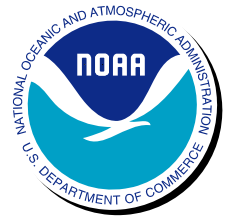


WORLD METEOROLOGICAL ORGANIZATION



MEETING OF THE COMMISSION FOR CLIMATOLOGY EXPERT TEAM ON RESEARCH NEEDS FOR INTRASEASONAL, SEASONAL AND INTERANNUAL PREDICTION, INCLUDING THE APPLICATION OF THESE PREDICTIONS



23-26 September 2008
National Weather Service Headquarters,
Silver Spring, MD, USA

General Information

The meeting of the World Meteorological Organization (WMO) Commission for Climatology (CCI) Expert Team (ET) on Research Needs for Intraseasonal, Seasonal and Interannual Prediction, including the Application of these Predictions, a part of CCI Open Programme Area Group on Climate Information and Prediction Services (CLIPS), will be hosted by the U.S. Department of Commerce (DoC), National Oceanic and Atmospheric Administration (NOAA), Climate Prediction Center (CPC), at the National Weather Service (NWS) Headquarters. The meeting will be conducted in English only and there will be no arrangements for translation.

Venue

The meeting will be held in Room 2358 on 23 September 2008, and Room 5246 from 24 to 26 September at the NOAA NWS headquarters located at 1325 East-West Highway, Silver Spring, Maryland.

Entry requirement

Foreign participants may need a visa to enter the United States of America. The participants are kindly requested to inquire about visa requirements from the respective Consulates or Embassies of the United States of America. It is important to take advance action for obtaining the visas, as there could be significant waiting periods in some countries for scheduling appointments for visa applications. If required, the local host Dr Wassila Thiaw, see below for contact details, can arrange a letter of invitation in support of the visa application.

Registration, Opening/Closing

At 08h15 on Tuesday morning, 23 September, a NOAA representative will meet the participants in the lobby near the front desk of the Courtyard Hotel, and accompany them for a 10-minute walk (approx.) to the security desk in the lobby of NOAA NWS Headquarters, to arrive no later than 08h30 to allow time to register and pick up identification badges. The meeting will begin at 08h50 with a WMO/CPC Open Seminar.

Meeting Documents can be found at the following web site:

http://www.wmo.int/pages/prog/wcp/ccl/opags/opag3/et3.1/et3.1_docs.htm

Participants are encouraged to print their own copies prior to arriving at the meeting.

The WMO/CPC Open Seminar is only for one day, on 23 September, in Room 2358 and is open for all, subject to the security restrictions applicable for the premises. The Expert Team will meet in Room 52246 from 24 to 26 September 2008 for its official business, and the meeting on these days is only for ET members and invited experts.

Hotel Information and Directions

A block of rooms has been reserved for this meeting at the hotel Courtyard Silver Spring Downtown (see below for details) and the participants are required to confirm their reservations by contacting the hotel directly at +1-301-589-4889. The hotel is located within walking distance of the venue. The expected room charges at the hotel are US\$ 201 + tax per night per room with single occupancy, without breakfast. You may need to make advance payment or provide credit card details to guarantee the reservation.

Courtyard Silver Spring Downtown
8506 Fenton Street
Silver Spring, Maryland 20910 USA
Phone: 1-301-589-4899
Fax: 1-301-589-4898

Additionally, Ms Sharon Blake, one of the Hotel's Assistant Sales Manager can be contacted at: Phone: +1 240-533-9867, email: SharonB@cy-silverspring.com

The international airports closest to Silver Spring are Washington Reagan National Airport (DCA), Baltimore-Washington International Thurgood Marshall Airport (BWI), and Washington Dulles International Airport (IAD), the simplest way to reach the Hotel from the airports is by taxi.

Directions:

From Baltimore/Washington International Thurgood Marshall Airport (BWI) – BWI

- 1-410-859-7111
- Hotel direction: 25 mi SW
- Driving directions: I-95 South to I-495 West Exit 30 Colesville Road South. Drive 2 miles. Turn left on Fenton St. 3 blocks, hotel on right side. To park turn right on Wayne Ave. Turn right into Wayne Ave Garage proceed to the 5th level and enter the hotel via the sky bridge.
- Estimated taxi fare: 70.00 USD (one way)

Washington, DC/Dulles (IAD) – IAD

- 1-703-572-2700
- Hotel direction: 25 mi NE
- Driving directions: Dulles Toll Road to I-495 East to Exit 30B Colesville Road South 2 miles, Turn left on Fenton 3 blocks, hotel on the right. To park turn right on Wayne Ave. Turn right into the Wayne Ave garage, proceed to the 5th level and access the hotel via the sky bridge.
- Estimated taxi fare: 70.00 USD (one way)

Ronald Reagan Washington National (DCA) - DCA

- 1-703-417-8000
- Hotel direction: 14 mi N
- Driving directions: George Washington Parkway to Beltway (I-495) North, Exit 30B- Colesville Road, south 2 miles. Turn left on Fenton 3 blocks, hotel on right. To park turn right on Wayne Ave, turn right into the Wayne Ave garage, proceed to the 5th level and enter the hotel via the sky bridge.
- Subway service, fee: Approximately 5.00 USD (one way) depending on time of day.
- Estimated taxi fare: 55.00 USD (one way)

