



Re: Invitation to Maths Expert Group Meeting in Hong Kong

Date: 9 December 2009

Dear Colleague:

The PISA 2012 Consortium cordially invites you to participate in the MEG meeting that will be held in Hong Kong from 22 - 24 February 2010.

In this letter we provide you with information regarding the meeting venue, hotel accommodation, flight arrangements and expenses reimbursements. We also attach a registration form and an honorarium form for you to complete and return by e-mail to Sue Bates at pisameetings@acer.edu.au and other detailed information.

The agenda and meeting papers will be sent to you later.

Meeting Venue

Hyatt Regency Hong Kong, Sha Tin - 24/F Rooms II and III
18 Chak Cheung Street
Sha Tin, New Territories, Hong Kong

Phone: +852 3723 1234 Fax: +852 3723 3456
www.hongkong.shatin.hyatt.com

Checkin and Checkout Time

Hotel rooms are generally available for guest Checkin after 2:00pm. Checkout time is 12 noon.

Lunch will be served daily.

Meeting registration

We ask that you complete the enclosed registration form and send it back by e-mail to Sue Bates at pisameetings@acer.edu.au **as soon as possible but no later than 150 January 2010.**

Cancellations

If, after registering, you wish to cancel your attendance please notify pisameetings@acer.edu.au as soon as possible to cancel your meeting registration. You will be responsible for cancelling any accommodation or travel bookings you have made to attend this meeting.

Flights for MEG members

When we receive your registration form, we will contact our travel agency to arrange your flight bookings. ACER will arrange pre-paid tickets for you.

If you wish to book your own flights, please forward the itinerary and costing to us before you purchase the ticket.

Our normal policy is to book economy class fares at the best possible price matching your requested travel dates as closely as possible. However, we will confirm with you before issuing the ticket.

We would like to emphasise that once your ticket is issued, no changes can be made. We are aware that this may cause some inconvenience to you, but we hope that you will understand the necessity of this arrangement.

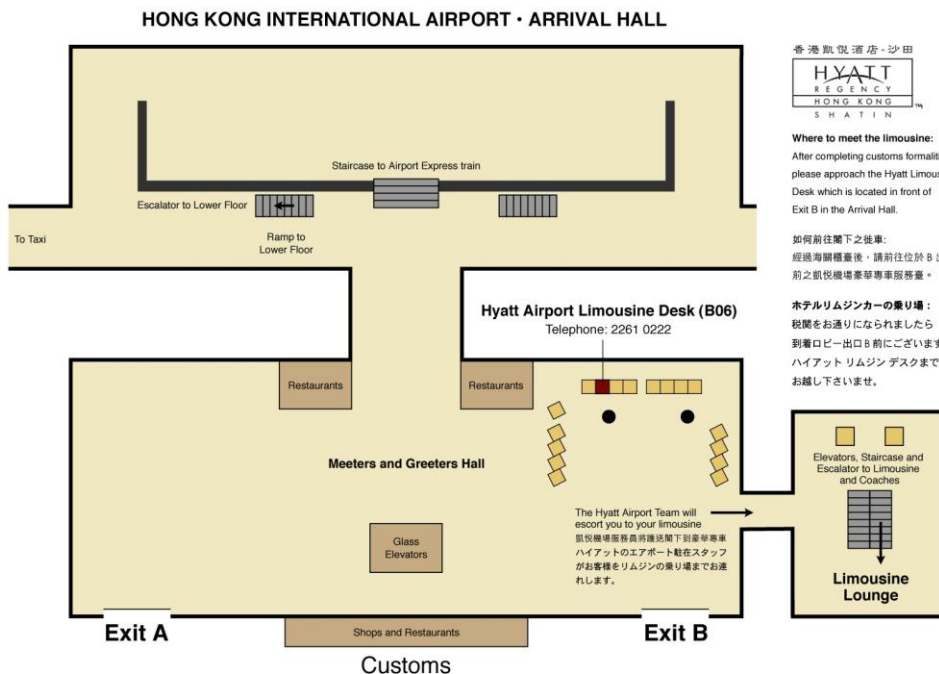
Accommodation

Reservations will be made for you at the Hyatt Regency Hotel, Sha Tin. If flight bookings necessitate any additional nights, we will arrange to adjust the reservation. If you wish to stay any additional nights, you will need to cover the cost of those additional nights.

The room rate includes one (1) buffet breakfast served in the Cafe.

Transportation from the Airport to the Hyatt Regency Hong Kong Sha Tin

Please see information below for Hyatt Regency Hong Kong, Sha Tin shuttle bus from the Hyatt Airport Limousine Desk B06 near Exit B in the arrivals hall.



Shuttle Bus (SkyeXpress) Schedule	
Arrival (Airport - Hotel)	06:15 06:45 07:15 07:45 08:15 08:45 09:15
	09:45 10:15 10:45 11:15 11:45 12:15 12:45
	13:15 13:45 14:15 14:45 15:15 15:45 16:15
	16:45 17:15 17:45 18:15 18:45 19:15 19:45
	20:15 20:45 21:15 21:45 22:15 22:45 23:15
	23:45 00:15
Departure (Hotel - Airport)	06:30 07:30 08:30 09:30 10:30 11:30 12:30
	13:30 14:30 15:30 16:30 17:30 18:30 19:30
	20:30 21:30

Please approach our airport representative at counter B06

Or by Taxi

- Time - 30 minutes - Operating hours - 24 hours
- Charges - approximately HK\$300 (US\$40) including tolls, excluding levy for luggage and traffic
- Reservations - go to taxi stand

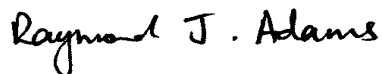
Payments to MEG members

ACER will pay for your accommodation in Hong Kong and your flight tickets. You may arrive one day before and depart the day after the meeting. Additionally you will receive a per diem and an honorarium for your attendance on the meeting days.

Reimbursement of your travel costs to/from the airport will be made in conjunction with the per diem and honorarium payments on receipt of your claim (including receipts). Send your reimbursement claims to Sue Bates at pisameetings@acer.edu.au

If you have any questions regarding any of the above procedures please feel free to contact us.

We look forward to hearing from you.



Raymond J Adams
 International Project Director
 ACER