

ESCAP/WMO Typhoon Committee

Fifty-second Session of Typhoon Committee

Hong Kong, China

27 - 29 May 2020

INFORMATION NOTE FOR PARTICIPANTS

Re-Schedule of meetings

1. The Fifty-second Session of the ESCAP/WMO Typhoon Committee is re-scheduled to be held at Tsim Sha Tsui Community Hall, 136A Nathan Road, Tsim Sha Tsui, Kowloon, Hong Kong, China from 27 to 29 May 2020 at the kind invitation of the Hong Kong Observatory (HKO). Please refer to the details of the meeting venue and location map at Appendix A.



2. The official opening of the Session will be held on 27 May 2020. Subject to confirmation by the Typhoon Committee, the daily schedule, except for the opening ceremony, will be from 8:30 am to 12:00 and from 2:00 to 5:30 pm.

Registration

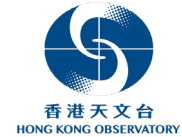
- Participants are requested to make registration through the online registration website [here](#) (please click) or return the duly completed Registration Form (Appendix B) by email: tc52@icc.com.hk **on or before 27 April 2020**.
- A Registration and Information Desk will be setup at the entrance of the meeting venue and will be operated during the Session. Participants are requested to wear identification badges during the meeting and official functions.

Visa/Entry Requirements/Health Advice

- Visitors to Hong Kong, China 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: <https://www.immd.gov.hk/eng/services/visas/visit-transit/visit-visa-entry-permit.html>
- Please consulte the following website for the latest situation regarding entry to Hong Kong. <https://www.brandhk.gov.hk/html/en/WhatSON/Novel-Coronavirus.html>
- For delegates from countries/places whereas 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 upon request. Please indicate that you need an invitation letter during your registration. Please contact the Local Organizing Committee (LOC) Secretariat if any further assistance in obtaining the visa for entry to Hong Kong, China is required.
- Latest updates and health advice from the World Health Organization (WHO) and the Government of the Hong Kong Special Administrative Region (HKSAR) regarding the current outbreak of coronavirus disease (COVID-19) are available from the websites below:
WHO - <https://www.who.int/emergencies/diseases/novel-coronavirus-2019>
HKSAR - <https://www.coronavirus.gov.hk/eng/index.html>

Hotel Reservation

- Participants are ***strongly encouraged*** to stay at the recommended hotels: **Stanford Hillview Hotel** or the **Mira Hong Kong**, which are very close to the Session venue (less than 5 minutes walk, see Appendix A). A room block with discounted rate has been made at the both hotels. Details of room rates are provided in Annex C.
- To secure the reservation, please make reservation at these two hotels directly ***on or before 27 April 2020***. Rooms will be allocated on a “first-come, first-served” basis according to the availability. Late reservations will be subject to market prices and availability of rooms. ***Please note that credit card details is required for room guarantee.***
- If participants chose to stay at a different hotel, they will be responsible for arranging their own transportation to and from the Meeting Venue.



Airport Transfer

12. Complimentary airport transfer between Hong Kong International Airport and the above recommended hotels 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: tc52@icc.com.hk or fax: +852 2547 9528 when available, ***on or before 8 May 2020***. If you arrive Hong Kong by train and ferry, please also contact LOC Secretariat for the transfer arrangement.

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

Working Language

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

Internet Facilities

14. Complimentary wireless internet connection will be available in the meeting venue for all participants.

Bring Your Own Bottle

15. No bottled water will be provided in the meeting venue. You are advised to bring your own bottle. A water dispenser will be available in the meeting venue.

Insurance

16. The meeting organizers cannot accept liability for personal injuries sustained, or illness, or for loss of, or damage to, property belonging to conference participants or their accompanying persons, either during or as a result of the meeting. Participants are advised to arrange for insurance to cover medical, travel, and personal effects while attending the meetings. Participants are advised to acquire suitable insurance policy before visiting Hong Kong.

Information and Contact Details of Local Organizers

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

52nd TC Local Organizing Committee Secretariat
c/o International Conference Consultants Ltd
Tel: +852 2559-9973
Fax: +852 2547-9528
E-mail: tc52@icc.com.hk

or **Mr CHOY Chun-wing**
Scientific Officer, HKO
Tel: +852 2926-3665
Fax: +852 2311-9448
Mobile: +852 9316-9416
E-mail: cwchoy@hko.gov.hk

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.

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 and latest weather forecast

Weather in Hong Kong in late May is warm and humid with occasional showers and thunderstorms, particularly during the mornings. The daily mean temperature is around 26°C - 31°C.

