



**Administrative Circular
Asia-Pacific Economic Cooperation (APEC)
The Third Senior Officials' Meeting and Related Meetings
(SOM3)**

**Seattle, Washington
July 29-August 21, 2023**

First Version: June 12, 2023

This Revision: June 30, 2023

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1. INTRODUCTION

The United States warmly welcomes you to the Third Senior Officials' Meeting and Related Meetings (SOM3) for APEC 2023. This is the second Administrative Circular for SOM3 and provides basic information needed for arranging transportation and registration for hotels. As the date approaches, additional details will be included in Administrative Circular updates that will be emailed to Delegation Liaison Officers (DLOs) and Delegation Accreditation Officers (DAOs). Please see Section 4 on DAO and DLO registration.

2. DATES FOR MINISTERIALS AND SOM PLENARY

1. **August 1-3: Senior Disaster Management Officials' Forum (SDMOF)**
2. **August 3-4: Food Security Ministers' Meeting (FSMM)**
3. **August 6: High-Level Meeting on Health and the Economy (HLMHE)**
4. **August 15-16: Energy Ministers' Meeting (EMM)**
5. **August 15-17: Senior Officials' Meeting and Related Events (SOM)**
6. **August 15-20: Women and the Economy Forum (WEF) and related meetings**
7. **August 20: WEF and SMEMM Joint Ministerial Meeting**
8. **August 21: Small & Medium Enterprises Ministerial Meeting (SMEMM)**

3. MEETING SCHEDULE, DATES, and VENUE

SOM3 will take place July 29 to August 21, 2023, in Seattle, Washington. The main meeting sites are the Seattle Convention Center Summit Building, 900 Pine Street (July 29 – August 16) and the Sheraton Grand Hotel, 1400 6th Avenue (August 16-21), in downtown Seattle.

The notional SOM3 and Related Meetings calendar is attached separately as Annex A. The time indicated on the schedule is U.S. Pacific Daylight Time (UTC-7). Meetings that are part of *APEC Digital Month* are marked accordingly. Some of these *APEC Digital Month* meetings that are open to expressions of interest from external stakeholders have also been published on the [State.gov APEC webpage](#).

The notional meeting schedule provides basic information so delegates may make flight and hotel reservations. Questions regarding the schedule should be directed to the program director (PD) of your specific sub-forum.

3.1 Summary of Important Dates

Key Activity	Deadline	Contact
DAOs and DLOs submit contact information	Monday, June 19	Registration@state.gov cc: USAPEC2023@state.gov
SOM3 Registration Open	Friday, June 23 – Monday, July 24	Registration@state.gov

SDMOF Interpreter Support Form (Annex E)	Monday, June 26	Caroline@accentonlanguages.com ; cc: PierceM2@state.gov
FSMM Interpreter Support Form (Annex F)	Friday, June 30	APEC2023.FSM@usda.gov ; cc: PierceM2@state.gov
HLMHE Interpreter Support Form (Annex G)	Friday, June 30	julia.konner@hhs.gov and Han.Koo@hhs.gov ; cc: PierceM2@state.gov
EMM Interpreter Support Form (Annex H)	Friday, July 7	PierceM2@state.gov ; cc: katherine.selley@hq.doe.gov
WEF Interpreter Support Form (Annex I)	Friday, July 14	PierceM2@state.gov
WEF and SMEMM Joint Ministerial Meeting Interpreter Support Form (Annex J)	Friday, July 14	PierceM2@state.gov
SMEMM Interpreter Support Form (Annex K)	Friday, July 14	PierceM2@state.gov ; cc: tricia.vanorden@trade.gov
SOM3 Document Submission	Friday, August 11	gg@apec.org ; cc: USAPEC2023@state.gov

4. DELEGATION ACCREDITATION AND LIAISON OFFICERS

4.1 Delegation Accreditation Officer (DAO)

All member economies are required to assign one (1) Delegation Accreditation Officer (DAO) and a maximum of two (2) alternate DAOs responsible for registering their delegation for participation in SOM3 and related meetings. **DAOs and alternate DAOs were requested to send their contact information to Registration@state.gov and USAPEC2023@state.gov no later than Monday, June 19, 2023.** The email subject should be “Delegation Accreditation Officer – [economy name]” and comprise the following information:

- Honorific
- Full name
- Email address
- Mobile phone number (including international dialing code)
- Economy organisation name
- Job title

If DAO and alternate DAO names change from what was submitted by June 19, 2023, please notify Registration@state.gov and USAPEC2023@state.gov as soon as possible. The email subject should be “Update: Delegation Accreditation Officer – [economy name]” and include the information above.

