

From: Ms. Wang Qi and Wan Fangfang, liaison of National Marine Data and Information Service (NMDIS)

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To secretariat personalities

25 May 2011

Dear secretariat personalities,

Second Circular: 24th Meeting of SCUFN in 2011

As already mentioned in the First Circular, the 24th Meeting of the GEBCO Sub-Committee on Undersea Feature Names (24th) will meet at the China People's Palace in Beijing, P.R. China from 12th -16th September 2011.

This circular will provide you with further information about the reservation in China People's Palace.

1. Hotel Accommodation

China People's Palace for its location and service is the strongly recommended hotel. As we noted in the first circular, some rooms in this hotel will be blocked booked by NMDIS.

After the negotiation with Mr. Yu, China People's Palace Hotel manager, the final room rates of Block A, Block B and Block C in this hotel for this meeting are as follows:

For Block A, RMB 380 (standard room or business room), RMB 600

(suite room) and RMB 298 (single room). (Note: the above prices cover service charge but not breakfast charge, RMB 45 per capita for breakfast in Block A).

For Block B, RMB 380 (standard room or business room), RMB 680 (suite room), RMB 388 (single room) and RMB 3000 (presidential suite). (Note: the above prices cover service charge but not breakfast charge, RMB 45 per capita for breakfast in Block B).

For Block C, RMB 550 (standard room or business room), RMB 900 (suite room) and RMB 8800 (presidential suite). (Note: the above prices cover service charge but not breakfast charge, RMB 88 per capita for breakfast in Block C).

For the participants who would like to book the China People's Palace, please fill the form in the Annex which we will send to the hotel. So the reservation code mentioned in the first circular is not needed.

Due to a large amount of logistical pre-arrangements, we kindly ask you to email us the completed form before the end of June 2011. More detailed information such as arrival and departure times etc. can be forwarded to us later.

Thank you for your cooperation.

2. Visa

As in the first circular, we kindly remind that all intending participants in the meeting check, well before travel, whether you will

need a visa to enter China. If in doubt please consult your local Chinese consulate or the Chinese embassy website in your country. If you need an invitation letter to support your visa application please contact the local organizer (Focal point: Ms. Wang Qi, Ms. Wan Fangfang. Tel: +86-22-24010864, E-mail: scufn2011@sina.cn) and provide necessary information including name, nationality, occupation and passport No.

We will be more than glad to assist you with local arrangements and special requests.

If problems or questions should arise please feel free to contact the organization team at scufn2011@sina.cn at any time. The agendas for the various meetings will be made available for download on the homepage of this meeting.

Regards,

Ms. Wang Qi and Wan Fangfang, Local contact of National Marine Data and Information Service (NMDIS)

Annex:

中国职工之家预订确认单

CHINA PEOPLE'S PALACE
Room Reservation Confirmation

日期/Date: 2011 年/Y_月/M_日/D

收件人/Attn.: _____ 发件人/From _____

传真号/Fax No.: _____

非常荣幸为您确认以下预订内容

It's our honor to confirm your reservation as follows:

客人姓名/Name.: First Name: _____; last Name: _____

人数/Number of guests: _____ 1 _____

到达日期/Arrival date: _____

离店日期/Departure date: _____

房间类型及数量/ room type and number: _____

房价/Room Rate: _____ (含服务费 Include service charge)

其他/Else: _____

我们期待着您的光临!

We are looking forward to your coming!_

邮编 (POSTCODE) : 100045

电话 (TEL) : 86-010-68576699

传真 (FAX) : 86-010-68562248