10-day climate normals for the period of end-May in Hong Kong (1981-2010)

Max. Temperature	Mean Temperature	Min. Temperature	Total Rainfall
28.8 °C	26.5 °C	24.8 °C	121.4 mm

For the latest local weather forecasts, please visit the HKO webpage - <https://www.hko.gov.hk>

4. Time Zone

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

5. Currency and Credit Card

The official currency of Hong Kong is the Hong Kong Dollar (HKD). One US Dollar is approximately HKD7.78. Participants can change your currency for HKD at any authorized money exchanger or bank. Major banks open from 9am to 4:30pm on Monday to Friday, and 9am to 12:30pm on Saturday. Automatic Teller Machines (ATM) can be found almost everywhere and provide 24-hour cash withdrawal for HKD.

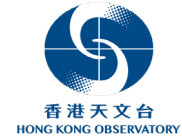
International credit cards such as VISA, MasterCard, Diners Club, UnionPay and American Express are commonly accepted by hotels, retail shops and restaurants in Hong Kong. Such premises usually display stickers showing the credit cards they accept at their entrances.

Please check the latest exchange rate at <http://finance.yahoo.com/currency-converter/>. (For reference only)

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 in Hong Kong. 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. Sales Tax

There is no sales tax on goods and services in Hong Kong.

11. Plastic Shopping Bag Charge

All retail businesses in Hong Kong are required to charge a minimum levy of HKD 0.50 for each plastic shopping bag provided to customers. Be environmentally responsible, please “Bring Your Own Bag”.

12. Insurance

Participants are advised to acquire suitable insurance policy before visiting Hong Kong. Please check with your insurance company about their 24-hour emergency support telephone numbers.

13. 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

Appendix:

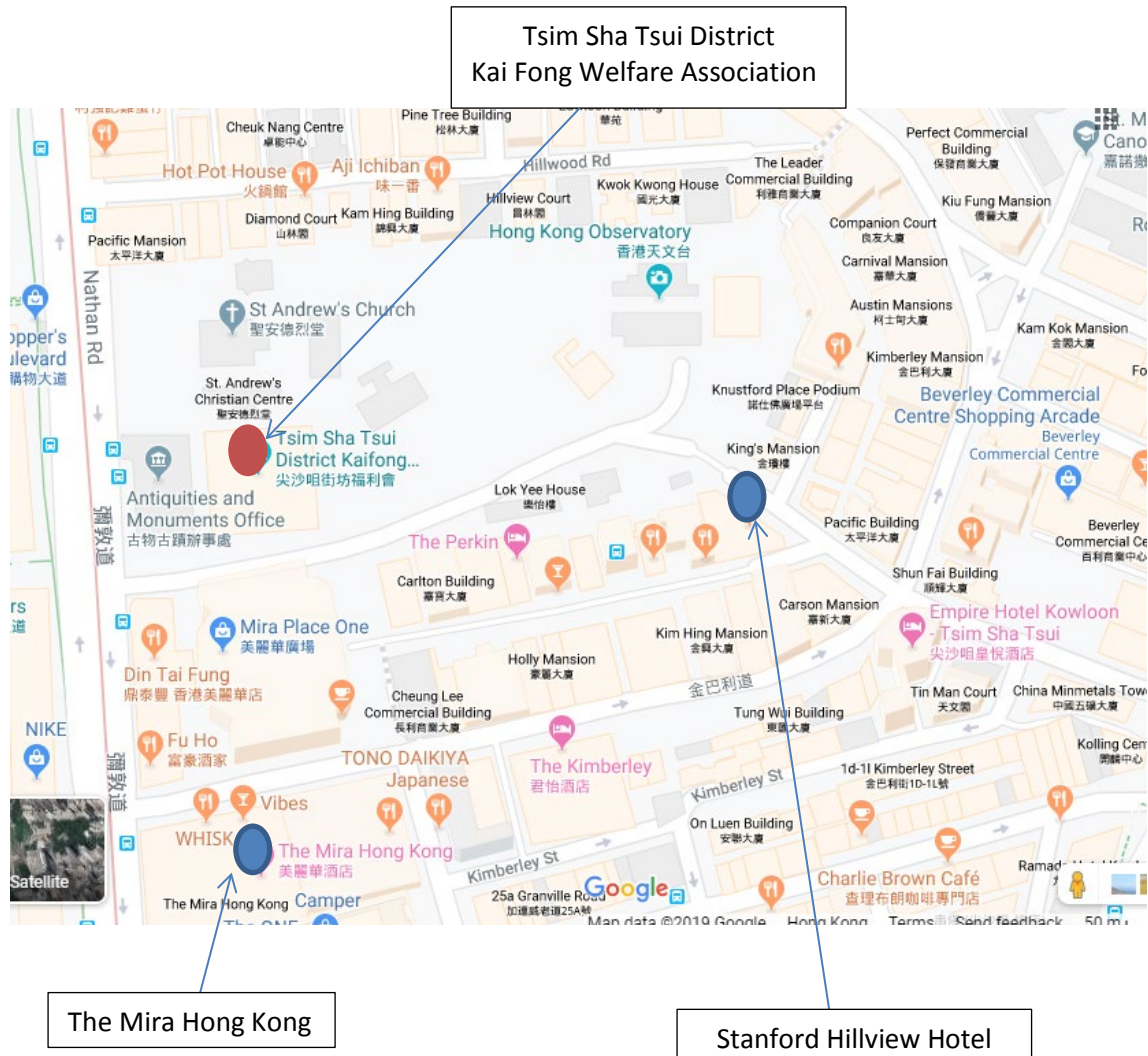
- A: Meeting Venue and Location Map
- B: Registration Form
- C: Hotel Information and Hotel Reservation Form
- D: Airport Transfer

