



Invitation Letter

Dear Sir / Madam,

Greetings from the Guangzhou Asian Games Organizing Committee!

The 16th Asian Games is fast approaching and, on behalf of the Broadcasting and Media Services Department (BMS) of the Guangzhou Asian Games Organizing Committee (GAGOC), I would like to now extend to you a sincere invitation to the 16th Asian Games World Press Briefing (WPB) in Guangzhou.

The World Press Briefing (WPB) will take place in Guangzhou, China from **December 13 to 16, 2009**. At the Briefing, GAGOC will present updates on the latest preparations for the 16th Asian Games, including the media services that will be provided during the event. The WPB will also be an opportunity for the world's media to give us feedback and comments on the Games and let us know their requirements with regards to the kinds of services they need.

We now sincerely invite you to attend this most important event. Given that the Briefing is fast approaching, we would very much appreciate all forms (see attached), with a signature of the attendance (Attachment 2), confirming attendance, being returned to us by e-mail WPB@gz2010.cn, or by fax to +86 20 3800 5169 no later than **November 13, 2009**. Please note that application forms can also be downloaded from our Official Games Website: <http://wpb.gz2010.cn>.

If you have any questions regarding the WPB, please feel free to contact us. We look forward to seeing you all here in Guangzhou in December!

Yours sincerely,

Ren Tianhua
Deputy Director, Broadcasting and Media Services Department (BMS)
Guangzhou Asian Games Organizing Committee (GAGOC)

Contact: Ms. Grace
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E-mail: WPB@gz2010.cn

Important WPB & Travel Information for Applicants

1. All costs for the meeting, including round-trip air tickets as well as accommodation are to be paid for by participants.
2. Registration time for the Briefing: **13:30 - 17:30 on December 13, 2009**
Registration location: **Ground Floor Lobby, Guangzhou Garden Hotel.**
3. A pick up and drop off service will be available between Guangzhou's Baiyun International Airport and the Garden Hotel:
 - Pick up service will be available from **8:00 to 20:00 on December 13.**
 - Drop off service will be available from **8:00 to 18:00 on December 16.**Please provide all arrival and departure details in the *Arrival & Departure Information Form for the 1st WPB* attached (Attachment 3). Travel time between the airport and the hotel is approximately one hour.
4. Please provide a photocopy of your passport, including the photo, signature and passport number page in your application.

5. Please ensure that any names written in any non-English script, e.g. Arabic, Hindi or Thai, in the passport are correctly translated into English in your application. We will prepare the Visa Notification Form sent to attendees for their visa application based on the information we receive.
6. Please ensure all information is complete and correct, so that the visa can be processed without delay. Any omissions or errors may result in a delay at passport control upon arrival. In a worst case scenario, travellers may be refused entry into China.
7. The Passport copy submitted for application should be exactly the same one for entry into China.
8. To ensure your application is processed in time, please complete the attached forms and return them to us no later than **November 13, 2009**.

Attachments:

Please complete and return the following forms where applicable:

1. Schedule of 1st WPB
2. Personal Information Form for 1st WPB
3. Arrival & Departure Form for 1st WPB
4. Panel Meetings Reservation Form for 1st WPB
5. Room Reservation Form for 1st WPB
6. Equipment Declaration Form for 1st WPB