DAOs and alternate DAOs are responsible for all registrations, questions, and communication with U.S. host organisers on accreditation and credentialing matters. DAOs ensure that delegates register and understand all information provided in the Administrative Circular by the U.S. APEC host organisers. In addition, any request or

question from the member economy that does not involve the DAO may not be acknowledged by the U.S. host organisers.

A DAO is required for each of the following groups:

- Each APEC economy;
- The APEC Secretariat;
- ABAC; and
- Each Official APEC Observer Organisation (ASEAN Secretariat, PECC, and PIF Secretariat).

4.1.1 FMP External Partners – Only applicable to Finance Minister Process Related Meetings:

For the following FMP external partners, please submit your DAO nomination to APEC 2023 as per the guidance below.

- Asian Development Bank (ADB)
- Inter-American Development Bank (IADB)
- International Monetary Fund (IMF)
- Organisation for Economic Co-operation and Development (OECD)
- World Bank Group (WBG)

Note: For meetings other than the FMP-related meetings, including all SOM-related meetings, the above organisations will go through the standard approval process, as outlined in Section 5.1 on Non-Member Participants.

External partners are required to assign one (1) DAO responsible for registering their delegation participating in FMP-related meetings. The appointed DAO is required to email the contact information and send relevant information to Registration@state.gov, cc: USAPEC2023@state.gov, to initiate the registration process.

The email subject should be “Delegation Accreditation Officer – [economy name]” and comprise the following information:

- Honorific
- First Name
- Last Name
- Email Address
- Mobile phone number (including international dialing code)
- Economy

4.2 Delegation Liaison Officer (DLO)

All member economies that plan to attend meetings in-person in Seattle, Washington are required to assign one (1) Delegation Liaison Officer (DLO) and one alternate DLO. The DLO will be the designated contact for each delegation once the delegation arrives in Seattle. The DLO is not required for any delegations that will only be participating remotely. As stipulated in APEC guidelines, the DLO must be a member of the delegation

and will be the point of contact for the U.S. host organisers during the duration of in-person attendance at SOM3. DLOs and alternate DLOs were requested to send their contact information to Registration@state.gov, APEC-hotels@eventalliez.com, and USAPEC2023@state.gov no later than Monday, June 19, 2023. The email subject should be “Delegation Liaison Officer – [economy name]” and comprise the following information:

- Honorific
- Full name
- Email address
- Mobile phone number (including international dialing code)
- Economy organisation name
- Job title

If DLO and alternate DLO names change from what was submitted by June 19, 2023, please notify Registration@state.gov, APEC-hotels@eventalliez.com, and USAPEC2023@state.gov as soon as possible. The email subject should be “Update: Delegation Liaison Officer – [economy name]” and include the information above.

The DLO and DAO responsibilities may be held by the same person if the DAO is a member of the delegation and will attend in-person in Seattle, Washington.

A DLO is required for each of the following groups:

- Each APEC economy;
- The APEC Secretariat;
- ABAC; and
- Each Official APEC Observer Organisation (ASEAN Secretariat, PECC, and PIF Secretariat).

5. REGISTRATION

Online registration for SOM3 opened on Friday, June 23, 2023, and will remain open until 5:00 p.m. EDT on **Monday, July 24, 2023**. DAOs who have sent their contact information to Registration@state.gov will receive an email to access the SOM3 Delegation Registration Form. Please note that the registration email and link will be sent only to designated DAOs and will not be provided until the name and complete contact information of the DAO have been received.

All meeting participants must be registered by their respective DAO or alternate DAO via the APEC SOM3 Delegation Registration Form. A link to the form will be sent via email by the APEC 2023 Registration Team.

Registration information will be protected and available only to a limited number of personnel on the U.S. APEC 2023 host team. At the conclusion of the APEC 2023 host year, all personal data will be destroyed in a secure manner.

Successful registration of meeting participants will depend on the complete submission of participants' information and photos as per the requirements indicated in the SOM3 Delegation Registration Form.

A registration confirmation email showing the registration responses will be emailed to each registered member economy upon successful registration. If the DAO's email address is registered to receive notification emails for the participant, it is the responsibility of the DAO to notify each participant of his or her confirmation. If a DAO has trouble performing this task, they should contact Registration@state.gov.