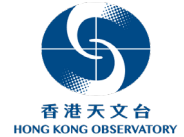
Appendix A: Meeting Venue and Location Map

ESCAP/WMO Typhoon Committee
Fifty-second Session of Typhoon Committee
Hong Kong, China
27-29 May 2020

Meeting Venue

Tsim Sha Tsui Community Hall
The Tsim Sha Tsui District Kai Fong Welfare Association
136A Nathan Road, Tsim Sha Tsui, Kowloon
Tel: (852) 2367-6111





[Appendix B: Registration Form \(Page 1 of 2\)](#)

ESCAP/WMO Typhoon Committee

Fifty-second Session of Typhoon Committee

Hong Kong, China

27-29 May 2020

Please complete and return to 52nd TC Local Organizing Committee Secretariat, by email: tc52@icc.com.hk or by fax: +852 2547 9528 by **27 April 2020**.

You are highly recommended to register online [here](#) (please click).

PERSONAL INFORMATION

**Compulsory Field*

Member you are representing*: _____

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

Family / Last Name*: _____

Given / First Name*: _____

Position*: _____

Organization*: _____

Office Address*: _____

Country/Region*: _____

Office Tel*: _____ Fax: _____

Mobile Tel*: _____ Email Address*: _____

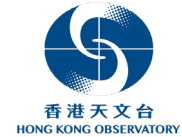
Special Dietary Requirement: Vegetarian Pork-free Beef-free
 Others, please specify: _____

Food Allergy: Yes, please specify: _____
 No

Registration Category: Head of Delegation Representative Adviser Observer
 Others, please specify: _____

Are you planning to participate in the farewell dinner on the evening of 28 May 2020?

YES NO



Appendix B: Registration Form (Page 2 of 2)

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 by email with the following passport information to facilitate me to apply visa to Hong Kong.

Full Name on Passport: _____

Gender: _____ Date of Birth (DD/MM/YYYY): _____

Place of Birth: _____ Nationality: _____

Passport Number: _____ Place of Issue: _____

Date of Issue: _____ Date of Expiry: _____

COMPLIMENTARY AIRPORT TRANSFER & TRAVEL ITNERARY

Transportation between Hong Kong International Airport (or train station/ferry terminal) and the recommended hotels (Stanford Hillview Hotel or the Mira Hong Kong) will be provided by the Local Organizing Committee Secretariat.

- Yes, I would like to take the complimentary transfer.
- No, I will arrange transfer by my own.

Name of Hotel Staying in Hong Kong: _____

Arrival Details:

Departure Details:

Arrival Date (at Hong Kong): _____ Departure Date (from Hong Kong): _____

Arrival Flight: _____ Departure Flight: _____

Arrival Time (at Hong Kong): _____ Departure Time (from Hong Kong): _____

(The airport transfer arrangement will be announced in Early May 2020.)

Flight or accommodation details not yet available.

Please send the details to the Local Organizing Committee Secretariat by email: tc52@icc.com.hk or fax: +852 2547 9528 when available.

