



## Annex I

**ESCAP/WMO TYPHOON COMMITTEE**  
**13<sup>th</sup> Integrated Workshop**  
***“Technological innovation for typhoon related forecasting  
and disaster risk reduction”***  
**5-9 November 2018**  
**Chiang Mai, Thailand**

### INFORMATION NOTE FOR PARTICIPANTS

#### 1. **Schedule of Meetings**

The 13<sup>th</sup> Integrated Workshop on “Technological innovation for typhoon related forecasting and disaster risk reduction” will be held at Holiday Inn Chiangmai, Thailand, from 5 to 9 November 2018. The official opening ceremony will be held at Grand Nanta Ballroom, 2<sup>nd</sup> floor, on 5 November 2018 at 09:00. All the plenary meetings and parallel sessions will be held in the same function rooms. An Advisory Working Group Meeting will be held on 9 November 2018 at 09:00.

Subject to confirmation by the Committee, the daily schedule, except the Opening Ceremony will be from 8:30 to 12:00, 14:00 to 17:00.

#### 2. **Registration**

For early registration, participants are eligible to register through the online registration system (<https://www.tmd.go.th/IWS13/>) (**RECOMMENDED**).

In case of Online Registration cannot be processed, participants should complete the Attendance Form (Appendix A), and return it to the Local Organizing Committee by email or fax, with CC to TCS (info@typhooncommittee.org/denise@typhooncommittee.org)

A registration desk will be set up outside the Plenary Room starting at 08:00 on 5 November 2018. The LOC will continue manning the registration table throughout the workshop to assist any other needs of the participants and guests. Participants are requested to register and obtain workshop badges at the registration table on Monday 5 November 2018.

#### 3. **Badges**

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

#### 4. **Travel**

The participants are advised to purchase air tickets from their place of departure to Chiang Mai International Airport (CNX) directly, via Bangkok Suvarnabhumi International Airport (BKK) in Bangkok, Thailand. Information about Chiang Mai International Airport can be found at the following website: <http://www.chiangmaiairportonline.com>

Please find the transportation to Chiang Mai and the transport inside the city as following:  
[https://www.travelfish.org/transport/thailand/northern\\_thailand/chiang\\_mai/chiang\\_mai/all](https://www.travelfish.org/transport/thailand/northern_thailand/chiang_mai/chiang_mai/all)

## 5. Immigration Requirements

Visitors entering the Kingdom of Thailand are generally required to have a valid passport and visa. All participants are recommended to contact the nearest Royal Thai Embassy/Consulate of Representative of Thailand in their respective countries and/or obtain information from <http://www.mfa.go.th> for visa requirements. ASEAN Member countries may not need an entry visa to Thailand.

## 6. Weather

In November, the weather in Chiang Mai, Thailand is cool and dry.

Mean Temperature	24.0 °C
Mean maximum Temperature	30.1 °C
Mean minimum Temperature	19.2 °C
Mean Precipitation	53.9 mm
Mean No. of day with precipitation > 0.1 mm	4.9 days

The conference room is air-conditioned and the temperature is maintained in the range of 22 °C to 25 °C.

## 7. Foreign Exchange

Participants may bring with them into Thailand the sums of foreign currency in the form of traveler's cheques, drafts, letter of credit or other banking instruments which may be exchanged for Thai currency (Approximately US\$ 1= THB 32.7164 as of 28 August 2018). Information on the day-to-day exchange rates can be found at <http://www.bot.or.th>. Exchange facilities are available at the airports, hotels, and authorized commercial banks. Most of the banking facilities are opened from 08.30 to 15.30 hours, without lunch break, from Mondays through Fridays.

