Hoang Long (Longdh76@yahoo.com) or Mr. Nguyen Manh Linh (linhnguyennchmf@gmail.com) at least a week before arrival date.

1. **CURRENCY EXCHANGE**

The Vietnam dong (VND) is the Vietnamese currency. It is possible to change money at the airport and at all local banks. The exchange rate is approximately VND 21,825 to a US$ as of June 11, 2015.

1. **CLIMATE**

Normal Minimum Temperature (August) = 24.0°C

Normal Maximum Temperature (August) = 36.0°C

Monthly normal rainfall (August) = 300 mm

For weather information and forecast, please visit NCHMF Website: [www.nchmf.gov.vn](http://www.nchmf.gov.vn)

1. **VOLTAGE**

The voltage in the Viet Nam is 220V, 50Hz using the 2P AC Male flat plug type and multi-standard sockets



1. **FOOD**

The main food in the Viet Nam includes rice, beans, beef, chicken, vegetables, fish and other sea foods. There are a lot of delicious fruit such as sweet bananas, mangoes, pineapples, guavas and oranges, to mention but a few.

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 **(HA NOI, VIET NAM, 11-14 AUGUST 2015)**

**REGISTRATION FORM FOR VISAS**

**1. Full name:**

**2. Date of Birth:**

**3. Origin:**

**4. Nationality:**

**5. Number and Type:**

**6. Occupation:**

\_\_\_\_\_\_\_\_\_\_\_\_\_

(Please send this form to Mr. Duong Hoang Long via fax No (84-4) 3 8257740 or email Longdh76@yahoo.com at your earliest convenience, preferably before 15 July 2015)



**ACCOMODATION RESERVATION FORM**

**Meeting of the Regional Subproject Management Team (RSMT) of the Severe Weather Forecasting Demonstration Project (SWFDP) for Southeast Asia**

***Please complete and return this form to Ms. Vu Tran Thu Trang, Senior Sales Manager***

 ***by Email:*** ***corpsales@sunwayhotel.com.vn******or CC: reservation@sunwayhotel.com.vn***

***before 5 August 2015***

 NEW RESERVATION AMENDMENT CANCELLATION

**GUEST INFORMATION:**

**Name:**

**Company Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Email:**

**Tel: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Fax: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Arrival Date : ………..………….. Estimated arrival time:**

**Departure Date: ………. …………..Estimated departure time:**

RATE OFFER TO the NATIONAL HYDRO-METEOROLOGICAL SERVICE - 2015

|  |  |  |  |
| --- | --- | --- | --- |
| **Room Type** | **Room Rate****(per room per night)** | **No. of Room** | **Room Preference/s** |
| Superior | USD/88++/single/room/night |  |  |
| Club Classic  | USD/110 ++/single/room/night |  |  |
| Delux  | USD/120++/single/room/night |  |  |
| Premium | USD/130++/single/room/night |  |  |

***Double Occupancy will be added VND 400,000++/room/night***. ***Rates are subject to 5% service charge and 10% government Value Added Tax.***

**Note:**

* + - This Reservation Form should be signed and returned to us***,*** otherwise the reservation will be subject to hotel availability
		- This Reservation Form is only accepted and will be considered as the hotel confirmation with the Hotel’s acknowledgement via email of this reservation form.

**OPTIONAL SERVICES:**

|  |
| --- |
| **Airport transfer: Yes No**Normal price: USD50.00net/way**Promotion price (20% OFF): USD80.00net/2 ways.** Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Flight Details: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Flight Details: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***Terms and conditions***: * *Two-way airport transfer must be booked in advance.*
* *For any cancellation received a charge based on normal price will apply.*

**Terms and Conditions:** You are welcomed at the Noi Bai Airport by our Airport Rep. with a welcome board and the guest’s full name at the arrival terminal. For any further assistance, please contact our Duty Manager (24 hours): **00 84 4 3971 3888** or Hotel Bell Desk: **00 84 4 3971 3888** – Ext. **301**. If Airport transfer is required, \Sunway Hotel Hanoi has a right to charge full amount of the pick up fee in case of no show. |

|  |
| --- |
| **Booking Terms and Conditions:*** Check-in time: from 1400hrs
* Check-out time: before 1200hrs
* Late check-out:
* Check out before 1800hrs – 50% charge on room rate quoted.
* Check out after 1800hrs – full day charge on room rate quoted will be applied.
* Early check-in/late check-out will be based on room availability.
* Cancellation policy:
* Cancellations are made by 72 hours prior to arrival – No charge
* Cancellations receive less than 72 hours or No show – 01 day room charges based on room rate quoted.
 |

**I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_hereby agree to guarantee the booking as above mentioned by my credit card. From my \_\_\_\_\_\_\_ CARD with a Credit Card Number of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ with CCV number of\_\_\_\_\_\_\_ which will expire on \_\_\_\_\_**

**Cardholder’s Signature: …………………………………………………………**

**Date: ………………………………….**