

COORDINATION GROUP ON SATELLITE DATA REQUIREMENTS
FOR REGION III AND IV

SECOND SESSION

ITEM: 1

WILLEMSTAD, CURACAO, 5-8 SEPTEMBER 2016

Original: ENGLISH

INFORMATION NOTE

Accommodation and Meeting Facilities

1. With the kind coordination of the Government of Curaçao, the Second Meeting of the WMO Coordination Group on Satellite Data Requirements for Region III and Region IV will be held in Willemstad, Curaçao from 5-8 Sep 2016 at the Renaissance Hotel (www.renaissancecuracao.com).
2. The meeting room will be equipped for simultaneous interpretation in English and Spanish. The conference room assigned by the hotel for the four days of meeting is the B and C.
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 Monday, 5 September 2016, 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; Meeting website

6. Presenters should send their presentations prior to the meeting, **by 26 August 2016**, by e-mail to sbojinski@wmo.int and info@meteo.cw, for early posting on the meeting website <http://www.wmo.int/pages/prog/sat/meetings/RA-3-4-SDR-2.php>.

Working languages

7. Simultaneous interpretation in English and Spanish will be provided at the meeting
8. In general, the documents will be issued in English. Selected session documents, as well as the final meeting report, will be made available in Spanish and 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.

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 participants.

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 ≈ 2.08; US\$ 1 ≈ 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. Each participant will be responsible for his/her own transportation airport-hotel-airport.

Tours and excursions

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

Local climate in September

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

Mean temperature:	28.9°C
Mean maximum temperature:	32.6°C
Mean minimum temperature:	26.5°C
Mean precipitation:	48.6 mm
Mean duration of sunshine:	8.3 hours daily

Please find below a few useful Websites:

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

Hotel reservation

16. A block of rooms has been arranged by the host country at the Renaissance Hotel (www.renaissancecuracao.com) in Curaçao and all participants will be staying at the venue for WMO to be able to get the special rate negotiated with the Renaissance Hotel. Accommodation, breakfasts, coffee breaks are included in the room rate for all participants. Upon request, and on a case-by-case basis, WMO will provide a per diem and terminal expenses to participants, for accommodation, lunches, dinners and transport purposes.

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 Ivane de Palm (**Local Coordinator**)
Seru Mahuma z/n
Willemstad, Curaçao
Telephone: 5999.8393366
Fax: 59998683999
E-mail: info@meteo.cw

Dr. Albert A.E.Martis.
Meteorological Department Curacao
Director.
Permanent Representative Curacao and Sint Maarten
with World Meteorological Organization
Email: albert.martis@meteo.cw ; info@meteo.cw
Address: Seru Mahuma z/n,
Curaçao
Telephone: +5-999- 8393-366
Telefax +5-999-8683-999

WORLD METEOROLOGICAL ORGANIZATION, GENEVA

Dr Stephan Bojinski
Satellite Utilization and Products Division
WMO Space Programme
World Meteorological Organization
1211 Geneva 2, Switzerland
Email: sbojinski@wmo.int
Telephone: +41 22 730 8319

WMO OFFICE FOR NORTH AMERICA, CENTRAL AMERICA AND THE CARIBBEAN

Mr Oscar ARANGO,
Representative
Telephone: +506 2258 2370
Fax: +506 2256 8240
Mobile: +506 8329 3047
E-mail: oarango@wmo.int

Ms Priscilla Ramírez
Secretary
Telephone: +506 2258 2370
Fax: +506 2256 8240
E-mail: pramirez@wmo.int

Appendix: A

APPENDIX A

FOR OFFICIAL USE ONLY:	Confirmation No.:	Date notified:	
	Check In:	Check Out:	
PARTICIPANT INFORMATION FORM			
<i>Please send this completed form to:</i>			
Ivane de Palm: info@meteo.cw			
GUEST INFORMATION <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> 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:			
ARRIVAL INFORMATION			
DATE	TIME	AIRLINE	FLIGHT NO:

**PLEASE RETURN THIS REGISTRATION FORM TO MS IVANE DE PALM
(info@meteo.cw) by 31 JULY 2016**