



INFORMATION NOTE
for

Bay of Bengal Large Marine Ecosystem (BOBLME) Project
4th Project Steering Committee Meeting
20-21 March 2013, Chennai, India

1) Meeting Venue

The Meeting will be held at **St Mary's Hall**, the Raintree Hotel.

120, St. Mary's Road, Alwarpet, Chennai 600 018, India

Tel: (91) 44 42 25 25 25 Fax: (91) 44 42 25 26 27

Check out the hotel website on: www.raintreehotels.com

2) Transfer facilities

The hotel will be providing all participants the airport transfer, the cost is included in a room charge. Please provide your flight detail in the hotel reservation form for further arrangement.

2) Accommodation:

The Raintree Hotel is conveniently located near the business hub of Chennai, India and only 13 km. from the airport. A very good room rate for meeting participants is being offered, all participants are requested to stay at the hotel. To confirm your accommodation, please fill in and return the attached form to Ms Sucharat at sucharat.tongon@fao.org.

3) Registration:

The registration time is at 8.30 - 9.00 hrs on Wednesday 20 March 2013 in front of the meeting room.

4) Visa for India

It is likely that you will need a VISA to enter India. Please apply for this yourself, you would already get a supporting letter from India Government.

5) DSA/allowance (for participants supported by BOBLME Project)

FAO/UNDP in your respective countries will contact you on this matter.

The allowance is included an accommodation, meals, terminals and incidental expenses for a whole period of meeting and all participants need to settle the bill directly to the hotel.

For any further information, please contact:

Ms. Sucharat Tong-on

Secretary for BOBLME Project

Tel: +66 2 697 4173

Fax: +66 2 697 4445

E-mail:sucharat.tongon@fao.org

**Bay of Bengal Large Marine Ecosystem Project
The 4th Project Steering Committee Meeting
20-21 March 2013, Chennai, India**

The Raintree Hotel, Chennai, India

REQUEST FOR HOTEL RESERVATION

Name:

Address:

Tel.:

Fax:

E-mail:

Please book me from: Mar to Mar 2013

Room type: Single Deluxe (INR 7533 net inclusive of buffet breakfast and dinner)

Double Deluxe (INR 8878 net inclusive of buffet breakfast and dinner)

(Please specify the person whom you would like to stay with

Name : _____)

Signature: _____ Date: _____

This form should be completed and sent to the following by
6 March 2013 to:

Ms. Sucharat Tong-on
Secretary BOBLME Project
Fax No.: (+66-2) 6974445 (ATTN: Ms Sucharat, room 214)
E-mail: Sucharat.tongon@fao.org