



Workshop of World Meteorological Centres
(Beijing, China, 26-29 March 2019)



Information Note for Participants

The first Workshop of World Meteorological Centres (WMCs) will be held in Beijing, China from 26 to 29 March 2019 at the China Meteorological Administration (CMA).

1. Visa

Participants requiring a China entry visa are strongly encouraged to duly fill up the attached Participants Attendance Form and return it **with a copy of your passport** to the local organizing committee as soon as possible, no later than 12 February 2019. Please note that most government offices in China will be closed from 5-11 February in celebration of Chinese New Year.

2. Accommodations

Hotel reservation will be arranged by the local organizing committee at the Hubei Hotel with a special discounted rate of 648RMB per night including breakfast, which is most close to CMA. The participants are requested to complete the Participants Attendance Form and return it to the local organizing committee for your hotel reservation as soon as possible, no later than 12 February 2019. The Hotel could accept foreign credit card (Visa, Master, Diners Club, American Express, and JCB).

BEIJING HUBEI HOTEL

Website: <http://en.bjhbds.com.cn/>

Add.: No. 36 Zhongguancun Nandajie, Haidian District.

Tel.: (86) 10-62108374, (86) 10-62172288

(7-minute walk to CMA compound and 10-minute walk to subway station
"National Library" of Line-4)

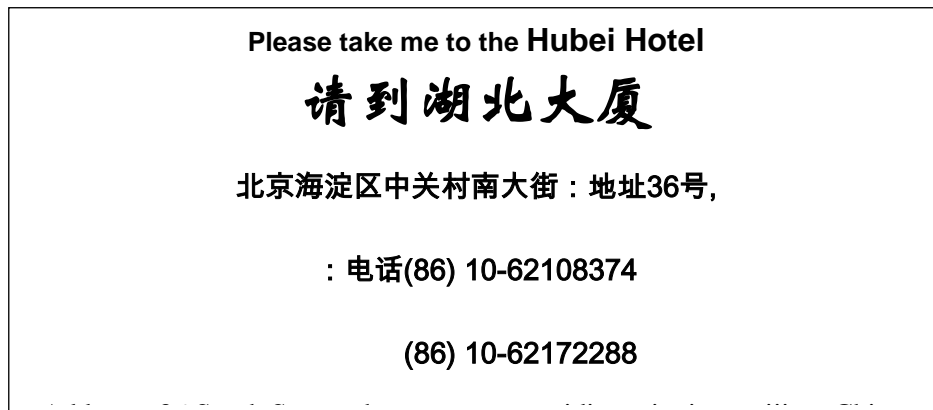
2. Transportation

No airport transportation will be provided by the local organizing committee. You may take the following ways to the Hotels:

1) By Taxi

You may take a taxi from the airport to the hotel and the taxi fare is less than RMB140. Please always request the driver to use taxi meter and get your receipt back in case you lose your belongings.