Local Information and Transport

There are many restaurants in the Silver Spring area as well as various shops. Information about these and other area attractions can be found at the following web site:

http://www.silverspringdowntown.com/map_point.php?map=344

Additionally, downtown Washington, DC is relatively close. This and other nearby areas are easily reachable and explorable by the Metro subway system. A map of this system can be found at the following website: <http://www.wmata.com/metro/metro/systemmap.cfm>

Restaurants

Information on the NOAA cafeteria and surrounding restaurants will be provided during the opening of the meeting. <http://www.silverspringdowntown.com/dining>

Internet Access and Computer Security

Wireless network access cannot be provided. No Internet access via network cables will be provided at the conference tables during the meeting. We ask that all presentations be emailed to Wassila Thiaw prior to the meeting so they can be loaded on to a US government computer.

Administrative & Technical Support

Projection capability will be available for presentations as well as white boards, poster boards, and general office supplies. Copier and facsimile services will also be available. Printed copies of documents can be made available as needed.

Electricity

The mains supply in the US is 120V (60Hz). If you wish to use an electrical appliance, you may need an appropriate international adaptor plug.

Currency and Credit Cards

Local currency is the U.S. Dollar. This is a decimal currency with notes in 100, 50, 20, 10, 5 and 1 denomination. Coins come as \$2, \$1, 50c, 25c, 10c, 5c and 1c denominations however, the \$2 and \$1 are quite unusual to receive. Visa, MasterCard, American Express and Diners cards are all widely accepted. However you should always verify what cards are accepted by any business before trying to use one. Many businesses post on the entrance door or in other conspicuous areas which cards are accepted. If uncertain, verify from business staff.

Most banks in the area also have ATMs which normally operate 24 hours. Many other businesses also have ATMs, however, it is recommended to use bank ATMs as the fees are cheaper. In the U.S., there is generally a usage fee for ATM transactions. For banks, this is typically around \$1.50 to \$2.50 and is added to the total of your transaction. You will be informed of the fee amount during the transaction and queried if you wish to proceed. Banks will also cash Traveller's Cheques although you will probably need to show some identification, such as a passport.

There are several banks near NOAA and both hotels. There is a Federal Credit Union which provides banking services within the building where the meeting will be held. The Credit Union has an ATM in the building next door (further south on East-West Highway) and it has the lowest fee rate in the area. You do not have to go through security to reach the ATM. Enter the doors behind the large hand-shaped fountain and take the elevator to floor 1 (the ground floor is P). Exit the elevator toward the security entrance, turn to the right just before the entrance stiles and the ATM is on the right. Note, this is also the way to the NOAA cafeteria.

Time Zone

In September, Silver Spring is on U.S. Eastern Standard Time (UTC - 5 hr).

Local Weather

September marks the beginning of the autumn season in Silver Spring, MD. As there are less daytime hours than summer, average high/low temperatures range from the lower 80 degrees Fahrenheit during the day, to a cooler lower 60 degrees Fahrenheit at night (26 – 16 degrees Celsius) in September. Despite the cooling of autumn, it is not unusual for some September days to reach above 90 degrees Fahrenheit (> 32 degrees Celsius). While September is not a very stormy month, it is typical to observe rain every few days. An umbrella or other rain gear would be recommended. With lesser air humidity, and the natural splendor of fall foliage, it is not uncommon for Marylanders to comfortably spend much time outdoors during this time of the year.

Security

On arrival you will be issued with a name badge which doubles as a security pass. Access can be denied by the security guard if you are unable to show him the badge on request. For security reasons, you must sign the visitor's list each day on arrival and departure. Please do not leave any personal belongings at NOAA outside office hours. Also, we recommend that you do not leave valuables unattended in the building. NOAA will not take any responsibility for items lost at the premises. We will lock the meeting room when the meeting is out of session such as during lunch.

Fire rules and Emergencies

There is both an alarm system and a public address system throughout the building. If you notice that there is fire, please sound an alarm. If you hear an alarm or a public announcement, evacuate the building via the nearest stairwell and follow the instructions provided via the announcement or from your local hosts. We have emergency procedures in place and will account for all meeting attendees in the event of any emergency. Additional guidance will be provided during the opening of the meeting.

Tipping

Tipping is voluntary; gratuities are not automatically added to the bill. Here are a few tipping guidelines: Servers are usually given 15% of the bill. For outstanding service, tip 20%. Taxi drivers usually receive 15% of the fare, and doormen, skycaps and porters are usually tipped \$1 per bag.

Sales Tax (VAT)

Washington, DC: Sales tax is 5.75%. Total hotel tax including sales tax is 14.5%. Food and beverage tax is 10%.

Maryland: Sales tax is 5%. Hotel tax varies by county with most counties averaging between 5% and 8%.

Virginia: Sales tax is 4.5%. Hotel tax varies by county with most counties averaging between 9.5% and 10%.

Additional Local Information

<http://www.washington.org/index.cfm?blnNavView=True&idContentType=498&idCurrentPage=30>

Local Contact

For any additional local information or assistance that you may require, please contact:

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