

**ESCAP / WMO Typhoon Committee**  
**Forty-fifth Session of Typhoon Committee**  
**29 January – 01 February 2013, Hong Kong, China**

**INFORMATION NOTE FOR PARTICIPANTS**

**Schedule of meetings**

The 45<sup>th</sup> Session of the ESCAP/WMO Typhoon Committee is scheduled to be held at the Salisbury - YMCA of Hong Kong, Hong Kong, China, from 29 January to 1 February 2013. Please refer to the detail of the meeting venue and location map at Appendix A.

The official opening of the session will be held on 29 January and the Advisory Working Group (AWG) pre-session meeting will be held on 28 January. Subject to confirmation by the Typhoon Committee, the daily schedule, except for the AWG pre-session meeting and the opening ceremony, will be from 0830 to 1200 hours, 1400 to 1630 hours.

**Registration**

Participants are requested to complete and submit the Registration Form (Appendix B) to the Local Organizing Committee Secretariat (LOC Secretariat) by email (tc45@icc.com.hk) or by fax (+852 2547 9528) by 17 December 2012. Online registration is also available at <https://www.icc-hk.com/tc45/registration.html>.

A Registration and Information Desk will be located outside the Assembly Hall, 4/F, North Tower, The Salisbury - YMCA of Hong Kong and will be operated during 28-31 January (08:00 – 17:00) and 1 February 2013 (08:00 – 12:00).

**Visa / Entry Requirements**

Visitors must hold a valid passport, endorsed where necessary for Hong Kong, China. Hong Kong, China has a liberal visa policy, allowing visa-free entry to nationals of more than 170 countries and territories. For country-specific visa information, please visit [www.immd.gov.hk/ehtml/hkvisas\\_4.htm](http://www.immd.gov.hk/ehtml/hkvisas_4.htm). For delegates from countries where visas are required for entry to Hong Kong, China, please check with the Chinese Embassy or Consulate in your country. An official invitation letter can be issued by the LOC Secretariat for the purpose of visa application. Please indicate that you need an invitation letter on the Registration Form. Please contact the LOC Secretariat if any further assistance in obtaining the visa for entry to Hong Kong, China is required.

### **Accommodation**

Limited hotel rooms at special room rates for participants have been reserved at The Salisbury - YMCA of Hong Kong and Holiday Inn Golden Mile and are available for reservation on a first-come, first-served basis. Please complete and submit the Hotel Reservation Form (Appendix C) to the LOC Secretariat for reservation at these two hotels as soon as possible but not later than 17 December 2012. You can also make reservation at these two hotels online at <https://www.icc-hk.com/tc45/registration.html> while making your online registration. More details on these two hotels can be found in Appendix D: Accommodation Information. Other hotels within walking distance are also available for booking. Please note that you have to provide your credit card details to guarantee your hotel reservation. In case you cannot provide the information, or if you have any special accommodation requirement, please contact the LOC Secretariat for assistance.

### **Airport Transfer**

Complimentary airport transfer between Hong Kong International Airport and hotel will be provided by the LOC Secretariat. Please fill in flight details in the Registration Form (Appendix B). If the flight or accommodation details are not yet available when completing the Registration Form, please send the details to the LOC Secretariat by email ([tc45@icc.com.hk](mailto:tc45@icc.com.hk)) or fax (+852 2547 9528) when available, before 15 January 2013.

In case you wish to make your own transportation arrangement, you may refer to the fares and routes listed at Appendix E: Airport Transfer.

### **Working Language**

The meeting will be conducted in English and all documentation will be in English only. No interpretation service will be available.

### **Internet Facilities**

Complimentary wireless internet connection will be available in the meeting rooms and hotel rooms within the premises of The Salisbury – YMCA of Hong Kong. A number of computers with Internet connection will also be available at the session venue.

### **Technical Visit**

A technical visit will be organized and details will be announced later.

### **Information and Contact Details**

For any queries regarding registration, hotel reservation, visa application, transportation arrangement, and other logistic arrangements for your participation in the meeting, please contact the Local Organizing Committee or the LOC Secretariat at:

**45<sup>th</sup> TC Local Organizing Committee Secretariat**

c/o International Conference Consultants Ltd

Tel: (852) 2559 9973

Fax: (852) 2547 9528

Email: tc45@icc.com.hk

**45<sup>th</sup> TC Local Organizing Committee**

(Attn.: Mr H Y Mok)

Hong Kong Observatory

Tel: (852) 2926 8451

Fax: (852) 2311 9448

Email: hymok@hko.gov.hk

Please also check the Local Organizing Committee website at: [www.icc-hk.com/tc45\\_](http://www.icc-hk.com/tc45_) regularly for updates on local arrangement.