## 8. Hotel Accommodation

All participants are encouraged to stay at **Holiday Inn Chiangmai**, which is the venue of the workshop. The Holiday Inn Chiangmai offers a special room rates and can be paid by cash or credit card. **Participants who decided to stay at the Holiday Inn Chiangmai MUST book the room via LOC only (reservation form in Appendix B), in order to get the special price, complimentary airport transfer, etc. Please directly address to the LOC email ([pailin.s@tmd.mail.go.th](mailto:pailin.s@tmd.mail.go.th)) by 05 October 2018.**

<b>Holiday Inn Chiangmai (Venue of the IWS13)</b>	
318/1 Chiang Mai-Lamphun Road, Tambon Wat Ket, Amphoe Muang, Chiang Mai 50000 Thailand	
Tel.: +66(53) 275 300	
<a href="http://www.chiangmai.holidayinn.com/en">http://www.chiangmai.holidayinn.com/en</a>	
E-mail: <a href="mailto:reservations.chiangmai@ihg.com">reservations.chiangmai@ihg.com</a> , <a href="mailto:group@hichiangmai.net">group@hichiangmai.net</a>	
Superior Room	@THB 2,200 (Single/Twin)
Deluxe River View Room	@THB 2,400 (Single)
	@THB 2,600 (Twin)
Executive River View Room	@THB 3,400 (Single)
	@THB 3,600 (Twin)
<b>*Room rate includes breakfast, tax, and service charge*</b>	

**Below are list of hotels for participants' option.**

**Please note that choosing the below hotels participants must contact them directly for reservation:**

<p><b>Siripanna Villa Resort &amp; Spa, Chiang Mai</b> 36 Rat Uthit Road, Tambon Wat Ket, Amphur Muang, Chiang Mai 50000 Thailand Tel.: +66 (0) 5329 4656 <a href="http://www.siripanna.com">www.siripanna.com</a> E-mail: reservation@siripanna.com</p>	
Deluxe Lanna	@THB 3,500 (Single/Twin) approximately *room rate includes breakfast, tax, and service charge*
<p>Note: - For the above special room rate, please indicate the name of the workshop when making a reservation as: "ESC/WMO TYPHOON COMMITTEE 13<sup>th</sup> Integrated Workshop" - It takes around 5 minutes to get to the venue by GRAB at your own cost.</p>	

<p><b>Casa Marocc Boutique Hotel</b> 324 Charoenprathet Road, Changklan District, Chiang Mai 50100 Thailand Tel.: +66(0) 53 272709, +66 (0) 918255294 <a href="http://www.casa-marocc.com">www.casa-marocc.com</a>, E-mail: rsvn@casa-marocc.com</p>	
Deluxe	@THB 1,200-1,500 approximately *room rate includes breakfast, tax, and service charge*
<p>Note: It takes around 5 minutes to get to the venue by Red Taxi (in Thai language called "Song Taew" – a converted pick-up truck with two rows of seat) at your own cost.</p>	

#### 9. Airport transfer

The round trip of transportation between airport and Holiday Inn Chiangmai will complimentary be provided by the hotel for participants staying at the hotel. It takes around 15 minutes from the airport to the hotel. LOC will help to facilitate and meet participants at the arrival by holding a signboard of the workshop. The meeting point is on the 1<sup>st</sup> floor around "Information" counter of the domestic terminal. However, participants choose to stay at other hotels are needed to arrange for their own airport transfer and the LOC can help them for the transportation guidance.

#### 10. Meals

The meals during the workshop will be borne by the host agency (All lunches and 2 dinners).

#### 11. Technical Visit

A Technical Visit will be conducted on Thursday, 8 November 2018 in the afternoon. Details on the visit program will be provided during the workshop.

## 12. Local Organizing Committee

For additional information and assistance concerning the registration and local arrangements for the workshop, please contact the Local Organizing Committee (LOC):

### **Ms. Pailin Sangkhao**

Foreign Relations Officer, Thai Meteorological Department  
4353 Sukhumvit Road, Bangna, Bangkok 10260 Thailand  
Tel.: +662 366 9331 Fax: +662 398 9875 Mobile: +6697 017 3331  
E-mail: pailin.s@tmd.mail.go.th

## 13. Working Language

The working language of the workshop will be English.

## 14. Electricity

The electric current is 220 volt AC (50 cycles) throughout the country. Many different types of plugs and sockets are in use. Travellers with electric appliances should carry a plug adapter kit.