Participants are highly encouraged to register at least two weeks prior to the first day of their meeting for SOM3 to ensure smooth registration of delegates.

Registration Information Format Guidance:

When completing your registration, please reference the below format for how information should be entered:

Date – "MM DD YYYY"

Time – 12 Hour Format: 00:00 AM/PM

Phone Number - +0 000-000-0000 (country code plus phone number)

Airline Flight Number – Airline Letter Code + Flight Number

First, Middle Name – As presented in passport

Last Name – As presented in passport

Providing Flight Arrival and Hotel Information

If at the time of registration, hotel accommodations or flight information for economy members are not yet known, please return to the system to enter this information immediately after booking. Please just access the "edit response" link at the top of each registration confirmation message to enter/update the flight arrival and hotel information for each delegate. Providing this information is vital to ensure transportation shuttles will be available to provide a smooth transfer from the airport to your hotel.

5.1 Non-Member Participants (NMP)

Invited guests who are not members of an economy's delegation or who come from non-APEC economies must be accredited through the process outlined in the APEC Guidelines on Managing Cooperation with Non-Members. The APEC Secretariat will be the contact point for applications to accredit non-members to all SOM3 and Related Meetings. NMPs and guests should contact the relevant program director to facilitate the approval process for their participation.

Once approval has been granted, the relevant PD will send the name lists of NMPs to Registration@state.gov. The U.S. APEC 2023 Registration Team will send a registration link to the NMP's email to register himself/herself within 24 hours of receipt.

External stakeholders that are approved to attend designated *APEC Digital Month* workshops, public-private dialogues, and roundtables will also normally be registered as NMPs. The above process will apply for these guests.

6. MEETING VENUES AND FACILITIES

6.1 Meeting Venues

6.1.1 SOM3 Meeting Venues

The main meeting venue for SOM3 and related meetings, July 29 – August 16, 2023, is:

- The [Seattle Convention Center, Summit Building](#), 900 Pine Street, Seattle, Washington 98101, USA

The main meeting venue for SOM3 and related meetings, August 16 – 21, 2023, is:

- The [Sheraton Grand Hotel](#), 1400 6th Avenue, Seattle, Washington 98101, USA

If you are planning a meeting and have not connected with your U.S. counterpart and sub-forum PD, please work with them to submit relevant information on room requirements (seating chart, A/V requests, and other specifications).

SOM3 SOM AND MINISTERIAL SCHEDULE			
Date	Name of Ministerial	Venue Name	Address
August 1-3, 2023	Senior Disaster Management Officials' Forum (SDMOF)	Seattle Convention Center, Summit Building	900 Pine Street, Seattle
August 3-4, 2023	Food Security Ministers' Meeting (FSMM)	Seattle Convention Center, Summit Building	900 Pine Street, Seattle
August 6, 2023	High-Level Meeting on Health and the Economy (HLMHE)	Seattle Convention Center, Summit Building	900 Pine Street, Seattle
August 15-16, 2023	Energy Ministers' Meeting (EMM)	Seattle Convention Center, Summit Building	900 Pine Street, Seattle
August 16-17, 2023	Senior Officials' Meeting (SOM)	Sheraton Grand Hotel	1400 6 th Avenue, Seattle
August 15-20, 2023	Women and the Economy Forum (WEF) and related meetings	Sheraton Grand Hotel	1400 6 th Avenue, Seattle
August 20, 2023	WEF and SMEMM Joint Ministerial Meeting	Sheraton Grand Hotel	1400 6 th Avenue, Seattle
August 21, 2023	Small and Medium Enterprises Ministerial Meeting (SMEMM)	Sheraton Grand Hotel	1400 6 th Avenue, Seattle

6.2 Facilities

6.2.1 Common Delegation Area

A Common Delegation Space will be located on the third floor of the Seattle Convention Center Summit Building from July 29 to August 16, 2023, and will have complimentary

refreshments throughout the day, along with a mix of lounge and catering furniture. Laptops with access to the internet and printing capabilities will be available, as well as printers for delegate use. A technician will be available here to assist delegates with IT needs.

A second Common Delegation Space will be located on the second floor of the Sheraton Grand Hotel from August 16 to August 21, 2023, and will have complimentary refreshments throughout the day, along with a mix of lounge and catering furniture. Laptops with access to the internet and printing capabilities will be available, as well as printers for delegate use. A technician will be available here to assist delegates with IT needs.

