



IHB File S3/1401/WG

**INVITATION TO ATTEND THE 5TH MEETING OF THE IHO TIDAL AND WATER LEVEL WORKING GROUP
HELSINKI, FINLAND 14-16 MAY 2013**

13 December 2012

Dear Members of the TWLWG,

1. All members of the TWLWG are hereby invited to attend the 5th meeting of the TWLWG which will be held at the offices of the Finnish Transport Agency, Pasila, Helsinki, Finland from 14 – 16 May 2013. The latest Membership List is attached at Annex A.
2. Everyone attending the meeting must complete the registration form at Annex B and return it to Jukka Varonen (Jukka.Varonen@liikennevirasto.fi) no later than 30 April 2013. The form is also available on the TWLWG5 web page (http://www.iho.int/mtg_docs/com_wg/IHOTC/TWLWG5/TWLWG5.htm).
3. Jukka Varonen has made a block booking at the Holiday Inn in the name of TWLWG. Full details of the hotel are available in the Logistical Information document available on the TWLWG5 web page and at Annex C. Members attending must make their reservations directly with the hotel quoting "TWLWG5" no later than 30 April 2013.
4. Finally anyone requiring a letter of invitation from Finland for the purposes of obtaining a Visa to visit Finland is requested to inform Jukka Varonen at the earliest opportunity.

On behalf of the Chairman, TWLWG,
Yours sincerely,

David Wyatt
Secretary TWLWG

Annexes:

- A. TWLWG membership list.
- B. TWLWG 5 registration form.
- C. TWLWG 5 logistics information.

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Finnish Transport Agency

Registration Form for the TWLWG5 meeting, 14 - 16 May 2013, Helsinki

Please forward your Registration form to David.Wyatt@iho.int,
with a copy to Jukka.Varonen@fta.fi and to Juha.Korhonen@fta.fi ,
at your convenience, preferable by **30 April 2013**.

	Information for a participant	Remarks
Country:		
Name:		
Address:		
E-mail:		
Phone (mobile):		
Arrival: Date Time Flight:		
Departure: Date Time Flight:		
Hotel:		
Special dietary requirements:		

Logistics to the 5th meeting of the HSSC Tidal and Water Level Working Group (TWLWG5) on 14-16 May 2013, Helsinki, Finland

Venue

The meeting will be held at the premises of the Finnish Transport Agency. Address: Opastinsilta 12 A, FI 00521 Helsinki.

We are not planning any special transport arrangements to the participants, because there are fluent public transport possibilities. Please find some travel guidance in Annex.

Program

The meeting will commence on Tuesday the 14th of May at 09:00 at the meeting at Finnish Transport Agency in Meeting Room "Satama", 2nd floor. The meeting will be closed on Thursday the 16th of May at 17:00 at the latest.

The Finnish Hydrographic Office will host a dinner and plans to arrange Technical Excursion during the meeting. Detailed information will be given later on.

Lunch, coffee and refreshments will be served during the meeting.

Accommodation

We have made a block reservation at Hotel Holiday Inn Helsinki - Exhibition & Convention Centre (Messuaukio 1, 00520 HELSINKI, Sales office: tel: +358-9-150900, fax: +358-9-150901; email: helsinki.holidayinn@restel.fi) for 20 persons from 12 to 18 May 2013.

The room price is 132,00 €/night for single room or 157,00 €/night for double room including breakfast, sauna, GYM, free Internet access and taxes. The block reservation is valid until **30 April 2013**. The reservation code is "TWLWG5". A Credit Card will be required to secure the reservation. Payment for the reservation will be made on arrival and the charge for any additional items paid for before departure. See more on the hotel via http://www.finland.holidayinn.com/hotellit/helsinki/en_GB/helsinki/.

For hotel reservations you are kindly asked to contact directly to the hotel and also to inform to Jukka.Varonen@fta.fi and Juha.Korhonen@fta.fi.

