

Annex I

ESCAP/WMO Typhoon Committee 20th INTEGRATED WORKSHOP / HIGH LEVEL FORUM

“Shaping the Future: Applying Innovation to Actions Addressing
Typhoon Challenges and Opportunities”

&

“Closing Gaps and Creating Opportunities Together: Developing
the Typhoon Committee’s Future Strategy”

02 - 05 December 2025

Macao • China

Information for Participants

Notes by Typhoon Committee Secretariat (TCS) and Local Organizing Committee (LOC)

(Updated 15 September 2025)

I. GENERAL

1. The 20th Integrated Workshop (20th IWS)/High Level Forum is scheduled to be held at Artyzen Grand Lapa Macau, Macao, China, on 2 December – 5 December 2025.
2. The opening of the Workshop and Forum will take place at 9:30 hours on Tuesday 2 December 2025, in 2F Chinnery Ballroom, Artyzen Grand Lapa Macau.

II. REGISTRATION AND IDENTIFICATION BADGES

3. In order to facilitate the registration process participants are **REQUIRED** to register online at <https://register.smg.gov.mo/REGISTRATIONFORMFOR20THIWS> well in advance, but no later than **28 October 2025**, to facilitate smooth coordination of the issuance of invitation letters for Visa to Macao, China and badges as well as the compilation of the list of participants. Only the names of duly registered participants will be included in the list of participants.
4. In case, you are unable to register online, please send the Attendance Form provided in Annex II and submitted by email to LOC with cc to TCS.
5. Participants who have registered online can obtain badges at the registration counter, located on 2F Chinnery Ballroom, Artyzen Grand Lapa Macau, from 09:00 to 09:30 hours on the opening day of the event.
6. For identification and security reasons, all participants are **REQUIRED** to wear their meeting badges at all times while they are in the Artyzen Grand Lapa Macau, which include meetings and social functions. The loss of a meeting badge should be immediately communicated to the LOC, so that the incident could be recorded, and a new badge can be issued.

III. TRAVEL

7. Participants are highly recommended to travel in airlines that will arrive directly at the Macao International Airport (MIA).
8. For participants who arrive at the Hong Kong International Airport (HKIA), they have to go to Hong Kong-Zhuhai-Macao Bridge Macao Port by taking Transfer Coach at SkyPier Terminal at HKIA. Please refer to this link for the coach timetable and relative information (<https://www.macauhkairportbus.com/travel-instructions>)

IV. VISA/ENTRY REQUIREMENTS

9. Participants should hold passport or valid travel document for entry to Macao, China, and are required to have a visa except nationals of countries which are exempted from a visa or entry permit. For more information on “Visa” and “Entry Permit” Exemption, please visit the website of the Macao Immigration Services of Public Security Police Force: <http://www.gov.mo/en/services/ps-1474/ps-1474b/>
10. A Macao visa can be obtained through the **Embassies / Consulates of the PRC** and should be used within its validity. Participants may also apply for an entry permit or visa upon arrival at the immigration checkpoint. However, participants from certain countries are required to obtain a visa in advance before their trip to Macao. For more information, please visit the website: www.fsm.gov.mo/psp/eng/psp_top5_3m.html (Source: Macao Government Tourism Office)
11. Official invitation letter from host for the purpose of visa application in participant’s residence country can be issued upon request. Please register online as soon as possible, no later than **28 October 2025**, and indicate that you need an invitation letter on the registration link or the Attendance Form.

V. TRANSPORT TO HOTEL

12. The 20th IWS/High Level Forum will be held at
Venue: Artyzen Grand Lapa Macau
Address: 956-1110 Avenida Da Amizade, Macao, China
13. Arrival at the Macau International Airport:
Taking a taxi from Macau International Airport to the hotel is recommended. The taxi fee is normally between MOP100 to MOP130 (around 18 USD).
14. Arrival at the Hong Kong-Zhuhai-Macao Bridge Macao Port:
The hotel provides free shuttle bus, for the schedule, please visit the website: https://www.artyzen.com/wp-content/uploads/2025/08/AZGLM_Artyzen-Grand-Lapa-Macau-Homepage-Shuttle-Bus-Schedule-Aug-2025.pdf

Taking a taxi from Hong Kong-Zhuhai-Macao Bridge Macao Port to the hotel is also recommended. The taxi fee is normally between MOP80 to MOP100 (around 13 USD).
15. The participants are advised to present the following signs to help them communicate with taxi drivers:

Artyzen Grand Lapa Macau (澳門雅辰酒店)

澳門友誼大馬路956-1110號

TEL: 2856 7888

**Please take me to the Macao International Airport
Thank you!**

請載我到澳門國際機場

VI. PAYMENTS IN MACAO, CHINA

16. Most establishments in Macao, China widely accept both cash and credit cards. Digital payment methods, including Alipay, are available in some retail outlets.

