



# GENERAL INSTRUCTIONS AND ADMINISTRATIVE GUIDELINES

## WPNS - WORKSHOP

SANTIAGO - CHILE, 25<sup>th</sup> – 27<sup>th</sup> April 2017





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### I. Prologue

- A. This document is intended to be a quick and easy guide for those attending the Western Pacific Naval Symposium – Workshop 2017, which will take place in Santiago, Chile. The program is from April 25<sup>th</sup> to 27<sup>th</sup>, 2017. Nevertheless, we emphasize the necessity of arriving in Chile on or before April 24<sup>th</sup>, in order to participate in the icebreaker activity that will take place at 7pm on that day. These general instructions and administrative information should facilitate travel preparations for the participating delegations in the Workshop, and will be useful to make their stay in Chile more comfortable.
- B. For any information or requirement related to the WPNS Workshop 2017, the delegations may contact the following email: [wpns2017ws.chnavy@armada.cl](mailto:wpns2017ws.chnavy@armada.cl)  
Furthermore, the following points of contact have been designated:  
Captain Ricardo Chiffelle, email: [rchiffelle@armada.cl](mailto:rchiffelle@armada.cl), phone +56 9 7665 4374  
Captain Alberto Soto, email: [asoto@armada.cl](mailto:asoto@armada.cl), phone +56 9 9335 9925.  
Please send any email with copy to all three addresses

### II. Pre-travel recommendations

- A. Immigration and visa processing:  
It is the responsibility of the visiting delegations to properly acquire any documents necessary in order to enter Chile. We suggest the delegations contact their respective embassies to determine their particular requirements.
- B. Time zone:  
UTC-4 in southern hemisphere winter.
- C. Climate:  
Because of its geography, Chile features nearly every climate and well-differentiated four seasons. The warmest period is between October and April, while the season with lowest temperatures extends from May to September. The central zone, including the capital, Santiago, is characterized by a Mediterranean climate, with average daytime temperatures in April between 14.2°C (57°F) and 23.3°C (73°F) and low humidity levels. Nighttime temperatures decrease considerably.
- D. Dress Code during WPNS-WS 2017:
- ✓ Service Dress blue (or equivalent in your country) (Image 1)
  - ✓ Working uniform (or equivalent in your country) (Image 2)
  - ✓ Smart casual (jacket, no tie), for social activities (Image 3)





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Image N° 1 Service Dress blue or equivalent



Image N° 2 Working uniform or equivalent





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Image N° 3 Smart casual

### E. Language:

English will be spoken during the activities of the WPNS-WS 2017. There will also be Spanish – English interpretation services available.

### III. Travel Itineraries

The Chilean Navy will provide transportation for the delegations during the activities, including the transfer from the airport to the hotel and also from the hotel to the airport. In order to achieve an optimal service, it is required that as soon as the delegations have the information regarding their flight schedules, they send the information to the organization in Chile through the aforementioned e-mails in order to coordinate the transportation of the delegations from the airport to the hotel upon their arrival in the country.

The delegations that wish to remain in the country for personal reasons and outside of the workshop activities schedule should procure their own transportation (except for the transportation from and to the airport).

The delegations should arrive in Santiago no later than 4pm on April 24<sup>th</sup>, 2017 so that they can be transported to the hotel, complete the registration process and then participate in the icebreaking activity at 7pm.





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### IV. Arrival in Santiago, Chile

Upon arrival at Arturo Merino Benitez International Airport in Santiago, the delegations will be met by a Chilean Navy liaison officer who will provide assistance over the course of the workshop. The delegations will then travel to the Sheraton Hotel in Santiago.

If needed, liaison officers will be available to meet delegations at the airport starting from April 21<sup>th</sup>.

### V. Food and lodging

The **Sheraton Hotel Santiago** and the **San Cristobal Tower Luxury Collection** are available for delegations' accommodation, both of which belong to the same hotel complex and are located in the same place where the workshop meetings will take place. The Chilean Navy highly recommends delegations stay in one of these hotels, as it will facilitate their attendance at the symposium. Chilean Navy will not provide transportation to the workshop from others hotels.

The organization has allotted three rooms per delegation, in the Sheraton Hotel Santiago or in San Cristobal Tower, between April 23<sup>th</sup> (arrival) and 28<sup>th</sup> (departure). In case there are additional members of the delegation, reservations are available, with a maximum of two additional rooms. For special cases, please contact the organization, in order to provide a convenient solution.

A link for reservations and payment for each delegation can be found on the Workshop 2017's website, [www.wpns-ws-chile2017.cl](http://www.wpns-ws-chile2017.cl). Hotel costs are exempt from additional taxes as long as they are paid for by credit cards emitted outside of Chile. The room costs are as follows:

Sheraton Santiago: US\$ 169 (breakfast included)

San Cristobal Tower Luxury Collection: US\$ 209 (breakfast included)

The following events are courtesy of the Chilean Navy:

- a) Ice Breaker, April 24<sup>th</sup>.
- b) Business lunches, April 25<sup>th</sup>, 26<sup>th</sup>, 27<sup>th</sup>.
- c) Official dinner, April 25<sup>th</sup>.





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### VI. Official Schedule

The official schedule for the workshop activities is attached (DRAFT 1). The schedule is subject to updates given that the attending countries are still giving inputs. The final schedule will be issued in March 2017. In short, the program consists of an icebreaking activity on the 24<sup>th</sup> at 1900. The plenary sessions of the symposium will take place on the 25<sup>th</sup> and the 26<sup>th</sup>. On the 27<sup>th</sup> the delegations will travel to Valparaiso, where the heads of the delegations will visit and see the National Tsunami Alarm System, while the rest of the delegates will visit the facilities of the Safety Management and Naval Operations of the Chilean Navy. The official dinner will take place at night on the 25<sup>th</sup>.

### VII. Changes of Itinerary

The delegations shall report to the point of contact any change in the schedule that may come up while traveling into and out of the guest country via mail or telephone. **The Directorate shall have a telephone at which it can be reached for any eventuality or emergency; the phone number will be given out in March 2017.**

### VIII. Departure from the country

For the departure of the delegation, the organization will provide transportation from the hotel to the airport while considering the check-in at the airport, at least 3 hours before the scheduled flight. The assigned liaison officer in charge of transportation will pick the delegations up from at the Hotel Sheraton Santiago, 3 hours and 30 minutes before the scheduled flight.

### IX. Further details

The local currency is the Chilean peso. 1 US\$ equals CH\$ 678 (as of November 28<sup>th</sup>, 2016).

### X. Points of Contact

For any information required regarding the details of the 'WPNS-Workshop 2017', Captain Ricardo CHIFFELLE, email [rchiffelle@armada.cl](mailto:rchiffelle@armada.cl), phone: +56 9 7665 4374 and Captain Alberto SOTO email [asoto@armada.cl](mailto:asoto@armada.cl), phone: +56 9 9335 9925, have been designated as points of contact. All official correspondence regarding the workshop must be sent to: [wpns2017ws.chnavy@armada.cl](mailto:wpns2017ws.chnavy@armada.cl).

