INFORMATION NOTE FOR PARTICIPANTS

LOGISTICS NOTE

VENUE

The WMO Symposium on Impact Based Forecasting and Warning Services will be held at the Met Office, Fitzroy Road, Exeter, EX1 3PB, Devon, UK. The Workshop will take place in the Collaboration Space in the Exeter Science Park, within walking distance from the Met Office Headquarters.

Met Office Science Park Address:
Met Office HPC Complex, Upper Richardson, Exeter Science Park, Clyst Honiton, Exeter, EX5 2FS (also on Google Maps as “Met Office Informatics Lab”).

Met Office Webpage:  https://www.metoffice.gov.uk/

Location of Met Office: Fitzroy Road, Exeter, EX1 3PB.
https://www.metoffice.gov.uk/about-us/contact/in-exeter

LANGUAGE

The Conference will be held in English.

OPENING/CLOSURE

The meeting will open at 09h00 on Monday the 2nd of December and will end at 1600 on Wednesday the 4th of December. Posters provided by IBFWS implementers and users will featured in the conference room for information.
REGISTRATION
Participants are advised to arrive before 08h30 on the first day of the Workshop for registration and badges will be provided at the security desk.

The following information must be submitted to the organisers in good time before the event:

<table>
<thead>
<tr>
<th>Full Name</th>
<th>Organisation</th>
<th>Nationality*</th>
<th>Passport No</th>
<th>Date/place of Birth</th>
<th>Job Title</th>
</tr>
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*Nationality: If you are British, American, Albanian, Australian, Austrian, Belgian, Bulgarian, Canadian, Croatian, Czech, Danish, Dutch, Estonian, Finnish, French, German, Greek, Hungarian, Icelandic, Italian, Latvian, Lithuanian, Luxembourg, New Zealander, Northern Irish, Norwegian, Polish, Portuguese, Romanian, Slovakian, Slovenian, Spanish, Swedish, Swiss, Turkish, no further information relating to nationality is required.
If you have dual nationality please state both nationalities.

NOTE: If your nationality is not on this list, then you are also required to submit your date of birth, place of birth, passport number, and job title.

- Do you hold UK Government/Met Office Security Clearance? If so, you must state who the clearance is held with. If held with the Met Office, please provide your nationality. If it is held with another UK Government Agency, please provide your nationality and date of birth.

Computers and Internet Access: there are power points and there is internet access available in the room. UK plugs are 230V.

ACCOMMODATION
Participants may mention while making their hotel reservation that they are attending a Met Office hosted meeting in order to be given preferential rates if possible.

Hotels close to the venue are:
Premier Inn (M5 Junction 29), Fitzroy Road, Exeter, EX1 3LJ
Holiday Inn Express Exeter (M5 Junction 29), Guardian Road, Exeter
Business Park Junction 29, Exeter, EX1 3PE.
The Gipsy Hill Hotel, Gipsy Hill Lane, Pinhoe, Exeter, EX1 3RN

Suggested hotels in Exeter City Centre:
Jurys Inn, Western Way, Exeter, EX1 2DB
Holiday Inn Express Exeter City Centre, Tudor Street, Exeter, EX4 3FL
Premier Inn Exeter City Centre, 2 Southernhay Gardens, Exeter, EX1 1SG
Premier Inn Central St Davids, Bonhay Road, Exeter, EX4 4BG
Mercure Exeter Rougemont Hotel, Queen Street, Exeter, EX4 3SP
Mercure Exeter Southgate Hotel, Southernhay East, Exeter, EX1 1QF
AIRPORT TRANSPORTATION
https://www.metoffice.gov.uk/about-us/contact/in-exeter
There is a local airport in Exeter which is the most convenient to the Met Office. Otherwise there are trains and buses available to transport you from London or Bristol airports to Exeter.

By Road from Exeter airport to the Science Park

There is also a bus run by Stagecoach South West (number 56) which runs from the Airport to the Science Park and the main Met Office building on Fitzroy Road. More information can be found on this link, and on the full bus timetable

VISA ARRANGEMENTS
Please contact your country's Ministry of Foreign Affairs to check your visa requirements for the United Kingdom.

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 conference. Participants are advised to arrange for insurance to cover medical, travel, and personal effects while attending the meetings.

CURRENCY AND BANKS
The official unit of currency is the pound Sterling. The approximate rates as of the 30th of October are:
1GBP – Euro1.16
1GBP - $1.29
1GBP–CHF1.27

Please note the exchange rates will vary depending on where you change your currency.

There is an ATM available in the Met Office Headquarters, otherwise cash machines can be found in most public places in Exeter City.
WEATHER in Met Office for December 2019

Mean Total Precipitation: 68 mm
Mean Daily Maximum Temperature: 9.8 °C
Mean Daily Minimum Temperature: 0.8 °C
Precipitation days: 10 days

More information is available at: www.metoffice.gov.uk.
Met Office also provides regular weather updates through its mobile phone applications and through its website at the following addresses:

WMO FOCAL POINTS

Samuel W. Muchemi
Public Weather Services (PWS)
World Meteorological Organization
7 bis, avenue de la Paix
CH-1211 GENEVE 2,
SWITZERLAND
Tel: +41-22-730-8137
Email: SMuchemi@wmo.int