

## **THIRD CIRCULAR: LOCAL INFORMATION**

### **WMO Fourth International Workshop on Monsoons (IWM-IV)**

**20-25 October 2008**

**Beijing, China**

#### ■ **GENERAL**

WMO 4<sup>th</sup> International Workshop on Monsoons (IWM-IV) will be held in Beijing, China from 20 through 25 October 2008. The main venue will be at the Convention Center of China Meteorological Administration (CMA), 46, Zhongguancun Nandajie, Haidian District, Beijing, 100081, China.

IWM-IV joint activities include:

Second Pan-WCRP Monsoon Workshop  
WMO Eighth Training Workshop on Monsoons  
First WWRP Monsoon Panel Executive Committee Meeting  
Ninth CLIVAR Asian-Australian Monsoon Panel Meeting  
Commemoration of the 80<sup>th</sup> Anniversary of the Institute of Atmospheric Physics (IAP),  
Chinese Academy of Sciences

#### ■ **REGISTRATION**

All participants are requested to send in the attached Advanced Registration Form by email or fax as indicated in the form.

Reporting and on-site registration will be at the lobby of the CMA Conference Center during 13:00-22:00 on 19 October and 07:30-08:45 on 20 October. The registration fee is paid at this time. The fee is waived for participants who receive financial support from WMO, and members of the International Committees of IWM-IV.

The registration fee is US\$300, which covers workshop materials including programs and preprints, local transportation, and reception/breaks, refreshments, etc.

#### ■ **HOTELS**

The hotel details are as follows. All rooms include breakfast for one person.

	<b>Hotel Nikko New Century Beijing (Five Stars)</b>	<b>Hubei Hotel (Four Stars)</b>
Address	No. 6 Southern Road Capital Gym, Haidian District, Beijing 100044, China	No.36, Zhongguancun Nandajie, Haidian District, Beijing 100081, China
Tel. and Fax	Tel: 86-10-68492001 Fax: 86-10-68491103	Tel: 86-10-62172288
Special rate	RMB850/day (King or two-twin)	Standard: RMB436/day (Two twin beds) Superior Standard: RMB486/day (Two twin beds) Deluxe: RMB568 /day (one King bed)
Exercise facilities	Yes	No
Distance	30 minutes walking	10 minutes walking

## ■ TRANSPORTATION

### **Airport to Hotel by the Secretariat of LOC**

The Local Organization Committee (LOC) Secretariat will arrange to pick up participants from airport based on your advanced flight notification.

### **Airport to Hotel by public transportation**

For those who miss sending their flight information sufficiently in advance, the following transportation options are available.

#### 1. Taxi

This is the most convenient option. Depending on traffic conditions, it takes 40-50 minutes from airport to the meeting hotels. Taxi charge is around RMB 150 yuan, including RMB 10 yuan highway toll.

#### 2. Subway followed by taxi

The new **Airport Line** of Beijing subway connects directly from the airport terminals 2 and 3 to city station Dongzhimen (last stop). You can then use a taxi to go from Dongzhimen to the meeting hotel. This is probably the fastest option (and also more economical) as it avoids the significant traffic from airport to the city.

(For the more adventuring, it is possible to connect to other lines to get closer to CMA which is located close to the Beijing Zoo station.)

<http://www.chinahighlights.com/beijing/map/map-of-beijing-subway.htm>

#### 3. Bus to Friendship Hotel followed by taxi

This is the most economic option. The 50-60 minutes bus ride's fare is RMB 16 yuan, and the five-minute taxi fare is around RMB 20 yuan.

**Airport Bus Route 4:** (Capital airport -Gongzhufen), 07:00--23:00, every 10 minutes.

**Stops:** 1. China International Exhibition Centre; 2. Xibahe; 3. AnzhenBridge; 4. MadianBridge; 5. Beitapingzhuang; 6. JimenBridge; **7. Friendship Hotel**; 8. Beijing TV Station; 9. ZizhuBridge; 10. HangtianBridge; 11. Gongzhufen (Xinxing Hotel):

<http://en.bcia.com.cn/traffic-manual/airport-bus.shtml>

### **Hotel-CMA (New Century only)**

Transportation from New Century hotel to CMA in the morning and the return in the evening will be arranged by the LOC.