**About Hong Kong**

**1. Accessibility**

Located at the heart of Asia, Hong Kong is a highly accessible city. There are around 95 airlines servicing more than 155 destinations worldwide, with over 800 aircraft movements every day. The state-of-the-art Hong Kong International Airport at Chek Lap Kok of Lantau Island operates 24 hours a day. For more information about Hong Kong International Airport, please visit [www.hongkongairport.com](http://www.hongkongairport.com).

**2. Business Hours**

Generally, offices of commercial establishments and Government departments are open from 9am to 5pm on weekdays. Some are open on Saturdays from 9am to 1pm. Major Banks are open from 9am to 5pm on weekdays and 9am to 12:30pm on Saturdays. Most shops and department stores are open daily from 10am to 9pm, while 24-hour convenience shops are located all over the city.

There is no sales tax on goods and services in Hong Kong. Hotels and restaurants usually add 10% service charge to their bills. Tipping may be appropriate when a service charge is not included.

**3. Climate**

Weather in Hong Kong in late January to early February is cool with occasional cold fronts followed by dry northerly winds. The daily mean temperature is around 16°C, but it is not uncommon for temperatures to drop below 10°C in urban areas at this time of the year. Go to [www.hko.gov.hk](http://www.hko.gov.hk) for weather forecast before deciding what to pack.

#### **4. Time Zone**

Local Hong Kong time is eight (8) hours ahead of Coordinated Universal Time (UTC +08).

#### **5. Currency and Credit Card**

The Hong Kong Dollar (HKD) is the currency unit used in Hong Kong. USD1.00 is approximately HKD7.70. Please check the latest exchange rate at <http://finance.yahoo.com/currency-converter/>. Most foreign currencies and traveler's cheques can be exchanged at banks, hotels and moneychangers. There are no restrictions on the type or amount of money that can be brought into or taken out of Hong Kong.

All major credit cards are widely accepted in Hong Kong and can be used to obtain cash advances at banks and automatic teller machines (ATMs). ATMs are common throughout Hong Kong.

#### **6. Electricity**

The standard voltage in Hong Kong is 220 volts AC/50 cycles.

The plug/socket system in Hong Kong is a 3-rectangular-pin type.



#### **7. Language**

Both Chinese and English are official languages. Cantonese is the most widely spoken Chinese dialect in Hong Kong. Most signs are in both English and Chinese.

#### **8. Public Transportation**

Hong Kong is so compact that getting around is quick and easy. An efficient public transport system – networks of urban underground trains (MTR), numerous routes of trams, buses and ferries – enable visitors to explore Hong Kong conveniently and safely on their own. An octopus card which will allow travel on all forms of public transport (including the Star Ferry and Trams) can be purchased at MTR Service Centre.

#### **9. Telecommunication**

International direct dialling, internet and e-mail facilities are easily accessible in Hong Kong. Most of the mobile telephone systems used around the globe operates in Hong Kong. Local SIM Cards can be purchased at convenience stores.

#### **10. Discover Hong Kong**

For the most up-to-date tourist information, please visit the website of the Hong Kong Tourism Board at [www.discoverhongkong.com](http://www.discoverhongkong.com)



