



ANNEX I

**ESCAP/WMO Typhoon Committee  
8<sup>th</sup> IWS/2<sup>nd</sup> TRCG Forum  
“Forecasting, Warning and DRR Strategies in the Mitigation of Tropical Cyclone Impact in  
a Multi-hazard Environment”  
2 – 6 December 2013  
Macao Science Center, Macao, China**

**INFORMATION NOTE FOR PARTICIPANTS**

**Venue and Date**

1. The 8<sup>th</sup> IWS and 2<sup>nd</sup> TRCG Forum will be held at the Convention Center in the Macao Science Center, Macao, China from 2<sup>nd</sup> to 6<sup>th</sup> December 2013.
2. The Opening Ceremony will be held at 09:00 on Monday, 2<sup>nd</sup> December at the Convention Center of the Macao Science Center in Macao, and all subsequent sessions will be held tentatively from 09:00 to 12:30 in the morning and 14:00 to 17:30 in the afternoon.

**Registration**

3. Participants are requested to submit the “Nomination Form” and “Attendance Form” to Typhoon Committee Secretariat (fax: +853 88010530 or email: [info@typhooncommittee.org](mailto:info@typhooncommittee.org)) with a copy to the Local Organization Committee (fax: +853 28850557 or email: [cmlau@smg.gov.mo](mailto:cmlau@smg.gov.mo)) on or before 31<sup>st</sup> October 2013.
4. A registration and Information Desk will be set up at the lobby of the Convention Center at the Macao Science Center and will continue throughout the session. Participants are requested to wear the identification badges they received upon registration at all time during the meeting and official functions.

**Accommodation**

5. Participants are strongly recommended to stay at the Hotel Royal (皇都酒店). A block reservation has been made in the Hotel Royal at special rates with tax inclusive:

	With Breakfast	Without Breakfast
Sun – Thurs	MOP900.00 (USD116)/per night	MOP770.00 (USD97)/per night
Fri	MOP1,050.00(USD132)/per night	MOP920.00(USD115)/per night
Sat	MOP1,300.00(USD163)/per night	MOP1,170.00(USD147)/per night

6. To use the special group rate, reservations must be made through the Local Organization Committee (LOC). Please fill in the attached hotel reservation form (Appendix I) and return



to the Local Organizing Committee ([cmlau@smg.gov.mo](mailto:cmlau@smg.gov.mo) or fax +853 2885 0557) on or before 31 Oct, 2013.

Please indicate in the Attendance Form if participant needs the reservation through LOC.

7. Hotel Royal:

Address	: Estrada da Vitoria 2-4 Macau
Tel	: +853 2855 2222
Website	: <a href="http://www.hotelroyal.com.mo/">http://www.hotelroyal.com.mo/</a>

**Travel to Macao**

8. Participants are highly recommended to travel in airlines that will arrive directly at the Macao International Airport (MIA).

9. For participants who arrive at the Hong Kong International Airport (HKIA), they will need to go to Macao by sea through either:

- Jet-foil from HKIA to Macao - Participants could take the airport routes directly to Macao (<http://www.turbojet.com.hk/en/airport-ferry-services/passenger-baggage-flow.aspx>). The disembarkation terminals will be either Macao Maritime Ferry Terminal (*recommended*) or Taipa Temporary Ferry Terminal. Please refer to this link for the sailing schedule (<http://www.turbojet.com.hk/en/routing-sailing-schedule/hk-airport-macao/sailing-schedule-fares.aspx>)
- If the participants' itinerary does not suit with the Airport Ferry Services as mentioned above, they will need to take the ferry at the Hong Kong Macao Ferry Terminal (HKMoFT) by Turbojet (*recommended*) <http://www.turbojet.com.hk/en/routing-sailing-schedule/hong-kong-macao/sailing-schedule-fares.aspx> or Cotai Water Jet (<http://cotaijet.com.mo/sailing-schedule/macao>) to Macao.
- Please take note that there are TWO disembarkation terminals in Macao (one in *Macao Peninsula* and one in *Taipa*). As the hotel is located in the *Macao Peninsula*, we highly recommend participants to disembark at the Macao Maritime Ferry Terminal.

**Transportation to Hotel**

10. Arrival at the Macao International Airport: Guests will need to take taxi to the hotel. The taxi fare is around MOP70-MOP100.

11. Arrival at the Macao Maritime Ferry Terminal: The hotel provides complimentary shuttle bus service located outside the ferry terminal that runs every half an hour between 08:55



and 21:55 for guests arriving at the Macao Maritime Ferry Terminal. Guests arriving beyond this schedule will need to take taxi to the hotel. The taxi fare is around MOP40.

Please take me to Hotel Royal 請到皇都酒店 地址：澳門德勝馬路 2 至 4 號
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12. Please refer to the map (Appendix II) for the location of the shuttle bus station.

### **Logistics Arrangement to the Meeting Venue**

13. The LOC will provide transportations to the meeting venue in the morning and back to the hotel in the evening throughout the workshop. The exact time schedules will be announced in due course.

