

AFOPS-XXI Circular 03/ 2017

July 31st, 2017

From: AFOPS Secretariat

To: AFOPS Representatives and Coordinators

Subject: Annual General Meeting in 2017

The Annual General Meeting (AGM) 2017 for AFOPS is going to be held from September 7th to 8th 2017, in China Maritime Museum.

As the meeting is approaching, the secretariat would like to develop and distribute a draft agenda. If you have any **issues** to be discussed or any pertinent information to share with AFOPS at the gathering, please fill in the attached form and send it to us. A preliminary agenda for the special meeting will then be prepared based on your input and circulated by **7th August**. The possible agenda and the items are attached to this circular.

In the meantime, all participants, who would like to give a report in the plenary session and break-out sessions, are required to fill 1) the **topic** and 2) its **abstract** in the Attachment 4—Form of Report Outline.

Please notice that the three-star hotel named Yuehai Hotel has been changed to Holiday Inn Express Shanghai Nanhuizui. The optional room types of Holiday Inn Express Shanghai Nanhuizui are the Deluxe King Room and the Deluxe Double Room. All rooms have their own balconies with either sea view or lake view.

The five-star hotel named **Crown Plaza** is also designated as the hotels for all accommodation during the meeting. Please start making your travel arrangements and fill in the attached forms, including **Room Reservation**, **Dining Reservation** and **Airline Information**, the Secretariat will make the reservation for you.

For information of rooms in Holiday Inn Express Shanghai Nanhuizui, please visit the website:

<https://www.ihg.com/holidayinnexpress/hotels/gb/en/shanghai/shglg/hoteldetail>.



For rooms of Crown Plaza Hotel, please visit:

<https://www.crowneplaza.com/redirect?path=asearch&brandCode=cp&localeCode=en®ionCode=1&hotelCode=SHGWR&checkInDate=06&checkInMonthYear=082017&checkOutDate=08&che>.

We sincerely look forward to your participation in the AFoPS AGM 2017 to exchange and share ideas and insights on polar science and cooperation.

- Attachments:
1. Members of the Current Secretariat
 2. The Draft agenda
 3. Agenda Item Form for Annual General Meeting in 2017
 4. Form of Report Outline
 5. Accommodation and Meal Options
 6. Airline Information



The Secretariat of AFoPS 2017-2018

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Attachment 2: The Draft Agenda

1. September 6th : Registration

2. September 7th

Date	Time Frame	Meeting Room 1	Remarks
September 7 th Thursday	09:00-09:15	Taking the Arranged Bus to China Maritime Museum—	
	09:30-10:00	Welcome and Opening	
	10:00-10:15	Group Photo	
	10:15-11:00	National Presentation (A)	—
	11:00-11:15	Coffee Break	
	11:15-12:00	National Presentation (B)	—
	12:00-12:15	Taking the Arranged Bus to Holiday Inn Express Shanghai Nanhuizui	
	12:15-13:15	Lunch & Lunch Break	
	13:15-13:30	Taking the Arranged Bus to China Maritime Museum	
	13:30-14:30	Visit of the Museum	
	15:00-15:30	Plenary Lecture (A)	—
	15:30-16:00	Plenary Lecture (B)	—
	16:00-16:30	Coffee Break	
	16:30-17:00	Plenary Lecture (C)	—
	17:20-17:35	Taking the Arranged Bus to Holiday Inn Express Shanghai Nanhuizui	
	18:00-20:00	AFoPS Dinner	

3. September 8th

Date	Time Frame	Meeting Room 2	Meeting Room 3	Meeting Room 4	Remarks
September 8 th Friday	09:30-10:45	Breakout Sessions(A)	Breakout Sessions(B)	Breakout Sessions(C)	Person in Charge: Beichen Zhang (zhangbeichen@pric.org.cn), Hongyan Zhou (zhouhongyan@pric.org.cn), Wentao Huang (huangwentao@pric.org.cn)
	10:45-11:00	Coffee Break			
	11:00-12:00	Breakout Sessions(A)	Breakout Sessions(B)	Breakout Sessions(C)	Person in Charge: Beichen Zhang, Hongyan Zhou, Wentao Huang
	12:15-14:15	Lunch & Lunch Break			
	14:30-16:00	Business Meeting (A)	—	—	<i>Closed-door Meeting</i>
	16:00-16:15	Coffee Break			
	16:15-18:15	Business Meeting (B)	—	—	<i>Closed-door Meeting</i>
	18:45-20:00	Dinner			

Agenda Item Form for Annual General Meeting in 2017

Title
Description
Rationale / Background Information
Point of Contact (Special Meeting Participants)

Attachment 4: Form of Report Outline

Form of Report Outline

Topic
Abstract
Rationale / Background Information

Attachment 5: Accommodations Options

Accommodations Options

1. The Holiday Inn Express Shanghai Nanhuizui

Room Type	Price per Night (With Breakfast)
Deluxe King Room/ Double Room	CNY 338

2. The Crown Plaza (Five-Star Hotel)

Room Type	Price per Night (With Breakfast)
Superior Room (1 King Bed or 2 Single Beds)	CNY 726.75
Deluxe Room (1 King Bed or 2 Single Beds)	CNY 907.25
Crowne Plaza Lake View Room	CNY 1042.63
Club Room ((1 King Bed or 2 Single Beds)	CNY 1178
Superior Suite	CNY 1358.5
1 King Bed Club Suite	CNY 1629.25

Room Reservation			
Name		Passport No.	
Room Type			
Check-in Date		Check-out Date	
Your Special Requests (for the room and/or food)			

Dining Reservation	
Name	
Quantity	

Notice: There might be **four** meals should be paid by yourself, including the dinner for September 6th (day for registration), the lunches for September 7th and for September 8th, and the dinner for September 8th. Each meal would consist of two meat dishes, two vegetable dishes, a soft drink and one piece of fruit. If you reserve one meal, you would get a meal coupon which can be used for any meal in the three days. The price for each meal is **CNY 58**.

Attachement 6: Airline Information

Airline Information	
Name	
Arrival Flight & Time	
Departure Flight & Time	