## 15. Map of Holiday Inn Chiang Mai





**APPENDIX A**

**ESCAP/WMO TYPHOON COMMITTEE**  
**13<sup>th</sup> Integrated Workshop**  
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**Chiang Mai, Thailand**

**ATTENDANCE FORM**

1. Dr./Mr./Mrs./Ms. \_\_\_\_\_  
First Name Middle Name Last Name

2. Present Official Position \_\_\_\_\_

3. Country \_\_\_\_\_

4. Agency/Organization \_\_\_\_\_

5. Mailing address: \_\_\_\_\_

Fax Number: \_\_\_\_\_ Email \_\_\_\_\_  
Tel. number : Office \_\_\_\_\_ Home/mobile \_\_\_\_\_

6. Will Attend the 13<sup>th</sup> IWS as

- ( ) REPRESENTATIVE ( ) ADVISER
- ( ) ALTERNATE ( ) OTHERS \_\_\_\_\_

7. In order to facilitate the application of Visa-on-Arrival or to issue the invitation letter for visa application purpose, please check the option below and provide the passport information as requested and return the Attendance Form to TCS, at your earliest convenience, but not later than **5 October 2018**. The same information is required from the accompanying person, if any.

Full name as shown on Passport \_\_\_\_\_  
Date of birth \_\_\_\_\_ Place of birth \_\_\_\_\_  
Nationality \_\_\_\_\_ Gender \_\_\_\_\_  
Passport number \_\_\_\_\_ Profession \_\_\_\_\_  
Place of issue \_\_\_\_\_ Date of issue \_\_\_\_\_  
Place to apply for visa \_\_\_\_\_ Expiry Date \_\_\_\_\_

8. Accompanied by following members of family

Name	Relationship	Age (if under 18)
_____	_____	_____
_____	_____	_____



**9. Flight Information**

**ARRIVAL**

**DEPARTURE**

Place:	_____	_____
Date:	_____	_____
Flight No.:	_____	_____
Time:	_____	_____

Flight details not yet available.

**10. Details of nearby hotels are included in the Information Note for Participants. For our reference, please fill in your accommodation information.**

I would like to stay at the Holiday Inn Chiangmai or \_\_\_\_\_

Dietary Special Requirements or Requests: \_\_\_\_\_

CHECK IN DATE \_\_\_\_\_ Time \_\_\_\_\_

CHECKOUT DATE \_\_\_\_\_ Time \_\_\_\_\_

**11. Please address this ATTENDANCE Form, until 5 October 2018 to Local Organizing Committee, Thailand:**

**Ms. Pailin Sangkhao**  
 Foreign Relations Officer  
 Thai Meteorological Department  
 4353 Sukhumvit Road, Bangna, Bangkok 10260 Thailand  
 Tel.: +662 366 9331 Fax: +662 398 9875  
 Mobile: +6697 017 3331  
 E-mail: pailin.s@tmd.mail.go.th

**AND, with a copy to:**

**Ms. Denise Lau**  
**Typhoon Committee Secretariat**  
 Avenida de 5 de Outubro, Coloane  
 Macao, China;  
 Tel. No. (853) 88010531/Fax No. (853) 88010530  
 E-mail: info@typhooncommittee.org / denise@typhooncommittee.org

I, the undersigned, hereby accept the invitation of the ESCAP/WMO Typhoon Committee to participate in the 13<sup>th</sup> Integrated Workshop on “Technological innovation for typhoon related forecasting and disaster risk reduction”, Chiang Mai, Thailand, from 5 to 9 November 2018, and agree to confirm that neither the ESCAP/WMO Typhoon Committee nor the host country will be responsible for:

- (1) Any costs incurred with respect to insurance, medical bills and hospitalization fees;
- (2) Compensation in the event of death, disability or illness; and
- (3) Loss or damage to personal property of the participant while attending the Meeting or during travel.

I also agree to refrain from engaging in political, commercial and/or any activities other than those governed by the program scheduled for the duration of the Workshop.

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