VII. FOREIGN EXCHANGE

17. Participants may bring foreign currency into Macao, China, for exchange into Macao Pataca (MOP). As of 15 September 2025, the approximate exchange rate is US\$1 = MOP 8.008. Currency exchange facilities are available at airports, hotels, and authorised commercial banks. Most banking facilities operate from 09:00 to 17:30 hours, Monday to Friday, without a lunch break.

VIII. HOTEL ACCOMMODATION

18. The address and information of the hotel is as follows:

Artyzen Grand Lapa Macau (澳門雅辰酒店)

Address: 956-1110 Avenida Da Amizade, Macao, China (澳門友誼大馬路956-1110號)

ROOM RATE: **MOP950 per room/night (including single breakfast, tax and service charge)** – Around USD119/night

Room reservation link will be soon provided.

The official website is as follows: <https://www.artyzen.com/en/hotels/artyzen-grand-lapa-macau/>



IX. MEALS DURING THE MEETING

19. The LOC will provide lunch and coffee breaks throughout the entire meeting days. On Day 1, a Welcome Dinner for the 20th IWS/High-Level Forum will be hosted by the LOC. On Day 3, a Farewell Dinner will be hosted by TCS.
20. Please refer to Appendix A of this information note for a selection of various culinary delights in Macao, China.

X. SUPPORT FROM LOC (1st December)

21. LOC will provide accommodation and dinner on 1st December 2025 for PRs, WMO & ESCAP representatives, 3 delegates of Members, WG Chairpersons and Vice-Chairpersons.

XI. DAILY SUBSISTENCE ALLOWANCE (DSA) & AIRFARE PROVIDED BY TCTF (4 DAYS) (TCS)

22. For participants attending the **20th IWS**, Typhoon Committee Trust Fund (TCTF) will provide **four (4) days DSA**. Please refer to the specific guidelines and instructions provided by the TCS for comprehensive details and ensure compliance with requirements to receive the DSA.

Flight Bookings

23. Participants are advised to secure their return bookings to Macao, China before their departure. If unable to do so, participants should make firm return bookings immediately upon arrival in Macao, China.

Financial Support for Active Participants

24. Participants actively involved in the Advisory Working Group (AWG), the three Working Groups (WGs), are eligible for financial support.
25. The Typhoon Committee provides this support through the TCTF for **1 (one) participant** of each specified WGs above.

Airfare Approval Process

26. To seek approval for airfare, please submit the air ticket quotation for the TCS to info@typhooncommittee.org and lucyw@typhooncommittee.org
27. Wait for approval from the TCS and complete the "Request Form for Financial Support from Typhoon Committee Trust Fund (TCTF)" provided by TCS.
28. Once approved, sponsored participants from TC Members are required to purchase their own flight tickets. The tickets should be for economy class and cover the most direct route to Macao, China.

Coverage by TCTF

29. The TCTF covers travel expenses for participants, including economy class airfare for the most direct route to Macao, China.
30. Additionally, participants are entitled to a Daily Subsistence Allowance (DSA) of **US\$180 per day for 4 days (max)**. (Please refer to point XII for reimbursement)

31. TC Members are encouraged to explore alternative funding sources to sponsor the attendance of their participants.

XII. REIMBURSEMENT OF DSA & AIRFARE (TCS)

32. After the 20th IWS, participants are **REQUIRED** to submit original or validated copies of supporting documents, such as the air ticket invoice and boarding pass stubs, for reimbursement purposes. The reimbursement will be done through a bank transfer by TCS, so eligible participants must complete the "Request Form for Financial Support from Typhoon Committee Trust Fund (TCTF)" and provide their bank and account details.
33. It is important to note that the TCTF will cover all the bank charges related to the reimbursement process. However, there is a possibility that your correspondent bank may impose inward remittance charges, which would be the responsibility of the participant.

XIII. WEATHER

34. Climate normal for December of Macao, China:
- | | |
|--------------------------------|------------|
| Mean daily maximum temperature | : 20.3°C |
| Mean daily minimum temperature | : 14.3°C |
| Average monthly rainfall | : 31.3mm |
| Average number of rainy days | : 5.0 days |
35. The conference rooms where the meetings are to be held are air-conditioned and the temperature is maintained in the range of 25-26 degrees Celsius (77-79 degrees Fahrenheit).

XIV. INTERNET SERVICES

36. Free wireless internet access is available in all conference and meeting rooms.

XV. ELECTRICITY

37. The electric power in Macao, China is 220V running at 50Hz and the plug types used is Type G. Below are the shape of the plugs which are usually used.



38. Delegates are strongly encouraged to carry their own adapters for use with laptops and other electrical appliances as the Secretariat will not be able to provide these.

