



IHB File N° S3/0104

CIRCULAR LETTER 12/2011
4 February 2011



NINTH MEETING OF THE CAPACITY BUILDING SUB-COMMITTEE (CBSC9)
AND
THIRD MEETING OF THE INTER-REGIONAL COORDINATION COMMITTEE (IRCC3)
Niteroi, Brazil, 23-27 May 2011

Dear Hydrographer,

1. Following the kind invitation from the Brazilian Directorate of Hydrography and Navigation (DHN) to host CBSC9 and IRCC3 in Niteroi on 23-25 and 26-27 May respectively, I am pleased to confirm that both meetings will take place back to back on the indicated days at the DHN.
2. The Chairmen of the CBSC and the IRCC have started preparation of the documents, which will be posted on the IHO website under Committees & WGs, in their respective sections, as soon as they are available. You are invited to consult the IHO web site to be aware of the documentation posted.
3. General Information is provided in Annex A and we would like to emphasize that hotel reservations are the responsibility of each participant. Annex B provides a common Registration Form that has been tailored for those attending one or both meetings.
4. Members of the CBSC and the IRCC, as well as Observers wishing to attend one or both of these meetings, are kindly invited to send their registration form to our host, with a copy to the IHB, **by 30 April, at the latest**. This will facilitate the overall logistic planning and the preparation of the List of Participants.

On behalf of the Directing Committee
Yours sincerely,

Captain Hugo GORZIGLIA
Director

	INTERNATIONAL HYDROGRAPHIC ORGANIZATION Directorate of Hydrography and Navigation - Brazil 9th CBSC & 3rd IRCC MEETING May 23-27, 2011	
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General Information

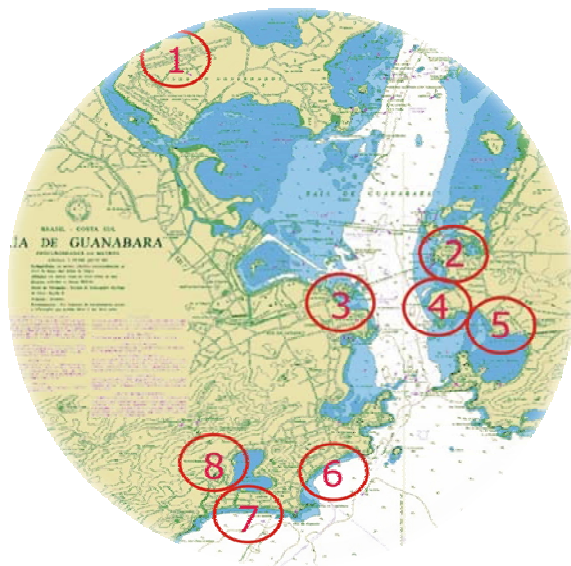
Meeting Place and other information

- The 9th CBSC and 3rd IRCC will be held at DHN headquarters.
- DHN will provide lunch on the meeting days.
- On one of the meeting days a reception will be given by DHN (see the Meeting Agenda/Timetable).

Transportation on Arrival

DHN staff will meet participants at the Tom Jobim International Airport (Rio de Janeiro) and take them to the indicated hotels:

Solar do Amanhecer <http://www.solardoamanhecer.com.br/> or
 Icaraí Praia Hotel <http://www.icaraipraiahotel.com.br/>



Legend:

- 1 – Rio de Janeiro International Airport
- 2 – DHN – Hydrographic Service Headquarters (meeting place)
- 3 – Brazilian Navy Area Headquarters
- 4 – Mercure Orizzonte Hotel
- 5 – Solar do Amanhecer Hotel / Icaraí Praia Hotel / Icaraí Tower Hotel
- 6 – Copacabana
- 7 – Ipanema
- 8 – Brazilian Navy Transit Hotel

The following information concerns the Hotel Solar do Amanhecer

Rates (R\$):

Type	Single	Double
Standard	193.00	227.00
Executive Std	216.00	245.00
Executive Lux.	243.00	281.00
Luxury	281.00	315.00

Note : Prices are in Reals.

Remarks:

- Breakfast is included;
- Approximate exchange rate is : USD 1.00 ≈ R\$ 1.70;
- Rates available only for reservations made directly with the hotel, by e-mail or phone, mentioning the code “DHN2011”;
- Each participant is responsible for his/her own hotel reservation. It would be advisable to book the hotel well in advance.

Reservations:

<reservas@solardoamanhacer.com.br> ,

<vendas@solardoamanhacer.com.br>

Phone: +55 21 2610.5221

Fax: +55 21 2610.6545

Transportation to the venue

Transportation to the meeting place will be provided from hotel (2-7Km distance; 15 minutes)

DHN staff can also indicate the best transportation to other hotels in Rio de Janeiro.

http://www.hotelinsite.com.br/procura/e_procura_mapa.asp?uf=RJ&dsc=Rio%20de%20Janeiro

Sightseeing

DHN may indicate sightseeing (either for participants or accompanying persons).



An overview of the city of Rio de Janeiro may be obtained from:

<http://br.youtube.com/watch?v=EQ3GOVycA7M&feature=related>

Further information may be obtained from Miss Carol Anchieta

Phone: +55 21 2189.3014

Email: <int.rel@dhn.mar.mil.br>

	INTERNATIONAL HYDROGRAPHIC ORGANIZATION Directorate of Hydrography and Navigation - Brazil 9th CBSC & 3rd IRCC MEETING May 23-27, 2011	
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DELEGATES REGISTRATION FORM

(to be returned to IHB <info@ihb.mc> and <int.rel@dhn.mar.mil.br> DHN by 30 April 2011)

CBSC Members, please indicate Country:

IRCC Members, please indicate RHC or Body:

Observers please indicate Country and/or Organization:

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Please indicate with an (x) your participation option: () 9th CBSC () 3rd IRCC () Both

HEAD or MEMBER					
RANK or TITLE					
SURNAME (Family Name) (1)					
FIRST NAME					
EMAIL					
TELEPHONE					
NAME (S) OF ACCOMPANYING PERSON (S) (if any)					
FLIGHT DETAILS	Arrival	Date			
		Time			
		Flight N°			
	Departure	Date			
		Time			
		Flight N°			
ACCOMMODATION (Hotel Name)					

(1) Underline name generally used in case of double surnames as in Spanish-speaking countries.

Further information can be obtained from Miss Carol Anchieta
 Phone: +55 21 2189 3014 / 3511
 Email: <int.rel@dhn.mar.mil.br>