



ESCAP/WMO Typhoon Committee
Forty-eight Annual Session of Typhoon Committee
22 - 25 February 2016, Honolulu, Hawaii, USA

INFORMATION NOTE FOR PARTICIPANTS

Schedule of meetings

1. The 48th session of the ESCAP/WMO Typhoon Committee is scheduled to be held at the Ala Moana Hotel, Honolulu, Hawaii, from 22 to 25 February 2016. More details of the meeting venue and location map is provided in Appendix A.
2. Official opening of the session will be held on 22 February 2016 at Ala Moana Hotel, Garden Lanai meeting room. Subject to confirmation by the Typhoon Committee, the daily schedule, except the opening ceremony, will be from 08.30 to 12.00 hours, 13.30 to 16.30 hours.

Registration

3. Participants are requested to complete and return to 48th TC Local Organizing Committee (LOC), via email: jacqueline.kubo@noaa.gov or by fax: 808-725-6005. Online registration is available at <http://goo.gl/forms/b3whrG4S4x>
4. A registration and Information Desk will be located in front of the Garden Lanai meeting room, Ala Moana Hotel, and will be operated during 22 – 25 February 2016 (08.00-16.30)

Working Language

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

Internet Facilities

6. Complimentary wireless internet connection will be available in the meeting rooms for all participants. A limited amount of computers with internet connection will also be available at the session venue.

Visa / Entry Requirements

7. Visitors entering the United States of America (USA) are generally required to have a valid passport and visa. All participants are recommended to contact the nearest USA Embassy in their respective countries and/or obtain information from <https://travel.state.gov/content/visas/en.html> for visa requirements. An official invitation letter can be issued by the LOC for the purpose of visa application. Please contact LOC (Ms. Jackie Kubo, email: jacqueline.kubo@noaa.gov) if any further assistance in obtaining entry visa to USA is required.



Accommodations

It is recommended that those who have previously made reservations with the Outrigger Reef Waikiki Beach Resort keep their reservations. Information regarding transportation between the Ala Moana Hotel and the Outrigger Reef Waikiki Beach Resort will be provided.

8. A limited number of accommodations are available at the **Ala Moana Hotel, 410 Atkinson Drive, Honolulu, HI 96814**. This rate is on a first-come, first-serve basis. Please go to the following link:

https://resweb.passkey.com/Resweb.do?mode=welcome_ei_new&eventID=14547328

9. A special discounted rate is available at the following hotel (\$30/day resort fee will be waived). This rate is on a first-come, first-serve basis and will be available until February 1, 2016. **Outrigger Reef Waikiki Beach Resort, 2169 Kalia Road, Honolulu, HI 96815:**

Reservation Link: <https://resweb.passkey.com/go/UNESCAPWM>

If you have problems with this link, please contact Jackie Kubo, jacqueline.kubo@noaa.gov.

Link to Waikiki Hotel Map:

http://www.tripadvisor.com/LocalMaps-g60982-Honolulu-Area.html#02,1452029551884,mc:S21.279654|-157.832496,mz:-17,bc_restaurants:-1,bc_attractions:-1,map:-1

Airport Transfer

10. **SpeediShuttle:** <http://www.speedishuttle.com/waikiki>. The official Honolulu International Airport on-demand shuttle service provider, delivers affordable island wide door to door service from the airport to your home, office or hotel on Oahu. A shared ride (minimum 2) is \$20 each way.

11. **Taxi Service:** Taxi service is available on demand from the Honolulu International Airport to Waikiki. The cost is between \$30 and \$50 one-way depending on heavy traffic is.

Currency

12. USA currency is the Dollar (USD). Information on the day-to-day exchange rates can be found at <http://www.oanda.com/currency/converter/>. Foreign currency can be exchanged at the Honolulu International Airport upon arrival and in other banks located in Honolulu. There are also several foreign currency exchange offices located in Waikiki.



