



ESCAP/WMO
Typhoon Committee

ESCAP/WMO Typhoon Committee

Forty-Second Session Typhoon Committee

25-29 January 2010
Singapore

INFORMATION NOTE FOR PARTICIPANTS

Schedule of meetings

1. The Forty-second Session of the Typhoon Committee is scheduled to be held at **Parkroyal on Beach Road, Singapore** from 25 to 29 January 2010. The official opening ceremony will be held at 0900 hours on 25 January 2010 at Stamford Room, Parkroyal on Beach Road.

Parkroyal on Beach Road, Singapore is located at:

7500 Beach Road
Singapore 199591
Tel: (65) 6505 5692
Fax: (65) 6296 3600
Website:

http://www.parkroyalhotels.com/en/hotels/singapore/beach_road/parkroyal/index.html

2. Subject to confirmation by the Committee, the daily schedule, except for the opening meeting, will be as follows:

0830 to 1200 hours

1400 to 1700 hours

Morning and afternoon coffee/tea as well as lunch during the session will be provided for all 5 days of the meeting.

Registration

3. Participants are requested to register and obtain meeting badges between 0800 – 0845 hours, on Monday 25 January 2010, at Stamford Room at Parkroyal on Beach Road. Participants, who are not able to register on the opening day, are requested to do so on the subsequent days to ensure that their names will appear on the list of participants.

Badges

4. Participants are requested to wear the identification badges they received upon registration at all times during the Meeting and official functions.

Visa/Entry Requirements

5. Visitors to Singapore must be in possession of a passport valid for at least 6 months and confirmed onward/return air tickets. All participants are requested to contact the nearest Singapore Overseas Mission or check the following website http://www.ica.gov.sg/services_centre_overview.aspx?pageid=252&secid=165 for visa requirements.



6. Kindly contact the local organising committee for the provision of Letter of Introduction for Visa Application at nearest Singapore Overseas Mission if necessary. The list of Singapore Overseas Mission can be found at [<http://shinedom1.internet.gov.sg/mfa/dipCon/dipCon.nsf/SMagent>.]

Note for participants who need a visa to enter Singapore:

Please obtain the visa prior to your arrival as visa application facilities are not available at Singapore's immigration checkpoint.

Travel

7. Participants are advised to purchase airline tickets from their place of departure directly to Singapore Changi Airport. Information about Singapore Changi Airport can be found at the following website: <http://www.changiairport.com/>

Weather

8. In January, the weather in Singapore is warm and humid.

Mean Temperature	25.9°C
Mean Maximum Temperature	30.1°C
Mean Minimum Temperature	23.2°C
Mean Relative Humidity	84.8%
Mean Monthly Precipitation	244.0 mm
Mean No. of day with precipitation > 1 mm	15 days

The conference room where the session is to be held is air-conditioned.

Foreign exchange

9. Participants may bring with them into Singapore unrestricted sums of foreign currency in the form of traveller's cheques, drafts, letter of credit or other banking instruments which may be exchanged for Singapore dollars (Approximately US\$ 1= S\$1.44). Information on the day-to-day exchange rates can be found at <http://appm4.internet.gov.sg/scripts/customs/exc/exrate.asp>. Credit and charge cards are also widely accepted in Singapore.

10. Participants are required to make a report on the Physical Currency and Bearer Negotiable Instruments Report (Traveller) form if they carry more than SGD 30,000 (or its equivalent in a foreign currency) on arrival at Singapore Changi Airport.

11. Exchange facilities are available at Singapore Changi Airport, hotels and authorised commercial banks. Most of the banking facilities are open from 0930 to 1500 hours, without lunch break, from Mondays through Fridays, and 0930 to 1130 hours on Saturdays.

Hotel Accommodation

12. Participants are requested to make arrangements for their own accommodation.

13. *Option 1: Parkroyal on Beach Road (Meeting Venue):*

All participants are encouraged to stay in the Parkroyal on Beach Road, which is also the venue for the meeting. Parkroyal on Beach Road is extending a room rate of SGD 180++ per room per night (inclusive of breakfast and internet access) for participants making their reservation through the reservation form in **Appendix 1**. Completed reservation forms should be sent via email to [eng.don@pphg.com] directly.

Hotel website:

http://www.parkroyalhotels.com/en/hotels/singapore/beach_road/parkroyal/index.html

14. Option 2: Golden Landmark Hotel:

An alternative hotel in close walking proximity (5 to 10 minutes) to the meeting venue is the Golden Landmark Hotel, which is available at a rate of SGD 145++ per room per night, inclusive of breakfast and internet access. Similarly, this rate only applies for participants who make their reservations through the Golden Landmark Hotel reservation form in **Appendix 2**. Completed reservation forms should be sent via email to [vincentng@albertcourt.com.sg] directly.

