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| World Meteorological Organization |  | RA IV-WIGOS/INF. 1 |
| **REGIONAL ASSOCIATION IV (NORTH AMERICA, CENTRAL AMERICA AND THE CARIBBEAN)** |  |  |  |
| Date: | 24.11.2015 |
| **WIGOS WORKSHOP**Willemstad, Curaçao, 01 to 03 December 2015 | Original Language: | English |
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# INFORMATION NOTE

**Accommodation**

1. With the kind coordination of the Government of Curaçao, the RA IV WIGOS Workshop will be held in Willemstad, Curaçao from 01 to 03 December 2015 at the Renaissance Hotel. The Hotel website is http://www.marriott.com/hotels/travel/curbr-renaissance-curacao-resort-and-casino/

2. The conference room assigned by the hotel for the three days of the meeting is Ballroom C (tentatively).

3. An Information and Registration Desk will be set up close to the conference room. It will handle the registration of participants and the provision of general information.

**Registration of participants**

4. Registration for this workshop will take place at the registration desk on Tuesday, December 01, from 8h00 to 9h00 and will continue throughout the workshop. Participants will receive identification badges at the time of registration.

## List of participants

5. The final list will be uploaded on the web page.

**Submission of documents**

6. Lecturers can send their presentations ahead of the workshop by e-mail to spitter@wmo.int by November 30, 2015 or provide it to the IT colleague in situ.

**Working languages**

7. The workshop will be conducted in English only.

8. The documents will be issued in English.

#### Computer facilities

9. Internet will be available free of charge to delegates at the hotel public areas. In addition, the meeting room will be equipped with Wi-Fi access, please make sure you bring your own laptop as a key instrument to be able to meet the working requirements of the workshop

**Correspondence**

10. Payable SIM cards for mobile phones and post services will be available within the vicinity of the meeting place.

**Entry requirements**

11. Visa arrangements will be made by the Meteorological Department. Ms Pedzi Girigori will assist all participants requiring an entry visa into Curaçao with visa application prior to arrival in Curaçao. Please send a clear scanned copy of the passport (with minimum six-month validity) to pedzi.girigori@meteo.cw or admin-cur@meteo.cw. An e-copy of the visa will be forwarded to the participant and it is advised to carry the printed copy to Curaçao.

**Banking**

12. There are currency exchange offices in Curaçao International airport which are open 8 hours. All banks also have exchange offices (opening hours are 8:00 to 16:00). The local currency is the Florin (€1 Å2. 38; US$ 1 Å 1.82 – All currency quotations are subject to fluctuation). Credit cards are accepted at major hotels and there are numerous auto banks that accept international debit cards.

**Transportation**

13. Transportation via a 15-passenger shuttle will be provided between the airport and the workshop hotel. The shuttle driver will be holding a WMO sign at the airport on November 30, 2015 and will return participants to the airport on December 3rd and 4th.

**Tours and excursions**

14. The hotel has tourism desks with all kind of tour information.

**Local climate in December**

15. Climate data for the period of the session in Curaçao are listed below:

 Mean temperature: 27.6°C

 Mean maximum temperature: 31.1°C

 Mean minimum temperature: 25.5°C

 Mean precipitation: 19.6 mm

 Mean duration of sunshine: 8.15 hours daily

Please find below a few useful Websites:

http://www.meteo.cw

or follow us on http://www.facebook.com/meteo.curacao

**Hotel reservation**

16. A block of rooms has been arranged by the host country at the Renaissance Hotel in Curaçao and all participants will be staying at the venue for WMO to be able to get a special rate negotiated with the Renaissance Hotel. Accommodation, breakfasts, lunches and coffee breaks are available for all invited participants. WMO may provide a lump sum and terminal expenses for dinners and transport purposes, upon request.

 Check-in time is 4:00 p.m. and Check-out time is 12:00 noon.

**INSURANCE POLICY**

The workshop organizers cannot accept liability for personal injuries sustained, or for loss of, or damage to, property belonging to conference participants or their accompanying persons, either during or as a result of the workshop. Participants are advised to arrange for insurance to cover medical, travel, and personal effects while attending the meetings.

WMO’s insurance coverage for non-staff members supported by WMO to participate in the event is as follows: "The Organization accepts limited responsibility for compensation in the event of death, illness or injury attributable to the attendance at meetings or the performance on behalf of the Organization of services by persons not belonging to the staff of the Organization but authorized to travel at its expense and/or receiving a daily subsistence allowance from it. These persons remain therefore fully responsible for any expenses incurred as a result of events which are not attributable to the attendance of meetings or the performance of services on behalf of the Organization and for arranging such life, health and other forms of insurance as they consider appropriate."

**Further information**

17. For any further information please contact the Local Organizing Committee or the WMO Secretariat at the following address:

CURACAO METEOROLOGICAL SERVICE

Ms Pedzi Girigori

Local Coordinator

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WORLD METEOROLOGICAL ORGANIZATION, GENEVA

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Appendix: A

**APPENDIX A**

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| **FOR OFFICIAL USE ONLY:**  | Confirmation No.: | Date notified:  |
| Check In: | Check Out:  |
|  |
| **PARTICIPANT INFORMATION FORM**Please send this completed form to:Ivane de Palm: admin-cur@meteo.cw |
|  |
| **GUEST INFORMATION** ☐ Mr ☐ Mrs ☐ Ms |
| **LAST Name:**  | **First Name:**  |
| **Organization:** |  |
| **Address:**  |  |
| **City:** | **ZIP:** | **Country:** |
| **Phone:** | **Fax:** |
| **E-mail:** |
|  |
| **Number of persons sharing room:**  | **Sharing with:**  |
| **LAST Name (guest 2):**  | **First Name:**  |
| **Reservation Number:**  |
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| **FLIGHT INFORMATION** |
| Please fill in flight information to receive complimentary transport from the airport to the hotel and from the hotel to the airport. |
| **ARRIVAL INFORMATION** |
| **DATE** | **TIME** | **AIRLINE** | **FLIGHT NO:** |
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