



GLCN

Global Land Cover Network Workshop *Beijing, Peoples Republic of China, 25-29 April, 2005*

Sponsored by:
United Nations Environment Programme - UNEP
Food and Agriculture Organization of the United Nations – FAO
Government of Italy
Government of China

Hosted by:
Chinese National Institutions

With the support:
FAO Representation in China



Workshop logistics

Date	25-29 April 2005
Location	To be determined
Participants	Approximately 60 participants (including the facilitators).
Participant support	FAO will cover the costs of the Participants travel Venue, computer hire, accommodation, local travel and meals will be supported by local hosts?
Accommodation	All participants should stay at the accommodation organized by the hosting committee. Please note that any additional hotel costs (phone bills, mini-bar use, etc will be paid by the participant not by FAO).
Meals	Lunch should be at venue and should be part of the conference package. Dinner should be organized by the hosting committee of be free. A cocktail should be organized on the night of the first day of the workshop (i.e. Monday 25 April 2005)
Coffees	2 coffee breaks per day for 5 days (25-29 Feb. 2005).
Conference rooms	Large conference room for the first day opening ceremony. Large training room: Room that can hold 60 participants and 30 computers. Small meeting room: to hold small group meetings of 10-15 people.

See next page for further details

Computer hire:	<p>30 computers with the following specification are required:</p> <p>Pentium III processor (850mhz, Pentium 4 preferred) 256 RAM (better if 512) 15 inch screen (17 inch preferred) CD-ROM drive 10gb free on hard drive to install software Windows 2000 professional or Windows XP Professional only MS Office (Access included) and Internet Explorer should be installed</p> <p>Computers should be installed by the morning of Saturday 23 April 2005 to allow the software to be installed.</p>
Other Equipment	<p>2 multimedia projectors and screens to give presentations from power point.</p> <p>Note board (paper) Overhead projector Poster boards (number will be known from participants requests) Desks to layout documents</p>
Transport: Airport <-> Hotel	<p>Use shuttle service organized by hosting committee or taxis.</p> <p>Please provide estimate.</p>
Workshop material	<p>Each participant will be given:</p> <ol style="list-style-type: none"> 1. participants list, 2. agenda, 3. GTOS biennial report, 4. GLCN leaflets, 5. stationary and paper, 6. LCCS manual, 7. LCCS software, 8. GLC 2000 maps 9. Tourist map of the city