Hotel website: <http://www.goldenlandmark.com.sg/>

15. Option 3: Others:

Information on other hotels in Singapore can be found at the following weblink:
[http://www.visitsingapore.com/publish/stbportal/en/home/apps/hotel_search.html]

Please note:

(i) Reservations to **Parkroyal on Beach Road** or the **Golden Landmark Hotel** must be made no later than **18th January 2010** to enjoy the special rate. Participants are requested to confirm reservations early as rooms are subject to availability.

(ii) Daily transportation between other hotels and the meeting venue at **Parkroyal on Beach Road** will not be provided.

(iii) Hotel rates quoted are subject to 10% service charge and 7% government tax.

Airport Transfer

16. Participants will be met on arrival at the airport, and transportation from the airport to the hotel of your choice will be provided. Arrangements will be made for participants' return journey from hotel to airport on date of departure. As the Local Organising Committee will coordinate such transfer arrangements, participants are requested to inform us early if there are any changes in the flight schedule indicated in the submission of the registration.

Excursion

17. A half-day excursion will be arranged for all participants on Thursday, 28 January 2010. The Local Organising Committee will provide further details at a later date.

Attendance

18. Option 1: Online Registration (Preferred Option)

Participants attending the Forty-second Session of the Typhoon Committee are strongly encouraged to register their attendances on-line through www.weather.gov.sg by signing in with the following login name and password:

Login: ereg

Password: 3Re123

Participants who register their attendances online need not make a separate submission to ESCAP and Typhoon Committee Secretariat.

The online registration will be open from 30 November 2009.

19. Option 2: Hardcopy Registration

Participants experiencing inconvenience or technical difficulties in registering their attendance online may email or fax the registration form found in **Appendix 3** to the local organising committee, with a copy to Typhoon Committee Secretariat and ESCAP.

Please note:

The closing date of registration is **22 December 2009, 2359 hrs Singapore time.**

Local Organising Contact Point

20. For any queries regarding the local arrangements, please contact the Local Organising Committee:

Mr Ng Kian Peng
Local Organising Committee
Meteorological Services Division
National Environment Agency
P.O. Box 8, Singapore Changi Airport, Singapore
Tel: (65) 6545 7195
Fax: (65) 6542 9020
E-mail: Ng_Kian_Peng@nea.gov.sg

Working Language of the Meeting

21. The meeting will be conducted in English and all documentation will be in English. No interpretation service will be available.

Appendix 1**PARKROYAL**

ON BEACH ROAD

SINGAPORE

HOTEL ACCOMMODATION**42ND SESSION OF THE TYPHOON COMMITTEE
25 to 29 JANUARY 2010**

Please forward reservations to:

PARKROYAL ON BEACH ROAD, 7500A BEACH ROAD #04-301 THE PLAZA SINGAPORE 199591**Tel 65 6505 5666 Fax 65 6295 2762 email: rsvn@br.parkroyalhotels.com**Contact Person: Don Eng, Sales Manager DID: (65) 6505 5794 email: eng.don@pphg.com**A. ROOM RESERVATION**

Room rate per night			Room Type		
	Single	Twin			
Superior Room -	S\$160++	S\$160++	<input type="checkbox"/> Smoking	<input type="checkbox"/> Non-Smoking	<input type="checkbox"/> gl <input type="checkbox"/> twin <input type="checkbox"/> King
Superior Room - inclusive of Breakfast & In-room Internet	S\$180++	S\$200++	<input type="checkbox"/> Smoking	<input type="checkbox"/> Non-Smoking	<input type="checkbox"/> gl <input type="checkbox"/> twin <input type="checkbox"/> King
Deluxe Room -	S\$180++	S\$200++	<input type="checkbox"/> Smoking	<input type="checkbox"/> Non-Smoking	<input type="checkbox"/> gl <input type="checkbox"/> twin <input type="checkbox"/> King
Deluxe Room - inclusive of Breakfast & in-room internet	S\$200++	S\$220++	<input type="checkbox"/> Smoking	<input type="checkbox"/> Non-Smoking	<input type="checkbox"/> gl <input type="checkbox"/> twin <input type="checkbox"/> King

*The above rates are subject to 10% service charge, and prevailing government taxes.***B. YOUR PARTICULARS**

Please reserve _____ room (s) under my name:

Name: _____ (in block & underline family name)

Name of Sharer: _____

Address: _____

Telephone: _____ Fax: _____ Email: _____

Date of Arrival: _____ Flt/Time: _____

Date of Departure: _____ Flt/Time: _____

C. PAYMENT

To guarantee the room (s), details of my credit/charge card are as follows:

☐ Visa ☐ Master ☐ Diners ☐ Amex ☐ JCB

Name of Card Holder: _____

Card Number: _____ Expiry Date: _____

D. IMPORTANT INFORMATION

- * The above special rates are valid for confirmed reservations made before 18th January 2010; after which room rates will be subject to availability at time of reservation
- * All room reservations must be guaranteed with a one night non-refundable deposit upon confirmation.
- * One night non-refundable deposit will be forfeited should you cancelled your reservations 48 hrs prior to arrival.
- * Check-in time is 1400 hours and check-out time is 1200 hours. For early check-in it is recommended that the room be booked from the night before.

