

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

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To secretariat personalities

19 April 2011

Dear secretariat personalities,

First Circular: 24th Meeting of SCUFN in 2011

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.

The address of the meeting is No.1 Zhenwumiao Road, Fuxingmenwai Avenue, Xicheng District, 100860 Beijing, China. National Marine Data and Information Service (NMDIS) of the State Oceanic Administration (SOA) of China is pleased to be the local organizer.

1. Meeting Plan

The current meeting schedule outline is as follows,

Monday 12th Sept.: opening speech

Monday 12th Sept. – Friday 16th Sept.: meetings and discussions (schedule made by secretariat)

Friday 16th Sept. closing ceremony: closing speech

2. Local contact

Ms. Wang Qi and Wan Fangfang

National Marine Data and Information Service (NMDIS)

E-mail: scufn2011@sina.cn

Tel: +86-22-24010864

3. Visa

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.

4. Traffic

It is quite convenient traveling from the Beijing Capital International Airport (BCIA) to the center of Beijing. Airport shuttles link Beijing city center and BCIA, and they depart every 20 min a day (RMB 16/person for single trip). You may also take the Airport Express Railway which is very fast and convenient as well (Interval: 12 minutes; RMB 25/per person). Taxis are also available and not very expensive (around 120 RMB for one way).

5. Hotel Accommodation

The following hotels all have well-know reputation in Beijing and can provide good service, while the first one is the only hotel we strongly recommended for its location and service with special price for our meeting. And some rooms in this hotel will be blocked booked by NMDIS. The reservation code will be noted in the second circular. Note: Hotels are usually fully booked in September in Beijing. So please make your own reservation as soon as possible.

a) China People's Palace

We recommend that all participants live in the China People's Palace, where the meeting is to be held. The hotel has three blocks, Block A, Block B and Block C, which provide three-star, four-star and five-star services respectively. Perching in Fuxing commercial area on Chang'an Avenue, the hotel is conveniently located and close to shopping areas and restaurants. It is 35 kilometers to Beijing International Airport, 8 kilometers to Beijing Railway Station and only 2 kilometers to the famous Forbidden City. Besides, staying at this hotel will help us to avoid the heavy morning traffic of Beijing.

Address: No.1 Zhenwumiao Road, Fuxingmenwai Avenue, Xicheng District, Beijing, P.R. China

Tel: 86-010-68576699

Fax: 86-010-68562303

Email: sales@zg zg zj.com

Site : <http://www.zg zg zj.com.cn/index.php>

Room rates: average RMB 420 for Block A; RMB 450 for Block B; RMB 600 for Block C

b) Merchantel

Add: No.2 Xibianmenwai Avenue, Xicheng District, Beijing 100031 China

Tel: (86) 400-700-2688 or 400-646-8888

Web site: <http://www.cgboo.com/HotelRadio/index.html>

Room rates: double, standard: RMB 558; deluxe: RMB 658

c) Beijing Minzu Hotel

Add: No.51 Fuxingmennei Avenue, Xicheng District, Beijing 100031 China

Tel: (86) 010 6601 4466

Fax: (86) 010 6601 4849

Email: <mailto:salw@minzuhotel.cn>

Room rates: standard: average RMB 700.00, executive business: RMB 998;

d) Holiday Inn Downtown Beijing

Add: 98 BEILISHI ROAD FINANCIAL STREET, Xicheng District Beijing 100031
China

Hotel Front Desk: 86-10-68338822

Hotel Fax: 86-10-68340696

Room rates: standard: average RMB 845.00; deluxe : RMB 960;

6. Climate

Beijing's climate is defined as "continental monsoon." Spring and autumn is the best time to be in Beijing, Autumn lasts 45 days from September 08 to October 22. And autumn is considered to be the best time to visit Beijing as the skies are clear and the weather is very comfortable with average temperature 21°C. In autumn, jeans and a sweater are usually enough.

7. Sightseeing

Chinese territory is dotted with innumerable sights of gorgeous, varied natural scenery and places of historic interest, such as the Great Wall, Summer Palace, Forbidden City in Beijing, the Xihu Lake in Hangzhou, the Emperor Qin Shihuang's Mausoleum and the terra-Cotta Warriors and Horses Museum in Xi'an, and the beautiful landscape of Guilin in the South, just to name a few. If you have any travel plan after the meeting, the local organizer will be pleased to provide further information or help you contact a qualified travel agency.

Regards,

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