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Weather • Climate • Water



WMO INTERNATIONAL WORKSHOP ON GLOBAL REVIEW OF REGIONAL CLIMATE CENTRE OPERATIONS

12-14 November 2018

Pune, India

General Information for Participants

WORKSHOP ORGANIZATION

Venue

WMO International Workshop on Global Review of Regional Climate Center Operations (RCC Review 2018) will be organized by the World Meteorological Organization (WMO) and hosted by the Indian Institute of Tropical Meteorology (IITM), (<http://www.tropmet.res.in>) located in the city of Pune, India, from 12 to 14 November 2018.

The entire workshop will be conducted in English only and there will be no arrangements for interpretation. The workshop will start at 09:00 on 12 November and conclude on 14 November around 17:30.

Morning and afternoon coffee breaks and lunches will be offered to all participants free of charge during the days of the workshop.

Computer and Internet Access

Participants are strongly encouraged to bring their own laptops. Limited access to computers will be provided to the participants. Wireless Internet access is available at the venue, and instructions to avail the facility will be provided at the time of the meeting.

Conference Support

Projection capability will be available for presentations as well as white boards, poster boards, and general office supplies.

ENTRY VISA REQUIREMENT

Foreign participants may need a visa to enter India, and are requested to inquire about visa requirements from respective Consulates or Embassies of India. Participants are requested to take advance action for obtaining visa, as there could be significant waiting periods for scheduling appointments for visa applications in some countries. All foreign participants are also requested to complete the Bio-Data form (see Annex 1) and send it to the local contact at IITM, Dr Vinu Valsala (valsala@tropmet.res.in), who may also be approached for additional assistance concerning visa formalities. If required and upon specific request through a prescribed form, WMO can provide a formal letter addressed to the concerned visa authorities in support of granting a suitable visa.

ACCOMMODATION

While Pune has a number of options for accommodation, the local organizers have made efforts to offer convenient options for the participants. The participants are strongly encouraged to choose from these options, for convenient local transportation logistics. However, **please note that each participant is responsible for his/her own booking of accommodation and settling of their bills.**

The following are the two recommended options:

1. Ramee Grand Hotel

A block of rooms has been reserved for participants at Ramee Grand Hotel at a special rate, which includes breakfast.

Ramee Grand Hotel
Plot No-587/3
Apte Road
Shivaji Nagar, Pune 411004
Maharashtra, India
<https://www.rameehotels.com/pune-india/ramee-grand-hotel-and-spa-pune/overview>
Telephone: +91-20-66846565

The negotiated room rates per night, including all taxes, are listed below:

Room Category	Corporate Rate Single	Corporate Rate Double	Extra Bed
Executive Room	₹4,000	₹4,400	₹1,500
Club Room	₹4,500	₹5,000	₹1,500
Grand Room	₹5,900	₹6,900	₹1,500

To make your reservation, please send an email, with your particulars including check-in and check-out dates, to reservations.pune@rameehotels.com and/or dm.pune@rameehotels.com, with copy to Dr Kaustav Chakravarty of IITM (kaustav@tropmet.res.in).

The concerned contact persons at Ramee Grand Hotel are Mr Sanjay Sinha (+91-8879336607) and Mr Sandeep (+91-8600007142).

Please indicate "**IITM November Workshop**" while contacting the hotel for your reservation in order to avail the negotiated rate.

The Hotel provides free of charge pick-up / drop off at Pune airport. **Please remember to send your flight details to the hotel when making your reservation.**

2. IITM Guesthouses

The host institution IITM has also kindly offered to allocate accommodation for a limited number of participants in their on-campus guesthouses, at subsidized rates. The applicable rate per night is ₹2,000, plus 18% tax, including breakfast. Accommodation at IITM Guesthouse is limited, and will be provided on first-come-first-served basis. **For reservation at IITM Guesthouse, please contact Dr Vinu Valsala (valsala@tropmet.res.in).** Please prepare cash to settle the bill.

TRANSPORTATION

Transportation from/to the Pune airport will be arranged either by the hotel (for those who stay in Ramee Grand Hotel) or by IITM (for those who stay in IITM Guesthouse).

IITM kindly offers also transportation from Mumbai airport for participants landing and/or departing at Mumbai airport. For this purpose, please inform local coordinator Dr Vinu Valsala (valsala@tropmet.res.in).

To facilitate arrangement of the transportation from/to Pune and Mumbai airports, all participants are requested to provide itinerary details **by 1 November 2018** at the latest in the Google spreadsheet

https://docs.google.com/spreadsheets/d/1Q88Jj09hP6z7ZRvJ_xEV

For participant whose transportation will be arranged by IITM, the Driver will carry a Poster written IITM and the name of the concerned person to pick up. The Driver Name/Phone number will be mailed to the participant a day before the arrival of the Guest. In case of any problem you can contact Dr Kaustav Chakravarty. His mobile number is +91-9404720190

For persons coming to Pune Airport and staying in the Hotel Ramee Grand , the hotel will arrange your pick up and will send you the details with your reservation.

Local transportation between the hotel and the venue of the workshop will be arranged by IITM every day.

OTHER USEFUL PRACTICAL INFORMATION

Electricity

The mains supply in India is 220 V (50Hz). If you wish to use an electrical appliance, you may need an appropriate international adaptor plug.



Currency and Credit Cards

Local currency is Indian Rupee (INR or ₹). Visa, MasterCard, American Express and Diners cards are accepted in major establishments, but cash transactions may be preferred in some places. Always verify that your cards are accepted by any business before making purchases. Many businesses post on the entrance door or in other conspicuous areas which cards are accepted.

Most banks in the area also have ATMs which normally operate for 24 hours. Stand-alone ATMs can also be found at several locations around the city. Banks will also cash Traveller's Cheques although you will probably need to show some identification, such as a passport. The exchange rates from U.S. Dollar to Indian Rupee as of 11 October 2018 is USD 1.00 = ₹74.16.

Time Zone

The Indian Standard Time is UTC+5.30, and there is no daylight saving concept.

Local Weather

Below is the climatological information for November month in Pune, based on the data for the 100-year period 1901-2000:

Maximum Temperature:	30.5°C
Minimum Temperature:	14.8°C
Rainfall:	28.6 mm/month

For more detailed information on Pune's climate and weather forecasts, please visit <http://worldweather.wmo.int/en/city.html?cityId=535>.

Additional Local Information

<http://en.wikipedia.org/wiki/Pune>

CONTACT DETAILS

Local

For any additional local information or assistance that you may require, please contact:

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WMO Secretariat

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PERSONAL PARTICULARS OF FOREIGN SCHOLARS
COMING TO INDIA

Please affix your
recent passport
size photograph
here

- 1 Full Name (expanding the initials) :
- 2 Nationality :
- 3 Date & Place of Birth :
- 4 Parentage (names of the parents) :
- 5 Present address :
- 6 Permanent address :
- 7 Affiliation and Official Address :
- 8 Passport Details
 - a. Passport Number :
 - b. Date and Place of issue :
 - c. Validity :
- 9 Whether previously in India, if so dates & place :
- 10 Occupation :
- 11 Purpose of visit :
- 12 Expected duration of stay (pls. mention dates) :
- 13 Places in India likely to be visited :
- 14 Name of the Indian Mission abroad at which the foreigner will apply for visa authorization :
- 15 Source of funding and terms/ conditions of funding / appointment :
- 16 Whether accompanied by spouse/ dependents, and if, full personal particulars (point nos. 1 to 15) :