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22 March 2016

Dear CEOS Colleagues.

It is a great pleasure to invite, on behalf of the European Space Agency, your participation to the 2016 CEOS Strategic Implementation Team Technical Workshop to be held at St Anne's College (Oxford, UK) on Wednesday-Thursday 14-15 September, with a VC/WG Day to take place on Tuesday 13, and a day of meetings of the Ad Hoc Teams ("Future Data Access and Analysis Architectures" and "Non-meteorological applications") on Monday 12.

The primary objectives of the meeting will be to:

- 1) Review and discuss the technical progress and status of CEOS 2016 activities, including modifications based upon SIT-31 outcomes.
- 2) Assess the implementation of the strategic decisions taken at SIT-31.
- 3) Present the potential CEOS outcomes that can be demonstrated and/or reported at the 2016 GEO Plenary and UNFCCC SBSTA COP22.
- 4) Provide CEOS Agencies with the necessary information to take appropriate decisions at the 2016 CEOS Plenary.

CEOS Principals, Chairs and Leads of the various CEOS teams and working groups are invited to attend the workshop.

We invite you to begin your travel, visa requirements and accommodation arrangements. September is traditionally a very busy month in Oxford and finding a room during that period can be difficult and expensive, so you are encouraged to make your arrangements ASAP in order to avoid disappointment. A limited number of bedrooms have been blocked at St. Anne's College, in the centre of Oxford (same location as the Workshop); to secure your bedroom, you are invited **to book and pay for your room no later than 30 June** (see attached document for booking or visit the CEOS web site at <http://ceos.org/2016-sit-technical-workshop-accomodation/>).

More detailed information will be available in the coming months. Please contact Carmen Comparetto (Carmen.Comparetto@esa.int) if you have questions or specific requirements regarding your participation.

Sincerely,

Stephen Briggs
CEOS SIT Chair



2016 CEOS Strategic Implementation Team (SIT) Technical Workshop
Accommodation Booking Information

The **booking deadline** for the CEOS block booking at St. Anne's College, Oxford is **Thursday 30th June**. You should use the **promotional code CEOS24301** to secure your booking here: <http://www.st-annes.ox.ac.uk/conferences/accommodation/conference-accommodation?> (Site not optimized for Safari browser – use Chrome, Firefox, or IE.)

Workshop Location: St. Anne's College, Oxford, United Kingdom

Dates at a Glance:

Monday 12th September	Tuesday 13th September	Wednesday 14th / Thursday 15th September
Ad Hoc Team Side Meetings (Future Data Architectures, Non-Meteorological Applications)	VC/WG Day	SIT Technical Workshop

Accommodation Booking:

- A block booking has been secured at St. Anne's College, Oxford – the location of the Workshop.
- **The booking deadline is Thursday 30th June to secure a room.**
- **September is traditionally a very busy month in Oxford and finding a room during that period can be difficult**
- A guarantee has been provided against a target number of room-nights in order to secure the block booking, and so those planning to travel are asked to book ASAP in order to avoid any issues.
- Accommodation should be booked via the St. Anne's College website using the promotional code CEOS24301 in order to secure a room in the block.
- Without the promotional code, breakfast is not included.
- Booking website:
 - <http://www.st-annes.ox.ac.uk/conferences/accommodation/conference-accommodation?>
- The rate secured is £90 (£75 + £15 VAT), including breakfast.
- Payment up front is required, but cancellation is possible with the Cancellation Policy outlined below.
- **THE BOOKING DEADLINE IS THURSDAY 30TH JUNE.**

Promotional Code: CEOS24301

Booking Website: (not optimized for Safari browser – use Chrome, Firefox, or IE)

<http://www.st-annes.ox.ac.uk/conferences/accommodation/conference-accommodation?>

Booking Site Issues with Safari Web Browser

- Please note some issues with the booking site have been experienced with the Safari web browser – in order to avoid those issues, please use Chrome or Firefox if possible.
- The St. Anne's College staff advised that
 - *"If you do not have cookies enabled on your Safari. Clearing the cache and then enabling the cookies. If you click on our link here <http://www.speedybooker.com/contact.aspx#cookies> it will explain what to do if you do not have cookies enabled.<*
 - *If cookies are enabled, then ensure that you clear your browser history, cookies, cache etc. close the browser down and reopen and start over.*
 - *It is a work computer, they may have strict security measures in place which is not permitting you to enter into our booking form/final payment section, therefore it is kicking you out. They could have something like a cookie blocker in place. If this is the case, then we have no control of such security measures that a person's company has in place for a reason and would advise using a different computer, or asking your IT Personnel for permission to temporarily disable the block."*
- If site booking issues persist despite trying another browser or the steps above, please email George (george@symbioscomms.com) for further assistance.

St. Anne's College – Accommodation Amendment and Cancellation Policy:

- To amend a booking(s):
 - To amend a booking, should it be required to increase the nights of the stay or add additional rooms to the booking, then there is no administration charge. The person will be prompted to just make an additional payment prior to confirming their amendment.
 - However, should it be required to reduce the booking i.e. reduce the number of nights or number of rooms booked, then if the booking is amended prior to two weeks from the arrival date, there is only a £10.00 admin fee charged, within 2 weeks then a cancellation penalty falls into place, and the closer to the arrival date, the higher the cancellation fee.
- To cancel a booking(s):
 - Cancel prior to 2 weeks from the arrival date, full refund, minus £10.00 administration fee.
 - Cancel within the 2 weeks prior to arrival, the cancellation period will apply.
- Cancellation refund:
 - More than two weeks – 100% (minus £10/€10/US\$15/C\$15/A\$15/NZ\$20 administration charge)
 - Two weeks to one week – 75% (minus £10/€10/US\$15/C\$15/A\$15/NZ\$20 administration charge)
 - One week to one day – 50% (minus £10/€10/US\$15/C\$15/A\$15/NZ\$20 administration charge)
 - Day in question (onwards) – No refund
- The full cancellation policy can be found here.
 - <http://universityrooms.com/en/terms>