6.2.2 Bilateral Meetings

There will be seven (7) foreign to foreign bilateral meeting rooms available in the Seattle Convention Center Summit Building, and six (6) foreign to foreign bilateral meeting rooms available at the Sheraton Grand Hotel. Bilateral meeting rooms will be booked through your Host Economy Liaison Officer (HELO). The links to secure these rooms will be provided to the HELOs at a later date.

Bilateral meeting rooms will be available for meetings between economies only; due to space limitations, meetings between economies and private sector groups in the bilat rooms are strictly prohibited.

The bilateral meeting rooms in the Seattle Convention Center Summit Building will be on the 4th Floor and will be available to be booked for non-U.S. APEC economies, ABAC, APEC observers, and the APEC Secretariat between July 29, 2023, and August 16, 2023, from 0800 – 1800.

The bilateral meeting rooms in the Sheraton Grand Hotel will be available to be booked for non-U.S. APEC economies, ABAC, APEC observers, and the APEC Secretariat between August 16, 2023, and August 21, 2023, from 0800 – 1800.

Rooms may be booked for 45 minutes at the start of every hour and there is a set 15-minute grace period between the end of one meeting and the start of the next.

When booking a bilateral meeting space, **both parties must already be confirmed** and your HELO must list their name, contact phone number, contact email address, and the participating economy / organization they are hosting. After booking, they will receive a confirmation message by email.

For questions or issues, please email bilateralmeetings@state.gov.

6.2.3 Wi-Fi Networks

Wi-Fi access will be provided throughout the duration of SOM3. Wi-Fi access information will be provided upon arrival in Seattle.

6.2.4 Interpretation Booths

The meetings will be conducted in English. If there is a need for interpretation at the ministerial meetings, interpretation booths for simultaneous interpretation will be available in Seattle. Interpreters will not be provided by the host. All interpreters must be provided by the requesting economy and accredited as part of an official delegation.

Delegations bringing interpreters to support a SOM3 ministerial, especially to provide simultaneous interpretation, are requested to notify the host economy by submitting an Interpreter Support Form, available in Annexes E, F, G, H, I, J, and K. Please note the deadline for submission noted on each form, as well as in the table in Section 3.1. Please see the forms in Annexes E through K for more information.

6.2.5 Listening Room

A listening room will be provided during the ministerials only. An overpass will be required to access the listening room. No listening room will be available for the Senior Officials' Meeting and other meetings.

6.2.6 Prayer Rooms

There will be one male and one female prayer room at both the Seattle Convention Center Summit Building and the Sheraton Grand Hotel during the days these venues are active, available from while meetings are in session. Additional information will be provided in an administrative circular update.

6.2.7 Mothers Rooms

A Mothers Room will be available at both the Seattle Convention Center Summit Building and the Sheraton Grand Hotel during the days these venues are active, available while meetings are in session. Additional information will be provided in an administrative circular update.

6.3 Catering and Meals

6.3.1 Beverage Service at Meetings

Complimentary coffee, tea, and water will be available in the common delegation spaces of the Seattle Convention Center Summit Building and the Sheraton Grand Hotel for meeting participants.

6.3.2 Breakfast and Lunch

In order to accommodate SOM3 participants for breakfast and lunch, catering numbers will be based on meeting participant numbers per venue per day. To assist us in providing a pleasurable experience for our guests, catering is only being provided for those with meetings on site each day. It is not meant for those in Seattle or staying at the meeting site hotels on days outside of their meeting days.

On the day(s) of their particular meeting(s), participants with meetings at the Seattle Convention Center will have access to a complimentary continental breakfast and buffet lunch from July 29 to August 16, 2023.

On the day(s) of their particular meeting(s), participants with meetings at the Sheraton Grand Hotel will have access to a complimentary continental breakfast and buffet lunch from August 16 to 21, 2023.

Please ensure your ID badge is visible to access breakfast and lunch.

Vegetarian and halal options will be available at both locations.

Groups that have planned separate breakfast and lunch onsite should proceed with their established plans.

Please note, additional breakfast and lunch options in Downtown Seattle are available within a short walking distance from the Seattle Convention Center and the Sheraton Grand Hotel.

6.3.3 Self-Service Lunch Options in Seattle

Please see Section 18.5, starting on page 29, for a list of self-service lunch options in downtown Seattle.

6.3.4 Seattle Restaurants

Please see Section 18.4, starting on page 26, for a list of restaurants in downtown Seattle.