XVI. WORKING LANGUAGE

39. The working language of the workshop will be English.

XVII. LOCAL ORGANIZING COMMITTEE (LOC)

40. For additional information and assistance concerning the registration and local arrangements for the workshop, please contact the:

Local Organizing Committee of Macao, China

Ms. Lucia Fong

Rampa do Observatório, Taipa Grande

Macao, China

Tel: No. (853) 88986152

Email: wcfong@smg.gov.mo

And

ESCAP/WMO Typhoon Committee Secretariat

Ms. Denise Lau

Avenida de 5 de Outubro, Coloane

Macao, China;

Tel. No. (853) 88010531 Fax No. (853) 88010530

E-mail: info@typhooncommittee.org / denise@typhooncommittee.org

Annex II

ESCAP/WMO Typhoon Committee 20th INTEGRATED WORKSHOP / HIGH LEVEL FORUM

“Shaping the Future: Applying Innovation to Actions Addressing
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&

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02 - 05 December 2025

Macao • China

ATTENDANCE FORM

Important: The Attendance Form should be used exclusively IF online registration is **UNSUCCESSFUL**. To ensure timely processing, please submit the completed form to the Local Organizing Committee (LOC) no later than **28 October, 2025**. You may submit the form either via email to wcfong@smg.gov.mo with CC to info@typhooncommittee.org/denise@typhooncommittee.org or by fax to +853 88010530.

1. Member you are representing

2. Salutation

Prof. / Dr. / Mr. / Mrs. / Ms. / Others _____

3. _____

Family/First Name

Middle Name

Given/Last Name

4. Designation/Position

5. Department/Ministry/Organization

6. Office Address

7. Country/City

8. Phone

9. Email Address

10. Registration Category

Head of Delegation / Alternate Representative /
Adviser / Observer Others

11. Will Attend the

20th IWS ()

High Level Forum () *no DSA on Day 1's Forum

Both ()

12. I will need the invitation letter for my Visa Application
☐

Yes

☐

No

In order to facilitate the application to issue the invitation letter for visa application purpose, please check the option below and provide the passport information as requested and return the Attendance Form to LOC with cc to TCS, at your earliest convenience, but not later than **28 October 2025**. The same information is required from the accompanying person, if any.

Full Name as Shown on

Passport:

Date of Birth:

Birth:

Place of

Nationality:

Gender:

Passport Number:

on:

Professi

Place of Issue:

Issue:

Date of

Authority:

Date:

Expiry

13. Travel Information (for reference purposes)
ARRIVAL
DEPARTURE

 Location
 Terminal/Airport):

(Name of

Date:

Time:

Flight No.:

☐ Travel details not yet available. (Please send information to TCS & LOC once the travel information is available.)

14. For our reference, please fill in your accommodation information.
☐

I will stay at Artyzen Grand Lapa Macau (Meeting Venue)

Check-In Date:

Check-Out

Date:

☐

I will arrange my own accommodation

15. Food Restriction

Vegetarian

 / Others (Please
 specify)

16. Please address this Attendance Form, preferably before **28 October 2025 to Local Organizing Committee:**

Local Organizing Committee of Macao, China

Ms. Lucia Fong

Rampa do Observatório, Taipa Grande

Macao, China

Tel. No. (853) 88986152

Email: wcfong@smg.gov.mo

With CC to:

Ms. Denise Lau

Typhoon Committee Secretariat

Avenida de 5 de Outubro, Coloane

Macao, China;

Tel. No. (853) 88010531 Fax No. (853) 88010530

E-mail: info@typhooncommittee.org / denise@typhooncommittee.org

I, the undersigned, hereby accept the invitation of the **ESCAP/WMO Typhoon Committee to participate in the 20th Integrated Workshop/High Level Forum** in Macao, China, from 2-5 December 2025, and agree to confirm that neither the ESCAP/WMO Typhoon Committee nor the host country will be responsible for:

- (1) *Any costs incurred with respect to insurance, medical bills and hospitalization fees;*
- (2) *Compensation in the event of death, disability or illness; and*
- (3) *Loss or damage to personal property of the participant while attending the Meeting or during travel.*

I also agree to refrain from engaging in political, commercial and/or any activities other than those governed by the program scheduled for the duration of the Workshop.

SIGNATURE

DATE

APPENDIX A

Culinary delights in Macao, China 20th IWS/High Level Forum

The stunning variety of distinctive cuisines available in Macao - Portuguese, Chinese, Japanese, Indian and so much more - makes this international city a veritable paradise for foodies. With an increasing number of restaurants to choose from, there is something to please every palate. And in addition to a choice of international mainstream wines and spirits, the intrepid bon vivant can find many superior and reasonably priced Portuguese wines that are now emerging onto the international stage.

Discover the stunning variety of distinctive cuisines available in Macao:

Restaurants: <https://www.macaotourism.gov.mo/en/dining/restaurant>

(Source: Macao Government Tourism Office)