A: Meeting Venue and Location Map

B: Registration Form

C: Hotel Reservation Form

D: Accommodation Information

E: Airport Transfer

**Appendix A: Meeting Venue and Location Map**

**ESCAP / WMO Typhoon Committee**

Forty-fifth Session of Typhoon Committee

29 January – 01 February 2013 Hong Kong, China

**Meeting venue**

Assembly Hall, 4/F, North Tower

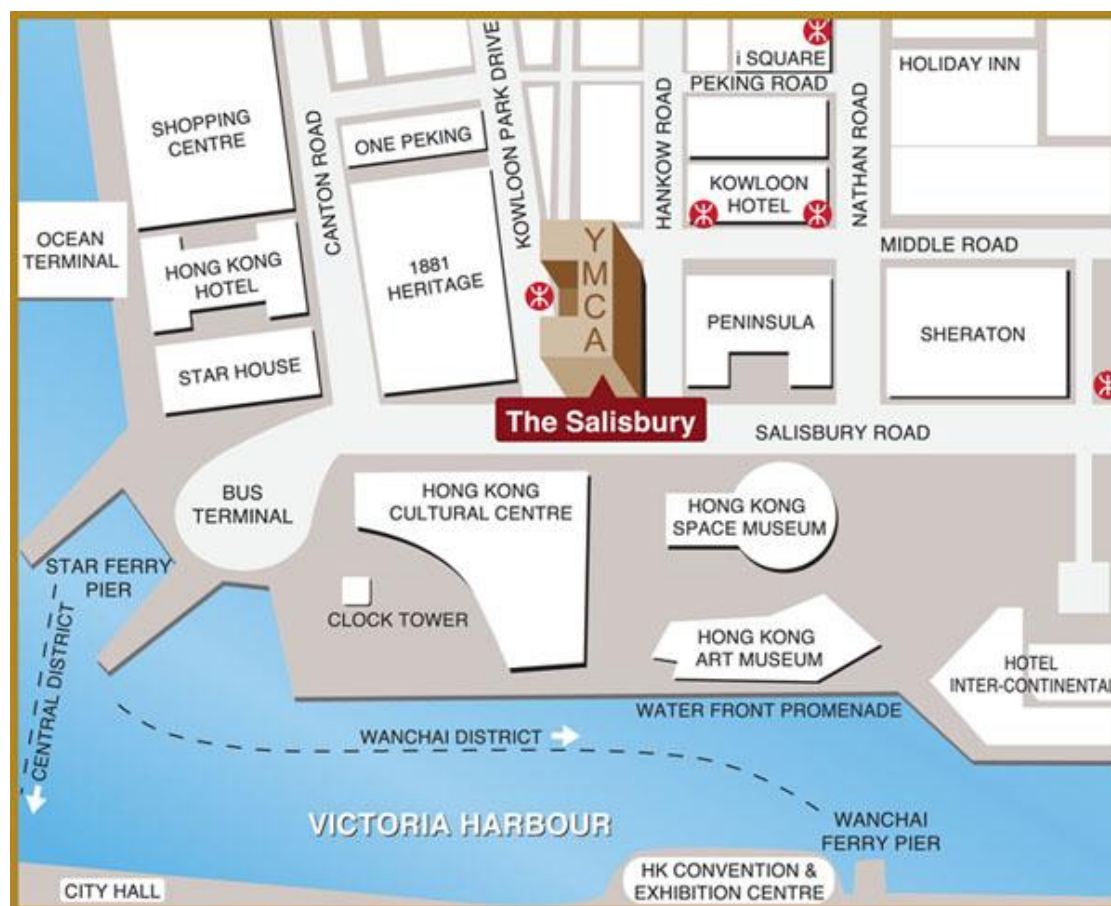
The Salisbury - YMCA of Hong Kong

41 Salisbury Road, Tsimshatsui, Kowloon, Hong Kong

Tel: (852) 2268 7000

Website: [www.ymcahk.org.hk](http://www.ymcahk.org.hk)

**Location Map**



**Appendix B: Registration Form (page 1 of 2)**

**ESCAP / WMO Typhoon Committee**

Forty-fifth Session of Typhoon Committee

29 January – 01 February 2013 Hong Kong, China

Please complete and return to 45<sup>th</sup> TC Local Organizing Committee Secretariat, by email: tc45@icc.com.hk or by fax: (852) 2547 9528 by 17 December 2012.

**Registration can also be made online at: <https://www.icc-hk.com/tc45/registration.html>**

**PERSONAL INFORMATION**

Member you are representing: \_\_\_\_\_

Title: ☐ Prof. ☐ Dr. ☐ Mr. ☐ Mrs. ☐ Others, please specify: \_\_\_\_\_

Family / Last Name: \_\_\_\_\_

Given / First Name: \_\_\_\_\_

Position: \_\_\_\_\_

Organization: \_\_\_\_\_

Office Address: \_\_\_\_\_

Country: \_\_\_\_\_

Office Tel: \_\_\_\_\_ Fax: \_\_\_\_\_

Mobile Tel: \_\_\_\_\_

Email Address: \_\_\_\_\_

Special Dietary Requirements: ☐ Vegetarian ☐ Pork-free ☐ Beef-free

☐ Others, please specify: \_\_\_\_\_

Registration Category: ☐ Head of Delegation ☐ Representative ☐ Adviser ☐ Observer

☐ Others, please specify: \_\_\_\_\_

Working Group Representing: ☐ Meteorology ☐ Hydrology ☐ Disaster Risk Reduction

☐ Training & Research

☐ Others, please specify: \_\_\_\_\_

**LETTER OF INVITATION**

On request, the Local Organizing Committee Secretariat will send a letter of invitation to attend the Session. Such an invitation is extended specifically to assist participants to obtain appropriate visas, approvals, sponsorship or leave. It does not imply a commitment to provide any support, financial or otherwise. Please consider to apply your visa at your earliest convenience as it normally takes 4-6 weeks at least.