6.4 Health Protocols

Daily COVID-19 testing will not be required during APEC 2023 SOM3 meeting days. However, senior officials, delegates, participants, staff, and vendors are strongly recommended to self-test during SOM3. Please follow the [COVID guidelines](#) from the U.S. Centers for Disease Control and Prevention (CDC) if you test positive, are symptomatic, or have contact with someone who tests positive.

If your economy requires a negative COVID test to enter upon return from APEC 2023, please consult your embassy/consulate for proper testing guidance in Seattle prior to departure. U.S. officials are not able to assist with this process.

7. GUIDANCE FOR REMOTE PARTICIPATION

7.1 Meeting Arrangements

Remote participation will be available for a limited number of APEC SOM3 events. Most meetings will require in-person attendance, while the Senior Officials' Meeting, scheduled for August 16-17, 2023, will allow for remote participation. Arrangements for the six ministerial meetings are to be determined and will be advised in an updated administrative circular. In addition to the Senior Officials' Meeting, some meetings and/or workshops will offer remote participation on a case-by-case basis. A determination on virtual

participation for workshops will be made by the project overseer for the workshop. Please contact the project overseer for the workshop for information on remote participation.

Detailed information on the virtual format for specific meetings will be shared specifically with the respective meeting's registered attendees. Please note that all participants, in-person or virtual, must still register to attend any meetings via the registration system (please see Registration in Section 5).

7.2 Technical Arrangements for Meetings

Because only selected sessions are open to remote participants, technical arrangement information will be provided directly to remote participants by the relevant program director.

7.3 Username and Display Setting

When virtual format for specific meetings is offered, remote participants should display their names using the naming convention below. Participants are required to change their names in accordance with the table below.

ECONOMY	DISPLAY NAME
Chair or Host	01 Chair or Host/Full Name
Australia	02 AUS/Full Name
Brunei Darussalam	03 BD/Full Name
Canada	04 CDA/Full Name
Chile	05 CHL/Full Name
People's Republic of China	06 PRC/Full Name
Hong Kong, China	07 HKC/Full Name
Indonesia	08 INA/Full Name
Japan	09 JPN/Full Name
Republic of Korea	10 ROK/Full Name
Malaysia	11 MAS/Full Name
Mexico	12 MEX/Full Name
New Zealand	13 NZ/Full Name
Papua New Guinea	14 PNG/Full Name
Peru	15 PE/Full Name
The Philippines	16 PHL/Full Name
Russia / The Russian Federation	17 RUS/Full Name
Singapore	18 SGP/Full Name
Chinese Taipei	19 CT/Full Name
Thailand	20 THA/Full Name
United States	21 US/Full Name
Viet Nam	22 VN/Full Name
APEC Secretariat	23 APECSEC/Full Name
ABAC	24 ABAC/Full Name
ASEAN Secretariat	25 ASEANSEC/Full Name
PECC	26 PECCSEC/Full Name

PIF Secretariat	27 PIFSEC/Full Name
Non-Member Participants (NMPs)	28 GUEST/Full Name

7.4 Virtual Background

All participants who are participating virtually are encouraged to use the following virtual background which features both the APEC logo and the U.S. 2023 host year logo. It may be accessed here: [APEC 2023 Media Toolkit - United States Department of State](#).

7.5 Technical Support

Information on technical support during remote participation in a meeting will be provided directly to those participants.

7.6 Presentations

SOM3 will be paperless. Documents or presentations should be submitted electronically prior to the meetings in accordance with Section 13 (please see pages 15 and 16).

8. MEETING ACCESS

8.1 Credential Pick Up

Credentials may be picked up by economy delegation members at the Credentials Desk located in the Seattle Convention Center Summit building on July 28 – **August 15**, 2023. DLOs/sub-DLOs may collect overpasses and pins for members of their respective economies at the same location on July 28 – August 15, 2023. Pick-up times will be provided in an administrative circular update.

The Credentials Desk will move to the Sheraton Grand Hotel and be available **August 16**-August 21, 2023. The hours of operation will be provided in an administrative circular update.

If a DLO/sub-DLO is unable to pick up overpasses and pins during the operational hours, please email Registration@state.gov and we will work with you to schedule a pick-up time.

Delegates are requested to display their APEC badge at all times while at the meeting venues.

NMPs who indicated in the Registration Form that they would be attending *APEC Digital Month* meetings only will be issued a unique ‘Digital Month Guest’ badge.

For media accreditation and Media Credential pick up, please refer to Section 16.