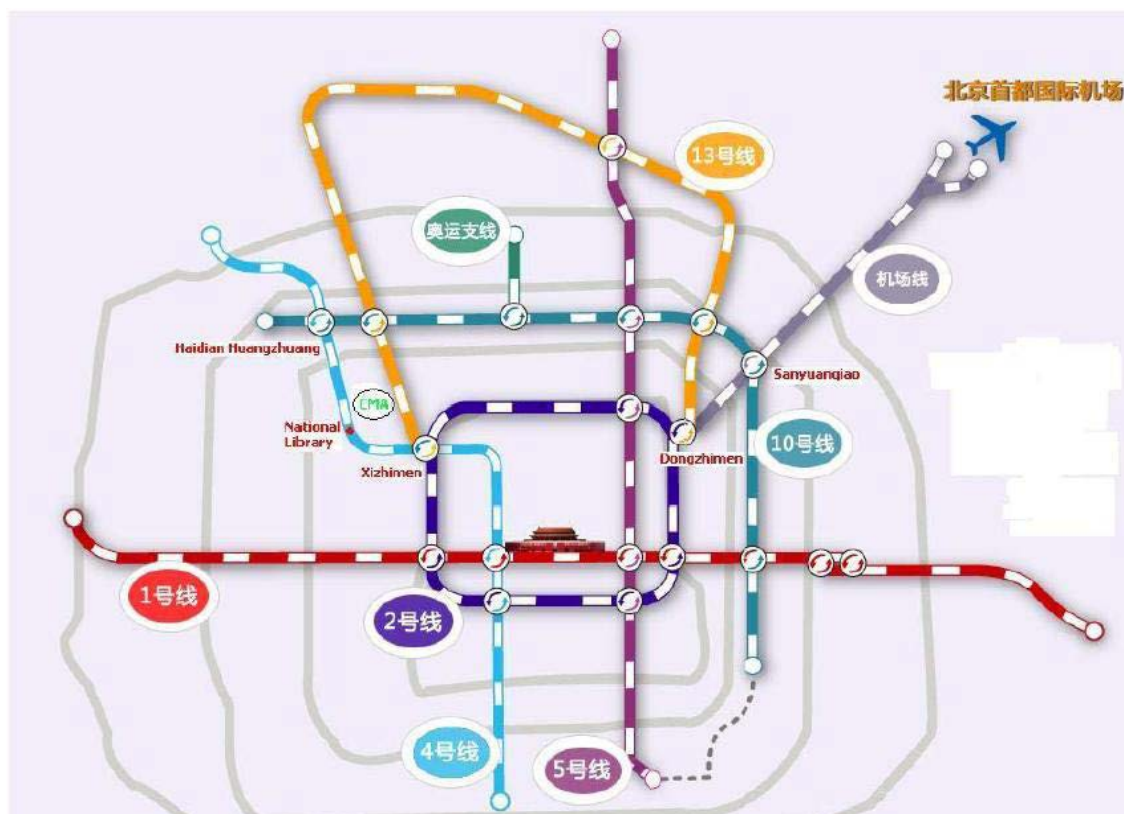
Please print the following signs and take them with you when you travel to Beijing.



2) By Subway

(a) Take airport express line to Sanyuanqiao, change to Line 10 to Haidian Huangzhuang, change to Line 4 to National Library, and you will find CMA on the opposite side of the road.

(b) Take airport express line to Dongzhimen, change to Line 2 to Xizhimen, then change to Line 4 to National Library, and you will find CMA on the opposite side of the road.



If you need airport transportation assistance, please tell the local organizing committee in advance.

Also, you may take the shuttle bus service; get the information from the website:

<http://en.bcia.com.cn/traffic/airbus/index.shtml>

4. Meeting Venue

The Meeting will be held at the Multi-Functional Hall of China Meteorological Administration Science and Technology Building, which is located in CMA campus.

On the morning of 26 March 2019, the first day of the workshop, the local meeting organizer will meet the participants in the hotel lobby at 8:30am and accompany them to the CMA meeting venue.

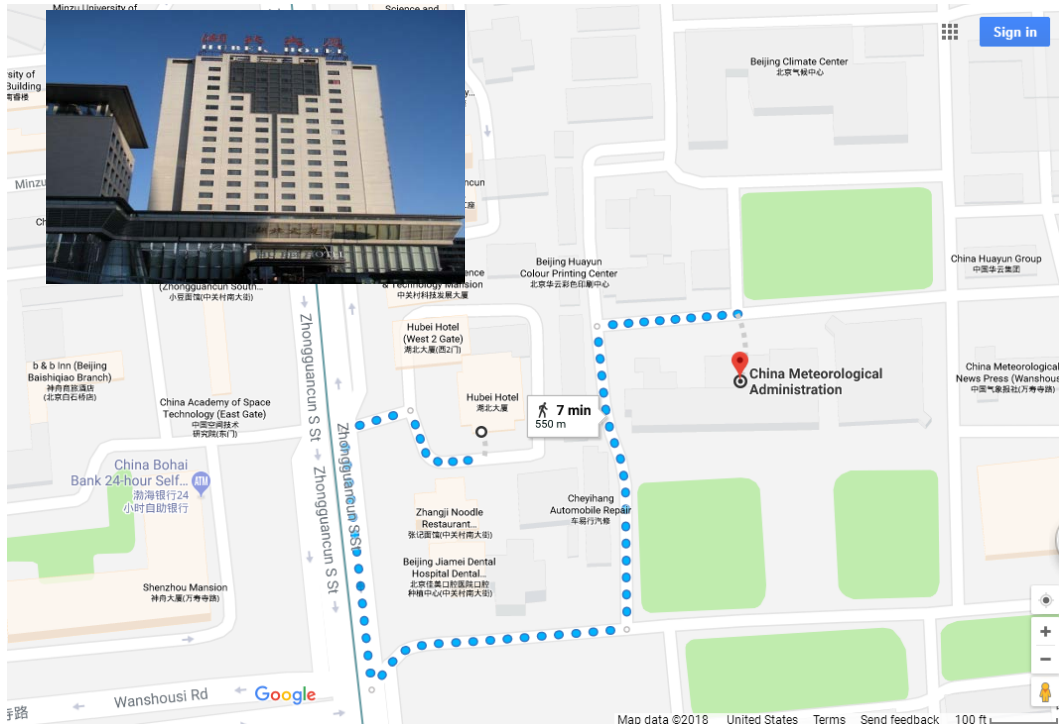
However, participants who choose to stay at other hotels are needed to arrange for their own and the LOC can help them for the transportation guidance. Please do not hesitate to contact us at all time by email.