Electricity

13. The electric current is 120 volt AC (60 cycles) throughout the country and use plug socket type “B”. Travelers with electric appliances should carry a plug adapter kit.



Climate of Honolulu in February

Mean Minimum temperature	67° F	19°C
Mean Maximum temperature	80° F	26°C
Mean Humidity	54% to 88 %	
Chance of Rainfall	37 % of Honolulu area	

Casual and light attire will be appropriate while warm clothing for air-conditioned premises is suggested.

Information and Contact Details

14. **Attire:** The meeting will follow standard “business casual” attire for the State of Hawaii. Formal suits with ties are necessary and normally followed only in law and finance sectors of Hawaii.

For men, business casual typically means:

- A button down short sleeve shirt, polo shirt or good-quality aloha shirts (no T-shirts or loud and colorful aloha shirts).
- Ties are not required. It is acceptable to wear a light jacket over your shirt, especially if you get cold in air conditioned areas.
- Khaki pants or dress slacks
- Covered shoes with socks. No athletic shoes

For women, business casual typically means:

- Dresses and two-piece outfits (top and pants, top and skirt).
- Dressy sleeveless tops or sleeveless dresses are OK in Hawaii, as long as they don’t show too much skin (e.g. spaghetti straps, halter style, plunging neckline).
- Light jacket and cardigan cover-ups are recommended if you get cold in air-conditioned areas.
- Stockings are not necessary.
- Covered shoes are not necessary and dressy sandals are OK.



15. For any queries regarding local arrangements for your participation in the meeting, please contact the Local Organizing Committee (LOC) at : -

Ms. Jackie Kubo
Executive Assistant
National Weather Service, Pacific Region
1845 Wasp Blvd., Bldg. 176, Honolulu, HI 96818
Tel: 808-725-6000
Fax: 808-725-6005
E-mail: jacqueline.kubo@noaa.gov

Appendixes

Appendix A: Meeting Venue with Accommodation and Location Map

Appendix B: Registration Form



Appendix A

Meeting Venue

<http://www.alamoanahotelhonolulu.com/index.asp>

Ala Moana Hotel (3.5 stars)
Garden Lanai Meeting Room
410 Atkinson Drive
Honolulu, HI, 96814
Phone: 1-808-955-4811
Fax: 1-808-944-6839



LOCATION MAP

<https://www.google.com/maps/dir/Honolulu+International+Airport,+Rodgers+Boulevard,+Honolulu,+HI/ala+moana+hotel/@21.3135271,-157.8971222,14z/data=!3m1!4b1!4m13!4m12!1m5!1m1!!s0x7c006f943168f55f:0x7ed111b1cbf331df!2m2!1d-157.9250736!2d21.3245132!1m5!1m1!!s0x7c006df1843c4761:0x68b5ab086239f8f!2m2!1d-157.8396799!2d21.2901918>



Appendix B

Registration Form

Please complete and return to 48th TC Local Organizing Committee (LOC), preferably via email: jacqueline.kubo@noaa.gov or by fax: 808-725-6005) or make an online registration at <http://goo.gl/forms/b3whrG4S4x> by _____.
Contact Person: Jackie Kubo

PERSONAL INFORMATION

Member you are presenting _____ :

Title : · Prof. · Dr. · Mr. · Ms. · Others, please specify _____

Family / Last Name : _____

Given / First Name : _____

Position : _____

Organization : _____

Office Address : _____

Country : _____

Office Tel: _____

Office Fax : _____

Mobile Tel : _____

E-mail Address : _____

Special Dietary Requirements: Vegetarian Pork-free Beef-free
 Others, please specify: _____

Registration Category: Head of Delegation ____ Representative ____ Adviser ____
 Observer ____ Other, Please specify: _____

Working Group Representing : Meteorology ____ Hydrology ____ Disaster Risk Reduction ____
 Training & Research ____
 Other, Please specify: _____