8.2 Lapel Pins

A SOM3 meeting lapel pin will be provided to APEC Ministers, the Heads of Delegation for APEC economies, the APEC Secretariat Executive Director, ABAC Chair, the three Official APEC Observer Organisations, and the Chairs of Committees, in order to expedite entry to venues, meetings, and official events. Those with lapel pins can access all venues during the dates of their respective meetings.

Ministers will receive a distinct Ministerial lapel pin for each of their ministerials at SOM3. Those with access to the six ministerials - APEC Secretariat Executive Director, ABAC Chair, and APEC Official Observers – will also receive distinct lapel pins for access to the separate ministerials.

8.3 Meeting Overpasses

In addition to credentials, a meeting overpass, worn under the credential, will be required for entrance into the SOM Plenary Meeting and the six ministerial meetings.

These procedures are intended to expedite access for authorized delegates to restricted meetings, minimize inconvenience, and ensure adequate and comfortable seating for all.

Information on the number of overpasses to be allocated to each economy, the APEC Secretariat, ABAC, and observer organisations for each of the six ministerials and the Senior Officials' Meeting will be provided in an administrative circular update.

9. MEETING SECURITY

All participants must visibly display their meeting ID credentials at all times while attending events. Meeting ID credentials and applicable overpasses will be required by all delegates to enter any APEC session and to board any shuttle transportation sponsored by the United States.

Security roving patrols will be conducted in the meeting venues throughout the duration of APEC SOM 3 and related meetings. Access to the meeting areas will be restricted. Entry into the meeting rooms, function rooms, and lunch or dinner venues is limited to holders of appropriate identification passes. Suspicious activity should be reported to security or hotel personnel immediately.

If economies wish to inquire about firearms or radio equipment, please submit a diplomatic note and a request for Courtesies of the Port through your respective embassy.

10. HOTEL ACCOMMODATIONS FOR APEC 2023 SOM3

Economies are encouraged to begin the accommodations process for Seattle as soon as possible. To best assist economies in securing hotel reservations, a dedicated team of accommodations liaisons has been organized. The APEC Accommodations team will assist economies in identifying hotel properties that meet the requirements of their delegation and can provide additional hotel information or alternative options if the properties recommended below do not meet the specific needs of their economy.

The United States government is offering hospitality packages for each official ministerial, and the APEC Accommodations team is working with economies to coordinate these accommodations. If your economy has not yet been in touch with the

APEC Accommodations team regarding these hospitality offers, please reach out to APEC-Hotels@eventalliez.com.

Reservation Process

Step 1: Delegations should contact the APEC Accommodations team directly via email at APEC-hotels@eventalliez.com with their preferred hotel choice(s), check-in/check-out dates, and the number of rooms per night required.

**Please let the APEC Accommodations team know if the below recommended options do not meet the needs of your economy.*

Step 2: The APEC Accommodations team will confirm hotel availability and then provide delegations with a booking method or a direct contact at their preferred hotel property to begin the reservation process. **Delegations will be booking and paying for their own rooms/room blocks directly with the hotels.**

Step 3. Once reservations have been confirmed, delegations will then provide the APEC Accommodations team with a final rooming list *to include the names, check-in/check-out dates and confirmed hotel property* of each delegate to be used for logistical purposes. This information is vital for scheduling transportation.

For any questions or concerns related to the accommodations process for SOM3, please contact the APEC Accommodations team by email at APEC-hotels@eventalliez.com.

Recommended Hotels - Seattle

PRICE RANGES

\$ = \$150-\$250/Night**

\$\$ = \$250-\$350/Night**

\$\$\$ = \$350+/Night**

***Please note that price ranges are approximate starting rates for a standard room. Prices and availability are subject to change and are not guaranteed. Estimated ranges are based on the most current offerings at the time of initial publication of SOM3 Administrative Circular v. 2.*

Grand Hyatt Seattle

721 Pine Street, Seattle, Washington, 98101, USA

- **Forms of Payment Accepted:** Cash, Credit Cards
- **Option to Include Breakfast:** No
- **Price:** \$\$\$

Courtyard Seattle Pioneer Square

612 2nd Avenue, Seattle, Washington, 98104, USA

- **Forms of Payment Accepted:** Cash, Credit Cards
- **Option to Include Breakfast:** No
- **Price:** \$\$\$

