



IHB File S3/1401/WG

**INVITATION TO ATTEND THE 4<sup>TH</sup> MEETING OF THE IHO TIDAL AND WATER LEVEL WORKING GROUP  
CAPE TOWN, SOUTH AFRICA 8-10 MAY 2012**

13 February 2012

Dear Members of the TWLWG,

1. All members of the TWLWG are hereby invited to attend the 4<sup>th</sup> meeting of the TWLWG which will be held at Calders Hotel and Conference Centre, Fish Hoek, Cape Town, South Africa from 8 – 10 May 2012. 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 Ruth Farre (hydrosan@iafrica.com) no later than 15 April 2012. The form is also available on the TWLWG4 web page ([http://www.iho.int/mtg\\_docs/com\\_wg/IHOTC/TWLWG4/TWLWG4.htm](http://www.iho.int/mtg_docs/com_wg/IHOTC/TWLWG4/TWLWG4.htm)). Please note that this form replaces the one posted earlier.
3. Ruth Farre has made a block booking at the Calders Hotel in the name of TWLWG. Full details of the hotel are available in the Logistical Information document available on the TWLWG4 web page. Members attending must make their reservations directly with the hotel quoting "TWLWG4" no later than 15 April 2012. 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.
4. If anyone has any special dietary requirements please inform Ruth Farre before 22 MARCH 2012. This is necessary to allow Ruth time to arrange any menus with the hotel.
5. If you fly to Cape Town via Johannesburg (O.R. Tambo International – JHB) you will have to collect your luggage at Johannesburg, clear customs and recheck in for the flight to Cape Town.
6. Finally anyone requiring a letter of invitation from South Africa for the purposes of obtaining a Visa to visit South Africa is requested to inform Ruth Farre at the earliest opportunity.

On behalf of the Chairman, TWLWG,  
Yours sincerely,

A handwritten signature in purple ink, appearing to read 'S. Shipman', is written over a faint, larger signature in the background.

Steve Shipman  
Secretary TWLWG

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## The 4<sup>th</sup> Tide and Water Level Working Group Registration Form

**IMPORTANT Note:** All members must please complete the information requested in this form, and forward it to the SAN Hydrographic Office by no later that the **15 April 2012**.

**SANHO Contact Information:**

Email: hydrosan@iafrica.com  
 Phone: +27 (21) 787 2403 or + 27(21) 787 2408  
 Fax: +27 (21) 787 2233

Personal details (This information is required for legal compliance with the South African Immigration Act of 2004, for all non-SA residents residing in a South African hotel.)

First names: .....

Surname: .....

Name of partner (if applicable):.....

Organization: .....

Nationality/ Residential Status.....

Residential Address- Street .....

City .....

Code .....

Country.....

Home telephone number: .....

Office telephone number: .....

Mobile telephone number: .....

E-mail address: .....

**Accommodation**

Arrival date: .....	Departure date: .....
Room type – En-Suite room Single	Y / N
En-Suite room Double	Y / N
Smoking or non-smoking	.....

**Travel Information**

**Your Arrival at C.T. International Airport**

**Your Departure from C.T. International Airport**

Flight No: .....	... Flight No: .....
Airline: .....	Airline: .....
Arrival time: .....	... Departure time: .....

**Comments or additional information:**

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Date:

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