Please take me to CMA

请到中国气象局

海淀区中关村南大街：地址46号

: 电话86-10-6840 9417



5. Registration

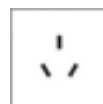
Participants will receive badges and updated information upon arrival. Please wear badge when attending all formal activities. Service desk will be set up outside of the meeting room.

6. Working Language

The working language will be in English only

7. Internet facilities and electricity

Provision has been made in the meeting room for wireless Internet connection in Beijing. Internet connections will also be available in the hotels. The standard voltage in China is 220 volts. The below plugs are usually used. If your appliances plug has a different shape, you may need a plug adapter.



6. Currency Exchange, Credit Cards

Local currency is the Chinese Yuan (RMB), with the approximate value 1 Euro = 7.73 RMB, 1 USD = 6.79 RMB (Rates on 24 Jan. 2019). The exchange rate is subject to daily variations. Chinese currency is decimal. Notes come in 100, 50, 20, 10, 5, and 1 yuan denominations. Coins come in 10c, 50c denominations.

Major currencies can be exchanged at the banks nearby. The most common credit cards (e.g. Visa, MasterCard) are accepted at major hotels and stores.

8. Weather

Update weather information can be found on CMA's websites (<http://www.weather.com.cn/english> or <http://www.cma.gov.cn/en>).

9. Time Zone

Greenwich Mean Time (GMT) + 8 hr (=MET)

10. Health requirements/Medical Services

Up to date information on international travel and health is provided by the World Health Organization (WHO) at the following Website: <http://www.who.int/ith/countries/listc/en/>

Medical services are of a high standard and most international prescription drugs are readily available through retail pharmacies. It is suggested that you bring personal medical insurance for the duration of the trip.

11. Contact details of the Local Organizing Committee

For any further information, please do not hesitate to contact us at the following address: **wmc-bj@cma.gov.cn**

- Mr. ZHOU Qingliang
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Participants Attendance Form

RETURN IT, WITH A COPY OF YOUR PASSPORT BEFORE 12 FEBRUARY 2019

To the local organizing committee by the email: wmc-bj@cma.gov.cn

First Name _____
Middle Name _____ Country: _____
Last Name _____
Title: (Mr/Mrs/Miss) _____
Gender: Male Female
Date of Birth (DD/MM/YY) _____ Nationality: _____
Place of Birth _____
Organization _____
Email: _____ or _____
Phone: _____ Fax: _____
Address: _____

Visa Application:

Passport Number _____
Date of Issue (DD/MM/YY): _____
Date of Expiry (DD/MM/YY): _____

Do you need the Chinese Visa? Yes No

Which embassy or consulate do you get your Chinese visa?

Hotel Reservation:

Check-in Date (DD/MM): _____
Check-out Date (DD/MM): _____

Room type: smoking nonsmoking

single big bed twin beds

Food:

Flight Information:

Arrival Date(DD/MM/YY): _____ Flight NO.: _____ Time: _____
Departure Date(DD/MM/YY): _____ Flight NO.: _____ Time: _____