Hubei Hotel is right outside of the Entrance of CMA campus.

*Airport bus route map and CMA campus map are shown at the end of this document.*

## ■ POSTER SESSIONS

Poster sessions will be held in the second-floor lobby of the CMA Conference Center  
Poster board size: Height: 120 cm, Width: 90 cm

Poster authors are requested to set up posters themselves. Supplies will be provided by the Secretariat. If the author(s) cannot be physically present, the poster may be brought by a colleague or through other arrangements with the Secretariat.

■ **LUNCH**

Lunches are served at a buffet restaurant inside the CMA campus every day during the meeting period. The cost is 10 USD per meal. Dinners are also available at similar costs.

■ **TIME ZONE**

Beijing local time is Greenwich +8 hours.

■ **SOCIAL EVENTS**

A reception will be hosted by CMA in the evening of 20 October 2008. All participants and their registered companions are invited to join the party.

A reception will be hosted by IAP in the evening of 23 October 2008. All participants and their registered companions are invited to join the party.

■ **IDENTITY BADGE**

During the meetings, all delegates and their accompanying persons are kindly requested to wear the identity badge. The badge serves as a pass for the meeting and related activities.

If participants need any assistance, please contact the Secretariat staff wearing a badge with red color.

■ **TEA/COFFEE BREAKS**

Tea and coffee are served during the morning and afternoon session breaks according to the meeting agenda.

■ **RECONFIRMATION OF AIR TICKETS**

Some airlines request their passengers to reconfirm the air ticket prior to departure. Please contact the front desk or business center of your hotel if you need to reconfirm your air ticket, or contact Secretariat staff during the meeting.

■ **ELECTRICITY, INTERNET AND E-MAIL**

The electrical voltage in China is 220V. Internet and E-mail are accessible for participants in the New Century Hotel and Hubei Hotel. Internet and E-mail network is also available at the conference venue.

■ **MEDICAL CARE AND INSURANCE**

The Secretariat staff will be on duty all day during the meeting. Please contact them for first aid or medical services. The medical expenses should be born by the patient.

Participants are advised to arrange their own travel and medical insurances.

■ **CURRENCY EXCHANGE**

The official currency in China is RMB (Chinese Yuan). Currency exchange centers can be found at airport, local banks, and the New Century Hotel. Currency exchange service is also provided at a Bank of China branch near CMA and the Hubei Hotel.

Travelers' checks are accepted only by major banks and some hotels. The Bank of China and the New Century hotel can cash traveler check for you. The exchange

rate for US\$ fluctuate with time. Recent exchange rates are:

US\$ to RMB: around 1: 6.7

EURO to RMB: around 1: 10.7

■ **WEATHER**

The climate in Beijing in October is the most comfortable in a year. The average between 20-25 October is:

Mean temperature: 12.4°C

Mean precipitation: 24.0 mm

■ **LOCAL ORGANIZING COMMITTEE**

Chairman: ZHANG Renhe

Major members: LUO Yunfeng, WANG Huijun, LI Weijing, DUAN Yihong

Advisor: CHEN Lianshou

Secretariat: HUANG Xingyuan, SUN Rui

■ **CONTACT PERSON**

The contact person of the LOC Secretariat is:

Mr. SUN Rui

Chinese Academy of Meteorological Sciences

46, Zhong-Guan-Cun South Avenue, Haidian District

Beijing, 100081, China

Tel: +86-10-68406938

Fax: +86-10-62175931

Email: sunrui@cams.cma.gov.cn

■ **LANGUAGE ASSISTANCE**

The following Chinese characters may be used to inform taxi drivers your destination as indicated:

- 请送我到中国气象局, 谢谢! (海淀区中关村南大街 46 号)  
Please take me to China Meteorological Administration, thank you!
- 请送我到新世纪饭店, 谢谢! (海淀区首体对面)  
Please take me to New Century Hotel, thank you!
- 请送我到湖北大厦, 谢谢! (海淀区中关村南大街中国气象局西门北侧)  
Please take me to Hubei Hotel, thank you!
- 请送我到首都机场, 谢谢!  
Please take me to Beijing Capital Airport, thank you!