### **VISA Information**

14. Participants should hold passport or a valid document/visa for entry to Macao, China. Macao, China allows visa-free entry to nationals of 74 countries. For country-specific visa information, please visit <http://www.fsm.gov.mo/psp/eng/EDoN.html>. Participants who intend to enter Macao, China but have not applied in advance to any Chinese embassy, consulate or diplomatic mission for a "visa" or the Macao Immigration Department for "Authorization to Enter and Stay" can apply for an "Entry Permit" (*aka "Visa-upon-arrival"*) at the "Visa Room" of the border checkpoint when arriving at Macao. Please indicate in the attendance form if participant intends to apply the Visa-on-arrival. LOC will then coordinate and facilitate the application in advance with the Macao Immigration Service. In addition, official invitation letter from host for the purpose of visa application in participant's residence country can be issued upon request. Please indicate that you need an invitation letter on the Attendance Form.

### **Currency Exchange, Credit Cards and Money**

15. Local currency is the Macao Pataca (MOP), and roughly MOP8.00 is equivalent to USD1.00. Exchange rate is subject to daily variations.

16. Major foreign currencies can be exchanged at banks, hotels and authorized exchange dealers located all around the city. However, as there is usually long queue in banks, you are advised to exchange some money at the Airport or at the hotel reception.

17. Common credit cards (e.g. Visa, MasterCard) are accepted at hotels and stores. However, travelers' cheques are not recommended as they cannot be exchanged into cash in most of the banks.



## Time Zone

18. Time zone of Macao is UTC/GMT +8 hours.

## Electricity

19. The standard voltage is 220 volts, 50 Hz. Type G is more commonly used than Type D for the power plugs. You may refer to <http://electricaloutlet.org> for more information.

## Climate and Weather in Macao (December)

20. Mean daily maximum temperature	: 20.1°C
Mean daily minimum temperature	: 14.0°C
Average monthly rainfall	: 30.2 mm
Average number of rainy days	: 4.5 days
Weather forecasts	: <a href="http://www.smg.gov.mo/www/e_index.php">http://www.smg.gov.mo/www/e_index.php</a>

## Local Organizing Committee (LOC)

For any further local information, please contact the local organizing committee:

### Ms. Lau Cheng Man (Ran)

Tel : +853 88986111

Fax : +853 28850557

E-mail : [cmlau@smg.gov.mo](mailto:cmlau@smg.gov.mo)

Mobile : +853 66387613

*Copy to:*

### Mr. Antonio Cheong

Tel : +853 88986112

E-mail : [cccheong@smg.gov.mo](mailto:cccheong@smg.gov.mo)

### Ms. Wu Ka Ian (Ian)

Tel : +853 88986113

E-mail : [kiwu@smg.gov.mo](mailto:kiwu@smg.gov.mo)

## Useful Website

- Macao SAR Tourism Office: <http://en.macautourism.gov.mo/index.php>
- Macao International Airport: <http://www.macau-airport.com/en>



8th IWS/2nd TRCG Forum – Hotel Reservation Form

(Please send to LOC: cmlau@smg.gov.mo or Fax 853-28850557; and copy to TCS: info@typhooncommittee.org or Fax: 853-88010530)



Given Name: \_\_\_\_\_

Family Name: \_\_\_\_\_

Check in date: \_\_\_\_\_

Check out date: \_\_\_\_\_

Room Type: Please choose one option from each of the sections listed below by √

Date	Room Rate with 1 or 2 breakfasts (per room per night)	Room only, No breakfasts included (per room per night)	Total Number of rooms	Total Number of adults
December 1 ,2013 (Sun)	MOP\$900.00	MOP\$770.00		
December 2 ,2013 (Mon)	MOP\$900.00	MOP\$770.00		
December 3,2013 (Tue)	MOP\$900.00	MOP\$770.00		
December 4 ,2013 (Wed)	MOP\$900.00	MOP\$770.00		
December 5 ,2013 (Thurs)	MOP\$900.00	MOP\$770.00		
December 6 ,2013 (Fri)	MOP\$1,050.00	MOP\$920.00		
December 7 ,2013 (Sat)	MOP\$1,300.00	MOP\$1,170.00		

Guaranteed by Credit Card Type:

<input type="checkbox"/> Visa Card <input type="checkbox"/> Master <input type="checkbox"/> Amex <input type="checkbox"/> Diners <input type="checkbox"/> JCB	Holder Name: _____
	Card Number: _____
	Expiry Date: _____
	Signature: _____

- TCTF Sponsored Participants
- Credit card information not available

Rates inclusive of 10% service charge & 5% tourism tax. Complimentary WiFi in guest room and hotel public area. Complimentary usage of indoor heated swimming pool & fitness facilities. Check-in time: 15:00 pm / check-out time: 12:00 pm (noon).



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### **Booking Deadline**

Reservation for the above rates must be made by email or fax on or before **31 October, 2013**.

### **Cancellation Policy**

**The first room night rate will be charged to your credit card as cancellation fee for cancellation on or before 15:00 hours, 7 days prior to arrival. (Cancellation fee may be waived for requests made well in advance, but cannot be guaranteed).**

**For cancellations made within 7 days prior to arrival, no show or early departure, full room charges will be charged to your credit card.**



**Shuttle Bus Station  
(From Ferry Terminal ---> Hotel Royal)**

**APPENDIX II**