☐ Please send me a letter of invitation to the address provided on this registration form by email.



**Appendix B: Registration Form (page 2 of 2)**

**AIRPORT TRANSFER & TRAVEL ITNERARY**

Transportation between Hong Kong International Airport and the hotel will be provided by the Local Organizing Committee Secretariat.

☐ **Yes, I would like to take the complimentary transfer.**

☐ My flight and accommodation details:

Name of hotel during your stay in Hong Kong: \_\_\_\_\_

Arrival Date: \_\_\_\_\_ Arrival Flight: \_\_\_\_\_ Flight Arrival  
Time: \_\_\_\_\_

Departure \_\_\_\_\_ Departure \_\_\_\_\_ Flight Departure \_\_\_\_\_  
Date: \_\_\_\_\_ Flight: \_\_\_\_\_ Time: \_\_\_\_\_

☐ Flight or accommodation details not yet available

Please send the details to the Local Organizing Committee Secretariat by email  
(tc45@icc.com.hk) or fax (+852 2547 9528) when available.

☐ **No, I will arrange transfer by my own.**

## Appendix C: Hotel Reservation Form (page 1 of 2)

Please complete and return to 45<sup>th</sup> TC Local Organizing Committee Secretariat, by email: tc45@icc.com.hk or by fax: (852) 2547 9528 by 17 December 2012.

### PERSONAL INFORMATION

Member you are representing: \_\_\_\_\_

Title: ☐ Prof. ☐ Dr. ☐ Mr. ☐ Mrs. ☐ Others, please specific: \_\_\_\_\_

Family / Last Name: \_\_\_\_\_

Given / First Name: \_\_\_\_\_

Organization: \_\_\_\_\_

Office/Mobile Tel: \_\_\_\_\_

Email Address: \_\_\_\_\_

Fax: \_\_\_\_\_

### ACCOMMODATION

I would like to make reservation through the Local Organizing Committee Secretariat with details below.

Please refer to Appendix D: Accommodation Information for more details on the hotels and booking terms

Hotel	Room Type	Room Rate Per Room Per Night		No. of Rooms Required
		With 1 Breakfast	With 2 Breakfasts	
<b>The Salisbury – YMCA of Hong Kong</b> (Meeting Venue)	Standard Room	<input type="checkbox"/> HK\$1,080	<input type="checkbox"/> HK\$1,180	
	Family Suite	<input type="checkbox"/> HK\$1,850	<input type="checkbox"/> HK\$1,950	
<b>Holiday Inn Golden Mile</b>	Deluxe Room	<input type="checkbox"/> HK\$1,600	<input type="checkbox"/> HK\$1,750	

*\*The room rates are subject to 10% service charge. The government tax is not required as of today.*

Check-in Date: \_\_\_\_\_

Check-out Date: \_\_\_\_\_

No. of Nights: \_\_\_\_\_

I will be sharing with: \_\_\_\_\_

Bed Type: ☐ Queen Bed ☐ Twin Bed

Special Request: ☐ Smoking Room ☐ Non-Smoking Room

☐ Others: \_\_\_\_\_

### Appendix C: Hotel Reservation Form (page 2 of 2)

#### Guarantee

☐ I hereby agree to be bound by the hotel booking policy and authorize the Local Organizing Committee Secretariat c/o International Conference Consultants Limited to pass my credit card details below to my selected hotel to guarantee my reservation.

Credit Card Type:

☐☐☐☐

Card Number:

\_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_

Cardholder's

Name:

\_\_\_\_\_

Expiry Date:

\_\_\_\_\_/\_\_\_\_\_

Signature:

\_\_\_\_\_

Date:

\_\_\_\_\_

☐ I would like to pay room charge by other method of payment. Please communicate with me with the contact information provided in this form.

#### **Appendix D: Accommodation Information (page 1 of 2)**

Limited hotel rooms at special room rates for participants have been reserved at The Salisbury - YMCA of Hong Kong and Holiday Inn Golden Mile and are available on a first-come, first-served basis. **Deadline for Reservation is 17 December 2012.**

#### **(a) The Salisbury – YMCA of Hong Kong (★★★★, Meeting Venue)**

Address: 41 Salisbury Road, Tsimshatsui, Kowloon, Hong Kong

Website: [www.ymcahk.org.hk](http://www.ymcahk.org.hk)



Standard Room



Family Suite

Room Type:	Standard Room (23.22 sqm)	Family Suite (49.24 sqm)
Room Rate Per Room Per Night:	HK\$1,080 (around US\$140)	HK\$1,850 (around US\$240)
	The above rates are subject to 10% service charge. One daily buffet breakfast is included.	