[Appendix C: Hotel Information and Reservation Form](#)

Limited hotel rooms at special room rates for participants have been reserved at Stanford Hillview Hotel and the Mira Hong Kong and are available on a first-come, first-served basis. **Deadline for Reservation is 27 April 2020.**

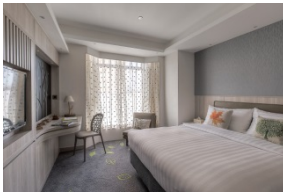
A. Stanford Hillview Hotel (★★★★, 5-minutes' walk to Meeting Venue)

Address: 13 – 17 Observatory Road on Knutsford Terrace, Tsim Sha Tsui, Kowloon

Website: <https://www.stanfordhotels.com.hk/hillview/>

Surrounded by lush trees and Hong Kong's best shopping and entertainment hotspots, Stanford Hillview Hotel - located in Tsim Sha Tsui's famed Knutsford Terrace - offers you an unparalleled experience of leisure and lively activity in the heart of the city while staying at ease inside the tranquility of the modern comfort of our hotel.

Oak Room (18 sqm)



Room Rate Per Room Per Night:

From May 26 to 30 2020 (04 nights)

HK\$605 / 1 Daily breakfast included (around US\$78)

HK\$682 / 2 Daily breakfasts included (around US\$88)

The above rate is inclusive of 10% service charge.

Banyan Room (25 sqm)



Room Rate Per Room Per Night:

From May 26 to 30 2020 (04 nights)

HK\$935 / 1 Daily breakfast included (around US\$121)

HK\$1,012 / 2 Daily breakfasts included (around US\$130)

The above rate is inclusive of 10% service charge.

Hotel Reservation Form can be found on the Page 2 of Appendix C.

Contact for Booking Enquiry: Ms. Maggie Ma (Director of Sales & Marketing)
Tel: +852 2313 7008 Email: maggiema@stanfordhotel.com

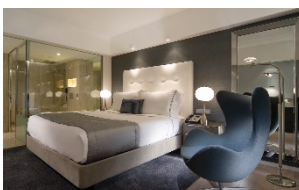
B. The Mira Hong Kong (★★★★★, 5-minutes' walk to Meeting Venue)

Address: Mira Place, 118-130 Nathan Road, Tsim Sha Tsui, Kowloon

Website: <https://www.themirahotel.com/>

Plug in to The Mira Hong Kong, a member of Design Hotels™ and a contemporary urban retreat perched on the edge of Kowloon Park located in the heart of Hong Kong's shopping and entertainment district, Tsimshatsui. Personalised service and pared-down luxury can be found in 492 smoke-free guestrooms including 56 suites featuring signature Green, Red and Silver interiors while the Mira Club showcases Purple colour-themed rooms with exclusive privileges. Latest tech-friendly features include portable and free WiFi buddy with 24/7 connectivity on-the-go with 4G network speed, intuitive on-screen infotainment system, Bose iPod docks and sound system.

City Room (27 sqm)



Room Rate Per Room Per night:

From May 26 to 30 2020 (04 nights)

HK\$1,155 / 1 Daily breakfast included (around US\$150)

HK\$1,298 / 2 Daily breakfasts included (around US\$169)

The above rate is inclusive of 10% service charge.

Please click [here](#) to reserve your room online!

Contact for Booking Enquiry: Ms Priscilla Li (Assistant Director of Sales)
Tel: +852 2315 5981 Email: Priscilla.li@themirahotel.com



STANFORD HILLVIEW HOTEL
TSIM SHA TSUI

RESERVATION REQUEST FORM (Revised)

ESCAP/WMO Typhoon Committee

(Conference Date: 26th to 30 May 2020)

Name : Mr/Ms/Mrs (First name) _____ (Last name) _____

Mr/Ms/Mrs (First name) _____ (Last name) _____

Contact: (Tel) _____ (Fax) _____ (Email) _____

- Room Rate: Oak Room at HK\$550.00* with 1 breakfast for Single / Double Occupancy on 26 – 30 May 2020 (04 Nights)
- Room Rate: Oak Room at HK\$620.00* with 2 breakfasts for Single / Double Occupancy on 26 – 30 May 2020 (04 Nights)
- Room Rate: Banyan Room at HK\$850.00* with 1 breakfast for Single / Double Occupancy on 26 – 30 May 2020 (04Nights)
- Room Rate: Banyan Room at HK\$920.00* with 2 breakfasts for Single / Double Occupancy on 26 – 30 May 2020 (04Nights)

*Room Rate is subject to 10% service charge per room, per night

Additional Breakfast (Optional): HK\$70.00+10% service charge per person per meal
(Breakfast arrangement may vary according to market situation)

No. of Room(s) is/are required: _____ Conference Registration No (if any) : _____
Special Request: Double Bed Twin Bed Non-Smoking Smoking

Arrival Date: _____ Arrival Flight/Time _____

Departure Date: _____ Departure Flight/Time _____

Booking Guaranteed By: Amex Visa Master JCB Deposit by Bank Draft

Credit Card No.: _____ Expiry Date: _____

Name of Card Holder: _____ Authorized Signatory (Same as credit card holder): _____