I agree to the following terms & conditions:

Signature: _____

Date: _____

Confirmed by PARKROYAL ON BEACH ROAD

Confirmation Number: _____

Appendix 2

GOLDEN LANDMARK
HOTEL

**42nd Session of the Typhoon Committee
(Organized by National Environment Agency)
25 – 29 January 2010
Room Reservations Confirmation / Amendment For
Golden Landmark Hotel**

Date : / /
To : Vincent Ng / Senior Sales Manager
Email : vincentng@albertcourt.com.sg

Tel : 65 6512 2208
Fax : 65 6295 8761

(Submission Deadline: 18 January 2010)

Personal Particulars

Name (Prof / Dr / Mr / Mrs / Ms)			
Organisation			
Designation			
Address			
Telephone		Fax	
Email			
Arrival Date		Flight Detail	
Departure Date		Flight Detail	

Accompanying Person Registration

Name (Prof / Dr / Mr / Mrs / Ms)	
Name (Prof / Dr / Mr / Mrs / Ms)	

Number of Rooms : _____ Room Type : _____

Room Rate :

- ☐ Deluxe Room – S\$145.00++ with one breakfast and one complimentary password for broadband internet usage
- ☐ Deluxe Room – S\$155.00++ with two breakfasts and one complimentary password for broadband internet usage

(Rates are subject to 10% service charge, 0% cess & 7% GST)

Method of Payment : Personal Account

Credit Card to Guarantee : Amex / Visa / Mastercard / Diners / JCB **(Please select)**

Credit Card Number : _____ Exp. Date : _____

Signature : _____

Guaranteed Bookings**No-Show / Cancellation**

Any cancellations or amendments to be the arrival date must be made before 4pm (local time) 7 days prior to the date of arrival. Otherwise a cancellation fee/ No-show charge equivalent to the room rate for the first night will be levied.

Appendix 3

**UNITED NATIONS ECONOMIC AND SOCIAL COMMISSION FOR THE PACIFIC
(UNESCAP)
AND
WORLD METEOROLOGICAL ORGANIZATION (WMO)**

Forty-Second Session
Typhoon Committee

25 to 29 January 2010
Singapore

ATTENDANCE INFORMATION

- 1. Name** (As it should appear in official listing) (Prof/Dr/Mr/Mrs/Ms/Miss)

_____	_____	_____
Family Name	First Name	Other Names

- 2. Title of Present Official Position** (in home country or official duty station)

- 3. Permanent Mailing Address (Office)** (For dispatch of documents)

Fax: (____) _____ **Email:** _____

Home / Office / Mobile Tel: (____) _____ e.g. (65) 65457195

- 4. Country and Organization Represented** _____

- 5. Will attend session as**

☐ Representative
 ☐ Adviser
☐ Head of Delegation
 ☐ Others, please state: _____

- 6. Representing**

☐ Meteorology
☐ Hydrology
☐ Disaster Prevention and Preparedness
☐ Others, please state: _____

7. Flight Details**Arrival**

Date: _____

Airline: _____

Flight No.: _____

Estimated Time of Arrival: _____

(Singapore Local Time)

Departure

Date: _____

Airline: _____

Flight No.: _____

Estimated Time of Departure: _____

(Singapore Local Time)

8. Please indicate your accommodation☐ Parkroyal on Beach Road (42nd Typhoon Committee Session Venue)☐ Golden Landmark Hotel☐ Others, please state: _____**9. Meal Choice**☐ Normal☐ Vegetarian**10. Please address this ATTENDANCE INFORMATION to:**

Mr. Ng Kian Peng
 Local Organising Committee
 Meteorological Services Division
 National Environment Agency
 P.O. Box 8, Singapore Changi Airport, Singapore
 Tel: (65) 6545 7195
 Fax: (65) 6542 9020
 E-mail: Ng_Kian_Peng@nea.gov.sg

With a copy to:

Mr. XUAN Zengpei,
 Director, Information and Communications Technology and
 Disaster Risk Reduction Division (IDD)
 ESCAP
 Tel: +66-2288 1811,
 Fax: +66 2288 1085,
 E-mail: escap-idd@un.org

Mr. Olavo Rasquinho
 Secretary of the Typhoon Committee
 Typhoon Committee Secretariat
 Avenida de 5 de Outubro, Coloane
 Macao, China; Tel. No. (853) 88010531, Fax No. (853) 88010530
 E-mail: info@typhooncommittee.org
 CC: Olavo@typhooncommittee.org