The Salisbury, with 363 well-appointed rooms, is situated at the tip of Kowloon Peninsula. Hotel offers value for money accommodation. Located in Tsimshatsui district, adjacent to Victoria Harbour promenade (Avenue of Stars) and within close proximity to major transportation including Mass Transit Railway (MTR) and Ferry Terminal which access you to almost all destinations in Hong Kong. Facilities include dining room, coffee shop, room service, conference rooms, shop, hair salon, indoor pools, squash courts, etc.

#### **Cancellation policy for booking at The Salisbury – YMCA of Hong Kong**

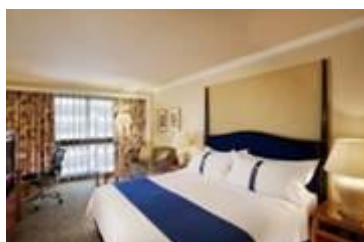
One-night room charge will be charged if you cancel booking 14 days prior to your arrival date. In the event of cancellation received less than 14 days prior to your arrival date or no-show, room charge for entire period of stay will be charged to your credit card and the room will then be released automatically.

#### Appendix D: Accommodation Information (page 2 of 2)

### **(b) Holiday Inn Golden Mile (★★★★, 5-minutes walk to Meeting Venue)**

Address: 50 Nathan Road, Tsimshatsui, Kowloon, Hong Kong

Website: [www.holidayinn.com/hongkong-gldn](http://www.holidayinn.com/hongkong-gldn)



Room Type:	Deluxe Room (28 sqm)
Room Rate Per Room Per Night:	HK\$1,600 (approx. US\$208) The above rates are subject to 10% service charge. One daily buffet breakfast is included.

Strategically located in the heart of Kowloon's business and shopping districts, the Holiday Inn Golden Mile is surrounded by a multitude of shops, boutiques, restaurants and bars. The Mass Transit Railway (MTR), Tsim Sha Tsui Station is opposite to the hotel and the world famous Star Ferry and Boat Tour Pier are just five minutes stroll along the waterfront. The cross harbour tunnel to Hong Kong Island is only minutes away by car and Chek Lap Kok International airport just forty minutes by taxi, shuttle bus or public railway.

#### **Cancellation policy for booking at Holiday Inn Golden Mile**

In the event of any cancellation made on or after 14 January 2013 or no-show on the arrival day, one night cancellation charge will be levied.

#### **Notes:**

1. The room rates are subject to 10% service charge. The government tax is not required as of today.
2. The room rates will be charged by hotel in Hong Kong Dollars (HK\$) and US Dollars (US\$) is for reference only. The prevailing exchange rate is approximately HK\$7.7 = US\$1. Please check the latest exchange rate at <http://finance.yahoo.com/currency-converter/>.
3. Hotel reservations will be taken on a "first-come, first-served" basis. Credit card detail is required by hotel to secure your booking.
4. The room rate quoted is only valid for reservations made on or before **17 December 2012**. Local Organizing Committee Secretariat has an obligation to return all unsold rooms to the hotels after **17 December 2012**. Therefore room availability and special rate for reservation made after that date cannot be guaranteed. Please note that once the special conference rate room block is full, new rates may apply to the new room blocks. All bookings for dates outside the meeting period will be subject to availability and change of room rates.
5. The check-in time is 14:00 hrs and the check-out time is 12:00 hrs. Reservations for early arrival and late departure will be subject to availability and additional room charge.
6. If you wish to make any change to your reservation, please contact the LOC Secretariat at Tel: (852) 2559 9973 or Fax: (852) 2547 9528 or Email: [tc45@icc.com.hk](mailto:tc45@icc.com.hk) as soon as possible but not later than 17 December 2012.
7. Please contact the LOC Secretariat at Tel: (852) 2559 9973 or Fax: (852) 2547 9528 or Email: [tc45@icc.com.hk](mailto:tc45@icc.com.hk) if you wish to book rooms at other hotel or if you have any special accommodation requirement.
8. If you arrange accommodation by your own, please inform the LOC Secretariat by Email: [tc45@icc.com.hk](mailto:tc45@icc.com.hk) or Fax: (852) 2547 9528 when your accommodation details are available.

