**Severe Weather Forecasting Demonstration Project (SWFDP)**

**for the Caribbean**

**Miami, Florida, USA, 23 May – 26 March 2017**

**INFORMATION NOTE FOR PARTICIPANTS**

**1. Date and place of the workshop**

The Severe Weather Forecasting Demonstration Project (SWFDP) for the Caribbean meeting will be held at the RSMC Miami - Hurricane Center from 23 May to 26 May 2017. The full address is:

National Hurricane Center (NHC)

11691 SW 17th Street

MIAMI, FL 33165-2149

USA

Fax: (+1-305) 553-1901

Tel: (+1-305) 229-4402

The Center is in the University Park Campus of Florida International University.

The workshop will open at 09:00 a.m. on Tuesday, 23 May 2017.

**2. Working languages:** English

**3. Immigration and health requirements**

Information on visa requirements and on requirements, if any, for health certificates is available from airlines and travel agents. Those needing and not already holding appropriate visas should apply **as soon as possible** at the nearest US Embassy.

Please note that there have been changes to visa requirements/procedures and additional procedures which have increased the length of time required to obtain a visa.

Please, fill out the “**Visit request form**” attached and send it to:

christopher.a.burr@noaa.gov

with copy to

lixion.a.avila@noaa.gov

**4. Currency**

In the USA the unit of currency is the US dollar. US dollar traveller’s cheques and credit cards (American Express, Diners Club, Master Card, Visa, etc.) are accepted in most of the major outlets.

 **Very important information**

Participants **MUST** bring with them US dollars, travellers checks and/or cash for the length of their stay. There are **NO BANKS** in Miami that will cash a check, even United States Federal Government checks unless the person has an account in the bank.

**5. Accommodation**

WMO has negotiated a group rate of **US$ 89.00** per suite per night, plus 13% government tax with the “Candlewood Suite” hotel. To secure the negotiated group rate, **all participants who will be funded by WMO are requested to stay in the “Candlewood Suites” hotel.** Other participants funded by their own governments are encouraged to stay in the same hotel. However, **all participants will be responsible for booking their own hotel rooms and for payment of hotel bills**.

When calling to make your reservation please ensure that you do not ask for reservations as you will be transferred to IHG’s Central Reservation Office. **Please ask for the hotel’s Front Desk**. You can also send an e-mail request to :

Ms Haydee Leto haydee.leto@ihg.com

Mr Yoan Nieves yoan.nieves@ihg.com

Copy : Ms Pascale Gomez pgomez@wmo.int

**The address of the hotel is:**

Candlewood Suites

8855 NW 27th St.

MIAMI, FL 33172

USA

Tel: (+1-305) 591-9099

Fax: (+1-305) 591-4117

Web-site: <http://www.candlewoodsuites.com>

**The focal point for NHC is:**

Dr. Lixion A. Avila

National Hurricane Center (NHC)

11691 SW 17th Street

MIAMI, Florida (FL) 33165-2149

USA

E-mail: lixion.a.avila@noaa.gov

Fax: (+1-305) 229 4430

Tel.: (+1-305) 229 4410

**6. Transportation**

Free transportation will be provided on workshop days between the Candlewood Suites and the NHC. **On the morning of Tuesday, 23 April 2017, the bus will leave the hotel at 08:30 a.m.**

The two choices for transportation from the airport are:

**Super Shuttle Service**: This service has uniformed representatives outside the baggage claim area at the airport. They are dressed in dark pants and yellow shirts that say "Super Shuttle". Participants will need to give them the zip code number of their destination (e.g. zip code for the Candlewood Suites is 33172) so that the shuttle employee may give them an exact price. If they cannot find a representative at the airport they may call 871-2000 to make the necessary arrangements.

**Taxi Service:** The number to call for taxi service is 888-8888 or there are always plenty of taxis at the airport. Taxis may cost significantly more than the Super Shuttle.

**7. Other information**

The Director, NHC, and his staff will make every effort to assist participants upon their arrival in the United States, although no special arrangements can be made to facilitate personal entry and customs clearance or transportation from or to the airport.