

ESCAP/WMO TYPHOON COMMITTEE
11th Integrated Workshop
“Improving Typhoon Impact-based Forecasting and Warning”
24-28 October 2016
Cebu, the Philippines

INFORMATION NOTE FOR PARTICIPANTS

1. Schedule of Meetings

The 11th Integrated Workshop on “Improving Typhoon Impact-based Forecasting and Warning” will be held in Cebu, Philippines, from 24 to 27 October 2016. The official opening ceremony will be held at the Arctic 2, Upper Lower Level, Waterfront Cebu City Hotel and Casino on 24 October 2016 at 0900. All the plenary meetings will be held in the same function room while breakout rooms will be located at the Lower Lobby Level of the same hotel. An Advisory Working Group Meeting will be held on 28 October 2016 from 9am to 5pm.

Subject to confirmation by the Committee, the daily schedule, except for the Opening Ceremony:

8:30 - 12:00 - morning sessions
14:00 – 17:00 - afternoon sessions

Opening Ceremony:

9:00 – 10:00 a.m. Opening Program
10:00- 10:15 coffee break
10:15 - Start of the session

2. Registration

A registration desk will be set-up outside the Plenary Room starting at 0800 on 24 October 2016. The Local Secretariat will continue manning the registration table throughout the workshop to assist any other needs of the participants, organizers and guests. Participants are requested to fill out a registration form and receive their workshop identification and kit at the registration table.

3. Badges

Participants are requested to wear the workshop identification at all meetings and official functions.

4. Travel

The participants are advised to purchase airline tickets from their place of departure directly to Cebu Mactan International Airport, located in Lapu-lapu City. Information about the airport can be found at the following website:

<http://www.mactan-cebuairport.com.ph/>

5. **Immigration Requirements**

A valid passport (and visa if applicable) is necessary for all persons entering the Philippines. Visa can be applied from the Embassy/Consulate of the Philippines in your respective countries or at a nearby country. The latest entry requirements can be obtained from the Philippine Department of Foreign Affairs website shown below:

<http://www.dfa.gov.ph/index.php/consular-services/visa-information>

For visa assistance, participants are requested to contact the Local Secretariat and send a copy of the front page of your passport.

6. **Weather**

In October, temperature in Cebu is 24.8 – 31.4 degrees centigrade, with an average rainfall of 194.8 mm and 16 rainy days. Shirt is appropriate outside the conference room but wearing coat and jacket are also recommended inside the function room.

7. **Foreign Exchange**

The Philippine Peso (P) is the Philippine currency. It is possible to change money at the airport and at all local banks. Exchange facilities are also available at the hotels as well as at the authorized exchange centers normally found in shopping malls and some commercial banks. Banks are open from 0900 to 1500, (no lunch break) from Monday to Friday only, while foreign exchange centers in the shopping malls are open from 10:00 a.m. to 20:00 p.m. daily. For the exchange rate, please get the latest information from your own country/bank.

Most restaurants and bigger shopping centers accept major credit cards but the smaller shops and the transportation system expect you to pay in cash. (Tax is already included).

8. **Hotel Accommodation**

It is strongly recommended that participants stay at Waterfront Cebu City Hotel & Casino (4-star hotel) where the workshop will be held. All throughout the scheduled activities, a blocked reservation has been made at special rate.

Special Rate: P3, 400/3,600nett (single/double) rate includes buffet breakfast

To secure a reservation, please fill in the attached Hotel Reservation Form and return to a.gallardo@waterfronthotels.net with a copy to the Local Organizing Committee. Please also include your flight details.

9. **Local Transportation**

All the participants will be met at the airport, provided that flight details had been included in the Hotel Reservation Form or sent by email to the Local Organizing Committee at least three (3) days before their arrival date, for purposes of scheduling vehicles and local secretariat who will meet them at the airport.

Vehicles will also be provided by the host for use during the Technical Visit. But there will be no service vehicle that could be utilized should a participant opt not to stay at Waterfront Cebu City Hotel and Casino.

10. **Meals**

The meals during workshop proper will be borne by the host agency (2 snacks and lunch).

11. **Technical Visit**

A Technical Visit to the following sites will be conducted on Thursday, 27 October 2016 at 1PM:

- Cebu PAGASA Complex and Visayas Regional Service Division
- Integrated Storm Water Management System
- DOST-PHIVOLCS Seismicity Meter

A Farewell Dinner with a cultural show, hosted by PAGASA, will be held in a beach resort right after the Technical Visit. Details on the visit will be provided in the workshop kit.

12. **Local Organizing Committee**

For additional information and assistance concerning the registration and local arrangements for the 11th IWS, please contact the Local Organizing Committee:

	Telephone	E-mail
(i) Dr. Cynthia P. Celebre	632-434-2675	cynthia_celebre@yahoo.com
(ii) Ms. Edna L. Juanillo	632-4349024	ejuanillo@yahoo.com
(iii) Ms. Marichu Charito J. Zarate	632-434-2675	cj_zarate@yahoo.com

Address: Philippine Atmospheric, Geophysical and Astronomical Services Administration (PAGASA) Science Garden Complex, Agham Road, Diliman, Quezon City, PHILIPPINES 1100

13. **Working Language**

The working language of the workshop will be English.