Hilton Motif Seattle

1415 5th Avenue, Seattle, Washington, 98101, USA

- **Forms of Payment Accepted:** Cash, Credit Cards
- **Option to Include Breakfast:** No
- **Price:** \$\$

Lotte Hotel Seattle

809 5th Avenue, Seattle, Washington, 98104, USA

- **Forms of Payment Accepted:** Cash, Credit Cards
- **Option to Include Breakfast:** No
- **Price:** \$\$\$

Pan Pacific Seattle

2125 Terry Avenue, Seattle, Washington, 98121, USA

- **Forms of Payment Accepted:** Cash, Credit Cards
- **Option to Include Breakfast:** No
- **Price:** \$\$\$

Fairmont Olympic Hotel

411 University Street, Seattle, Washington, 98101, USA

- **Forms of Payment Accepted:** Cash, Credit Cards
- **Option to Include Breakfast:** No
- **Price:** \$\$\$

Sheraton Grand Seattle

1400 6th Avenue, Seattle, Washington, 98101, USA

- **Forms of Payment Accepted:** Cash, Credit Cards
- **Option to Include Breakfast:** No
- **Price:** \$\$\$

11. TRANSPORTATION

A complimentary and exclusive attendee shuttle system will be available for all registered participants staying at official hotels. The APEC shuttle systems will be the most efficient way to and from the airport, meetings sites, and any other official events.

11.1 Airport Arrival Transfer Shuttles

Representatives of the APEC SOM3 transportation team will meet and greet all group delegations flying into the Seattle-Tacoma International Airport (SEA) and provide complimentary shuttle transfers to and from all official hotels starting July 28 and for departures through August 22. **Your arrival details are required prior to July 28; please enter arrival information into your registration record using the instructions provided in Section 5.**

Upon your international arrival (July 28 through August 20), please look for the APEC 2023 representatives as you exit the Customs area with your bags. There will be a help desk located in the Gina Marie Lindsey (GML) Arrivals Hall for additional support. From GML Arrivals Hall, you can proceed directly through Door #00 and look for your hourly APEC transportation at the curb next to the “Airporters” sign. Hourly shuttle transportation will depart outside Door #00 / Door #02 at the top of each hour from 0800 to 2200.

Domestic arrivals should follow the signs to their respective baggage claim to retrieve their luggage and then proceed towards Baggage Claim #2 and out Door #02. Look for your hourly APEC transportation at the curb next to the “Airporters” sign adjacent to the GML Arrivals Hall. Hourly shuttle transportation will depart outside Door #00 / Door #02 at the top of each hour from 0800 to 2200.

If you wish to take other modes of transportation or are staying at a non-serviced hotel, APEC representatives or airport representatives will help you locate taxicabs, shared rides, or rental car companies to hire at your own expense.

11.2 Meeting Shuttles

Daily Shuttles to/from the Seattle Convention Center

Beginning July 28 through August 16, daily shuttles will operate from all official hotels to the Seattle Convention Center. While meetings begin on July 29, shuttles will be available on July 28 for a window of time to enable delegates to collect credentials one day before meetings begin. Details with hotel schedules will be provided in an administrative circular update.

Daily Shuttles to/from the Sheraton Grand Hotel

Beginning August 16 to August 21, daily shuttles will operate from all official hotels to the Sheraton Grand Hotel. Details with hotel schedules will be provided in an administrative circular update.

11.3 Airport Departure Shuttles

Airport hotel shuttle departures for APEC delegates will depart hourly to the Seattle-Tacoma International Airport (SEA) from all official hotels from 0600 to 1800. Details will be provided in an administrative circular update and with hotel front desks after you check in.

11.4 Minister-Level Arrivals and Transportation

Ministers traveling to Seattle for the six APEC ministerials will be eligible for a Port Courtesy upon arrival at their first port of entry. A Port Courtesy will allow for expedited Customs screening, as well as allow foreign mission greeters to access the secure zone of the airport to meet arriving officials. The Office of the Chief of Protocol will not send U.S. greeters to the airport and arriving officials will only be met by the foreign greeters designated on the approved Port Courtesy.

To request a Port Courtesy, embassies should submit an application through the online eGov system. For further information on how to request Port Courtesies, please review the Arrival and Departure Handbook available online [here](#).

11.5 Taxi Companies in Seattle

Please see Section 18.2 for information on options for taxis in Seattle.

