



12-17 December 2010
Republic of Palau

PARTICIPANTS INFORMATION

REGISTRATION

All delegates must register through the following website no later than **8 December 2010**:
<http://www.mcespalau.info>

ARRIVAL & DEPARTURE

1. Airport
All participants will be met by the Protocol Officers on arrival at the Palau International Airport. Transportation from the airport to hotel will be provided to the Chief Executives. Rest of the delegation members are urged to arrange airport pickup with the hotel they will be staying.
2. Baggage
One member of each delegation accompanying the Chief Executives will be responsible for their baggage, and will be asked to cooperate with the Protocol Officers at all stages of the movement of baggage from airport to hotel, and vice-versa.
3. Entry Formalities
All travelers to Palau do not require visa prior to entering Palau. All travelers are issued a 30 days visa, and thus require a valid passport and a return ticket on arrival.

ACCOMMODATION

Chief Executives will be accommodated at the Palasia Hotel. Bureau of Foreign Affairs will assist the rest of the delegate make bookings for hotels and rental cars, however, it is highly recommended that members of delegation book their own hotels through the following website:
www.visit-palau.com/placestostay/index.cfm

TRANSPORTATION

Chief Executives will be provided with transportation and chauffeur/driver. Delegation members are urged to book their own transportation for the duration of their stay in Palau.

1. IA Rent A-Car
Tel (680) 488 1113/5011/4182
Fax (680) 488 1115
Email: iabc@palaunet.com
2. Hertz- NECO Palau
Tel (680) 488 8476/775-8476/1989
Fax (680) 488 8476

Email: hertz@palaunet.com

3. Toyota Rent A Car
Tel (680) 488 5599/587-5599
Email: westplaza@palaunet.com

4. Budget Car Rental
Tel (680) 488 6233/779-8033
Fax (680) 488 6232
Email: budgetpalau@palaunet.com

ATTIRE

Aloha shirts for the official opening of the 14th Micronesian Chief Executives Summit will be provided to the Chief Executives. Dress for other occasions will be semi-formal/island attire.

HOSPITALITY

The Government of the Republic of Palau will offer the following hospitality for the duration of the Summit and related meetings:

1. One room from each Chief Executive and their accompanying spouse. Other incurred cost for services will be borne by each Chief Executive;
2. One chauffeur-driven car for each Chief Executive;
3. Liaison Officers for each delegation;
4. SIM Card and Airtime Card not including cell phone will be provided to each Chief Executive

MEDICAL FACILITIES

The Ministry of Health Mobile Medical Team will be on call at all times for the Summit and related events.

RESPONSIBILITY FOR ARRANGEMENTS

The Government of the Republic of Palau is responsible for providing venue, facilities and support staff, security arrangement, and reservation of accommodation/car rental for delegation members upon request.

SECURITY ARRANGEMENT

The Government of the Republic of Palau accepts all responsibilities for the protection of Chief Executives for the duration of their stay in Palau.

SPOUSE PROGRAM

Spouses accompanying Chief Executives will have a separate program; details will be made available on arrival.

IMPORTANT CONTACTS

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