Note: Most flights from abroad arrive and depart from Terminal 3 (T3) of Beijing Capital Airport. Please confirm with each airline directly. Show the following Chinese characters to taxi driver if you want to go to T3: (Change 3 to 2 if T2 is your destination).

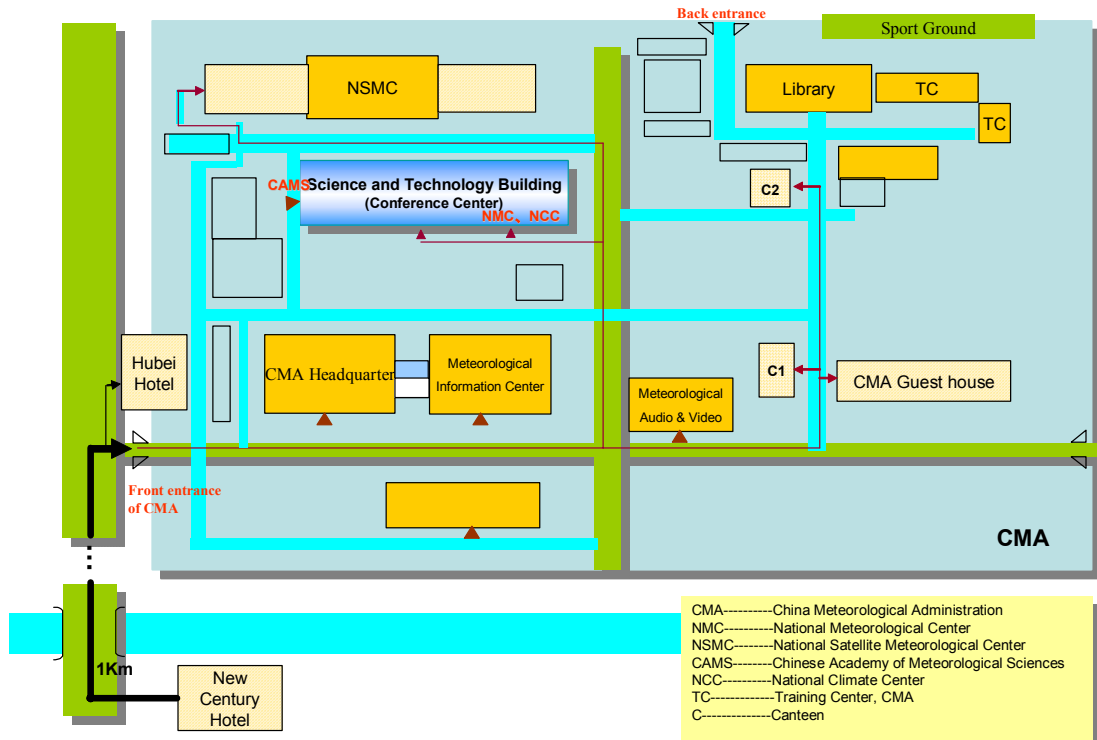
- 请送我到首都机场 3 号航站楼, 谢谢!  
Please take me to Terminal 3 of Beijing Capital Airport, thank you!

■ **VISA APPLICATION**

Please apply to the nearest Chinese Embassy or Consulate for entry visa. An invitation letter for visa purposes will be sent to you upon receiving the enclosed registration form. Travel companions may apply for tourist visa. Please return the registration form by **1 September 2008 to ensure hotel reservations and other arrangements.**



### Map of Institutions, Meeting venue and Canteens in CMA



■ **SPONSOR**

World Meteorological Organization

■ **COSPONSORS**

- China Meteorological Administration (CMA)
- National Natural Science Foundation of China
- Chinese Academy of Meteorological Sciences, CMA
- National Meteorological Center, CMA
- National Climate Center, CMA
- Institute of Atmospheric Physics, Chinese Academy of Sciences