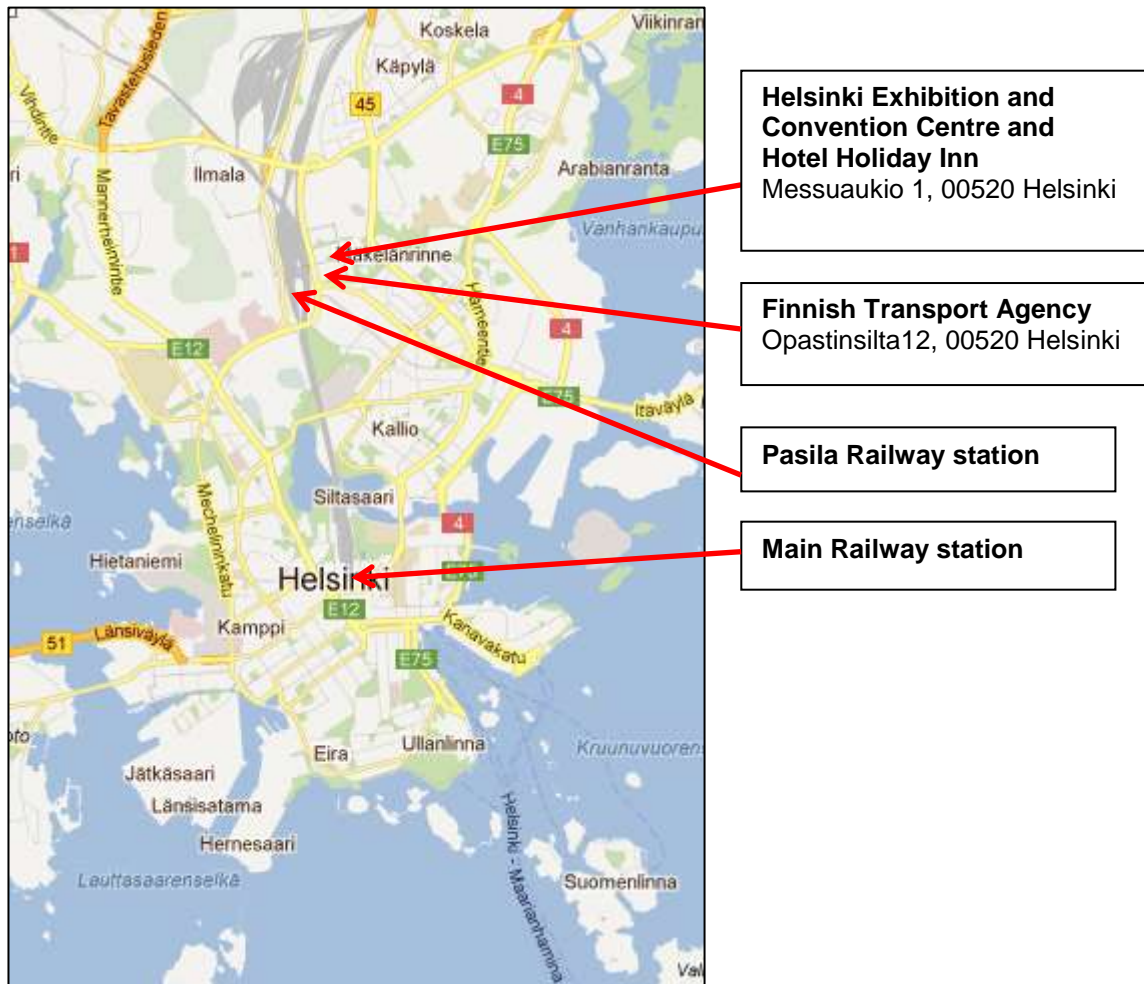
If you need any assistance for hotel arrangements or an official invitation letter for participating to the meeting or if you have any questions related to your visit in Finland, please contact Jukka.Varonen@fta.fi or Juha.Korhonen@fta.fi or by phone (mobile) Jukka Varonen +358 20637 3421