****3rd party credit card information will NOT be accepted by the Hotel.**

Notes :

1. Please put a "✓" in the appropriate box.
2. All bookings must be guaranteed by a credit card or a bank draft of one night room charge. Otherwise, room space will be released without prior notice.
3. One night room charge will be applied as penalty if cancellation or amendment could not be notified by writing to the hotel 07 days prior to arrival date.
4. A 100% full cancellation penalty charge will apply should cancellation or amendment received 03 days prior to exact arrival date
5. Each reservation request form must be submitted to Stanford Hillview Hotel **on or before 11th May 2020**.
6. All reservations and requests must be made in advance and are subject to space availability and hotel confirmation. The above room rates may not be applied to any late reservations.

Please return to: Ms. Maggie Ma (Director of Sales & Marketing)

Tel: (852) 2313 7008

Fax: (852) 2721 7511

Email: maggiema@stanfordhotel.com

HOTEL USE ONLY

CONFIRMED

UNABLE TO CONFIRM

By _____ Date _____

Remarks : _____

Appendix D: Airport Transfer

Visitors to Hong Kong are served by one of the world's largest and most modern airports. Situated at Chek Lap Kok on Lantau Island, Hong Kong International Airport truly makes Hong Kong the gateway to Asia. As the hub for all surface transport to and from downtown, the Airport Ground Transportation Centre, connected to the Passenger Terminal Building, is where passengers can board the Airport Express, taxis, Airbuses at a specially designated area. The following fares and routes are quoted for your reference:

** Subject to change without prior notice.*

Airport Express Line (AEL)

Please check the website at http://www.mtr.com.hk/en/customer/services/airport_express_index_tourist.html

This is the recommended travel method. This high-speed rail service takes passengers between the Airport and the Hong Kong Station in Central in about 24 minutes. The Airport Express runs every 10 minutes from 05:54am to 00:48 am daily. Train tickets can be purchased at the Airport Express Customer Service Centre located at the Arrival Hall. Each train stops at both the Kowloon Station and then the Hong Kong Station. Please be sure to exit at the station that is closest to your hotel (see below). After you exit the high-speed rail at Kowloon or Hong Kong Station, you can take a taxi (quickest) or a free Airport Express shuttle bus between the AEL Station and the major hotels.

Airport Express Ticket – Kowloon Station

(Check the latest info and promotion at the above-mentioned website)

Single Journey	HK\$100 per adult ticket
Round Trip (valid for one month)	HK\$185 per adult ticket
Airport Express Travel Pass	HK\$250- Programmed with 1 single journey on the Airport Express and 3 consecutive days of unlimited MTR rides
	HK\$350- Programmed with 2 single journeys on the Airport Express and 3 consecutive days of unlimited MTR rides

Free Airport Express Shuttle Bus Service Connecting AEL High Speed Rail

Airport Express Shuttles - At 12-minute intervals, a free scheduled Airport Express Shuttle is available to take Airport Express passengers between Hong Kong Station and the major hotels on Hong Kong Island.

Information can be found at http://www.mtr.com.hk/en/customer/services/complom_free_bus.html

Taxis are also available at Kowloon Station. Cost is around HK\$50-70 for travelling to the official hotels (plus additional charge for luggage, if required) per transfer.

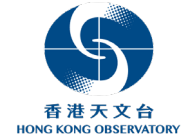
Free In-town Check-in Service

To ensure your return journey gets off to a great start, free In-town Check-in service is available for many major airlines at Hong Kong and Kowloon stations.

Simply check in and collect your boarding pass between 90 minutes and one full day* ahead of your scheduled flight departure time. (If you use an Octopus Card to travel via the Airport Express, your full fare will be deducted at check-in rather than when you board the train).

**The exact close-out time for individual airlines is subject to that airline's flight schedule, and you are advised to contact your airline for updated information.*

Information can be found at http://www.mtr.com.hk/en/customer/services/complom_checkin.html



Taxi

Urban taxis are red. The current rates are HK\$24 on flag fall for the first 2 kilometers plus HK\$1.7 every further 0.2 kilometer. The charge will be changed to HK\$1.2 per 0.2 kilometer after the chargeable amount has reached HKD83.5. Additional charges for luggage and tolls apply. Taxis only accept HK Dollars in cash.

Approximate time: 45 minutes

Approximate cost: HK\$350-HK\$400

Private Transfer

You may also contact the hotel you booked to make private transfer. Please feel free to contact the LOC Secretariat for assistance.

Prepared on 20 March 2020