



ESCAP/WMO TYPHOON COMMITTEE 14th Integrated Workshop

“The Smart Service for Typhoon Related Disaster Risk Reduction”

4-7 November 2019

Tumon, Guam USA

INFORMATION NOTE FOR PARTICIPANTS

1. Schedule of Meetings

The 14th Integrated Workshop on “*The Smart Service for Typhoon Related Disaster Risk Reduction*” will be held at the **Outrigger Guam Beach Resort**, Tumon, Guam, from 4 to 7 November 2019. The official opening ceremony will be held at the Fort San Jose Ballroom, Mezzanine Level, on 4 November 2019 at 09:00. All the plenary meetings will be held in the same function room while breakout rooms will be located on the same floor.

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://form.jotform.co/DanNevels/TyphoonCommitteeAttendance>) (RECOMMENDED). **If you are unable to register online, please complete the Attendance Form (Appendix A)** and return it to the Local Organizing Committee (jessica.pangelinan@noaa.gov) with copy to TCS (info@typhooncommittee.org/denise@typhooncommittee.org).

An early registration desk will be set up outside the Plenary Room starting at 6:00PM to 8:00 PM on 3 November 2019. Registration Desk will reopen at 08:00AM on 4 November 2019. The LOC 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 at the registration table.

3. Badges

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

4. Travel

The participants are advised to purchase airline tickets from their place of departure to the Guam International Airport (GUM).

5. Visa / Entry Requirements

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. Jessica Pangelinan, email: jessica.panglinan@noaa.gov) if an invitation letter is needed.



If there is difficulty obtaining a visa, please contact Ms. Jennifer Lewis (jennifer.lewis@noaa.gov) for assistance.

6. Accommodations

The LOC has arranged special rates at three hotels, the Outrigger Guam Beach Resort, the Guam Reef Hotel, and the Royal Orchid Hotel. All rates quoted are in \$USD. Because the venue is at the Outrigger Guam Beach Resort, participants are encouraged to stay at this hotel. **However, please note the deadlines for availing of the special rates.**

Hotel	Outrigger Guam Beach Resort	Guam Reef Hotel	Royal Orchid Hotel
Address	1255 Pale San Vitores Road Tamuning, Guam 96913	1317 Pale San Vitores Road Tamuning, Guam 96913	626 Pale San Vitores Road Tamuning, Guam 96913
Phone Number	+1 671 649-9000	Tel: +1-671-646-6881 Fax: +1-671-646-5200	+1-671-649-2000
Website	https://www.outrigger.com/hotels-resorts/guam	http://www.guamreef.com/	http://www.royalorchidguam.com/
Room category	Standard	Standard	Standard
Room rate	<ul style="list-style-type: none"> Standard Room rate is USD\$159.00 plus 11% occupancy tax by September 5th. Standard Room rate is USD \$189.00 plus 11% occupancy tax after September 5th. NOTE: Breakfast IS NOT included	<ul style="list-style-type: none"> Standard Room rate is USD \$160.00 (Inclusive of 11% tax and Breakfast) available until October 13th. NOTE: Breakfast and occupancy tax ARE included	<ul style="list-style-type: none"> Standard Room rate is USD \$85 plus 11% occupancy tax NOTE: Breakfast IS NOT included. NOTE 2: Transportation to Meeting Venue will be provided
Check in/out times	Check in at 3:00pm. Check out at noon, 12:00pm.	Check in at 3:00pm. Check out at noon, 12:00pm.	Check in at 3:00pm. Check out at noon, 12:00pm.
Airport Transfer	\$15 per adult for one-way trip	\$30 per car/per way (Max of 6 people in car)	\$15 per adult for one-way trip
Reservations	Send Name and email address to LOC. This information will be forwarded to the hotel who will send a secure link for credit card information.	Email reservations@guamreef.com directly and provide the following information to book the room NO LATER THAN October 13 : 1. Reservation name 2. Single, Double, Triple use 3. Credit card information (to guarantee the room for each participant) 4. Contact information	Send Name and email address to LOC. This information will be forwarded to the hotel who will send a secure link for credit card information.

7. Map of Tumon Hotels



8. Airport Transfer

Hotels: See previous chart for hotel transfers.

Taxi Service: Taxis are readily available at the airport and have regulated meters. The standard flag rate is \$2.40, \$4.00 for the first mile, and \$0.80 every 1/4 mile thereafter. Typical one-way fares are about \$5.00 to \$6.00 from the airport to Tumon Bay hotels, and \$8.00 to \$10.00 from Tumon to Hagåtña. For more information on taxis, please see the Guam Visitors Bureau website at: <https://www.visitguam.com/planning/transportation/taxis/>

9. Currency

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 may be exchanged at the Guam International Airport upon arrival and in other banks located in Tumon or at the hotel.



10. Electricity

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.



11. Climate of Guam in November

Normal Minimum temperature 78.4 F (25.8°C)
Normal Maximum temperature 88.5° F (31.4°C)
Normal Humidity 81 %
Average Monthly Rainfall 4.38 inches (111.3 mm)

Casual and light attire will be appropriate even in air-conditioned Function rooms.

12. Working Language

The working language of the workshop will be English.

13. 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. Jessica T. Pangelinan
National Weather Service, Guam
3232 Hueneme Road
Barrigada, Guam 96913
Tel: +1-671-472-0946
Fax: +1-671-472-0980
E-mail: jessica.pangelinan@noaa.gov

Appendices

Appendix A: Attendance Form



APPENDIX A

ESCAP/WMO TYPHOON COMMITTEE

14th Integrated Workshop

“The Smart Service for Typhoon Related Disaster Risk Reduction”

4-7 November 2019

Tumon, Guam USA

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	
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Tel. Number :	Office		Home/mobile	
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6. Will Attend the 14th IWS as

- () REPRESENTATIVE () ADVISER
 () ALTERNATE () OTHERS _____

7. In order to facilitate the application of Visa 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 4 October 2019. 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. Flight Information

ARRIVAL

DEPARTURE

Date:		
Flight No.:		
Time:		

Flight details not yet available.



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

- Outrigger Guam Resort Hotel
- Guam Reef Hotel
- Other. Please specify: _____

CHECK IN DATE _____ Time _____

CHECKOUT DATE _____ Time _____

Dietary Special Requirements or Requests: _____

10. Please address this ATTENDANCE Form, preferably before 4 October 2019 to Local Organizing Committee, Guam, USA:

Ms. Jessica T. Pangelinan
 National Weather Service, Guam
 3232 Hueneme Road
 Barrigada, Guam 96913
 Tel: +1-671-472-0945
 Fax: +1-671-472-0980
 E-mail: Jessica.pangelinan@noaa.gov

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 14th Integrated Workshop on “The Smart Service for Typhoon Related Disaster Risk Reduction”, Guam, USA, from 4 to 7 November 2019, 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 _____