Registration

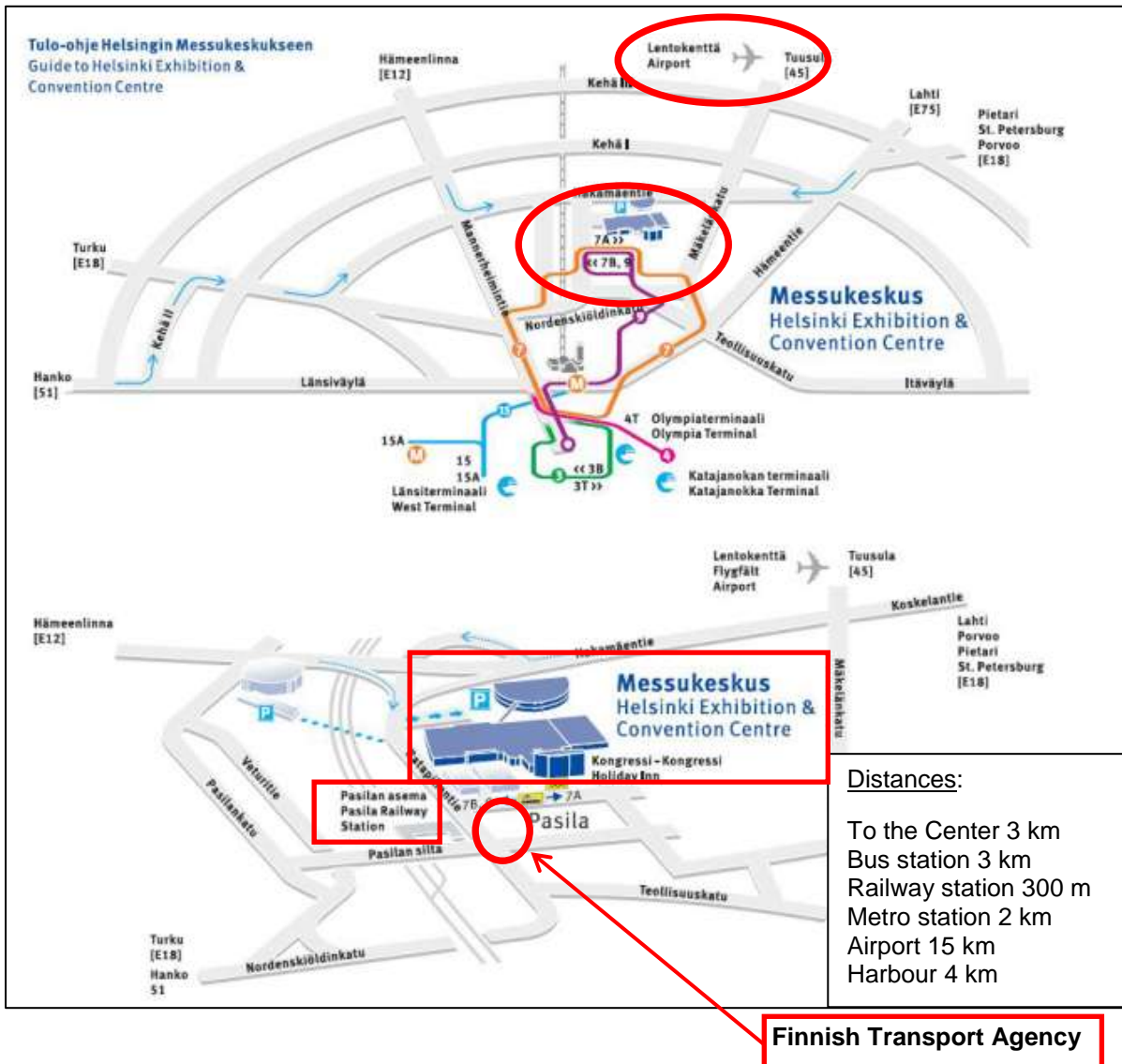
Please forward your completed Registration form (attached or on IHO Web pages) to David.Wyatt@iho.int, with a copy to Jukka.Varonen@fta.fi and Juha.Korhonen@fta.fi at your convention, preferable by **30 April 2013**.

Annex: Information on TWLWG5 meeting venues and transport.

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The Finnish Transport Agency and Hotel Holiday Inn can be easily accessed from the Helsinki Main Railway Station by all commuter trains to Pasila station. There is a few minutes' walk from Pasila station to the Finnish Transport Agency or to the Hotel Holiday Inn.



From Airport to Hotel Holiday Inn (Convention Centre):

- Taxi: about 30 – 40 € (travel time some 15 - 25 min.)
- Bus to the Helsinki Main railway station by Finnair bus every 20 minutes 6.20€, travel time 30 min.) or by Helsinki Regional Traffic (HSL) bus 615 about every 20 minutes 4.50€, travel time 45 min.).

From Helsinki Main railway Station to Hotel Holiday Inn (Convention Centre):

- All commuter trains (5 min) to Pasila station and then 300 m walk. HSL Bus ticked valid one hour.
- Trams 9 or 7A, 7B or (some 20 - 25 min.) to the front of the hotel. HSL Bus ticked valid one hour.