12. VISA AND TRAVEL REQUIREMENTS

12.1 Visas

The United States does not have a unique visa category for APEC delegates and advises that the normal procedures should be followed for requesting visas from U.S. embassies or consulates abroad. Meeting participants are advised to apply for U.S. visas as early as possible. The United States has advised U.S. missions located in APEC member economies to expedite the visa application process for applicants attending APEC 2023 meetings. While letters of invitation to APEC meetings are not required to receive a U.S. visa, invited guests should present details of their APEC meeting participation when applying for a U.S. visa. Please review the instructions for requesting expedited appointments on the website of the embassy or consulate where you will apply. Please note, a successful registration does not equate to obtaining a visa for travel to the United States. Please ensure you obtain the proper visa for participation in APEC SOM3.

Each traveler is responsible for possessing a valid passport and appropriate visa. To apply for a visa, please use: <https://travel.state.gov/content/travel/en/us-visas.html>. Applicants might be eligible for an Interview Waiver (IW). For information about IW, please see: <https://travel.state.gov/content/travel/en/News/visas-news/important-announcement-on-waivers-of-the-interview-requirement-for-certain-nonimmigrant-visas.html>.

Each U.S. embassy and consulate's website may be accessed from the following link: <https://www.usembassy.gov/>.

Some applicants might be eligible for the Visa Waiver Program; to determine eligibility please see: <https://travel.state.gov/content/travel/en/us-visas/tourism-visit/visa-waiver-program.html>.

APEC travelers are advised that the APEC Business Travel Card (ABTC) cannot be used in place of a visa for entry into the United States. However, ABTC holders should inform visa officers when scheduling an expedited visa interview appointment.

All overseas travelers will be processed by U.S. Customs and Border Protection (CBP) officials upon arrival at a United States Port of Entry. Please refer to <http://www.cbp.gov/travel/> for more information regarding CBP requirements.

12.2 COVID-19 Travel Information

Please refer to the U.S. Department of State and U.S. Centers for Disease Control and Prevention (CDC) websites for the latest information on COVID requirements for entering

the U.S. The CDC Guidance can be found at this website: <https://www.cdc.gov/coronavirus/2019-ncov/travelers/international-travel-during-covid19.html>.

13. DOCUMENT SUBMISSION AND ACCESS

13.1 Meeting Document Submission Requirements

All meeting documents need to be submitted in electronic format by the stipulated deadlines to facilitate access and review in advance of the meetings. The term “documents” includes both written material and electronic presentation material (PowerPoints, etc.). Please refer to your program directors for specific submission deadlines.

Please do not password protect or lock files for editing. The APEC Secretariat needs access to insert the standard cover page into each document.

While drafting documents, please be mindful of APEC nomenclature. APEC is a grouping of economies, and members are referred to as “Member Economies,” “Members,” or “Economies.” Please also be mindful of the correct names of each economy. While the APEC Secretariat endeavours to cross-check submitted documents prior to meetings, this may not be possible for documents that are submitted late. For the latter, these checks will be done later.

13.2 Submission of Papers for SOM3 Plenary

Documents for the SOM3 plenary will need to be emailed together with a completed Documentation Information Request Form (DIRF), attached in Annex B, by August 11, 2023.

To: gg@apcc.org
cc: USAPEC2023@state.gov

The APEC Secretariat Program Director in charge of supporting the meeting will contact members directly with instructions on the submission of papers, including deadlines, for meetings under their charge.

13.3 Submission of Papers for All Other Meetings

The APEC Secretariat Program Director in charge of supporting the meeting will contact members directly with instructions on the submission of papers, including deadlines, for meetings under their charge.

13.4 Document Access

All meetings are paperless. Documents submitted by the stipulated deadlines will be made accessible via the respective [APEC Collaboration System \(ACS\)](#) group pages under the Pre-Meeting Documents section to facilitate access and review prior to and during the meetings.

Access to the ACS requires an APEC Information Management Portal (AIMP) ID and password. If you do not yet have an AIMP ID, please contact aimp@apcc.org well in advance of the meeting to arrange access.

13.5 Final Papers

Final meeting papers will be made available on the APEC Meeting Document Database (MDDDB) shortly after the conclusion of meetings. The MDDDB can be accessed at: <http://mdddb.apcc.org/Pages/default.aspx>.

13.6 Information Disclosure

APEC operates by consensus, and it needs space to consider and debate issues away from public scrutiny in order to develop that consensus. For the deliberative process to function optimally, it is necessary to safeguard the free and candid exchange of ideas. While APEC makes publicly available summary reports and other documents classified for public release by the originating fora, meeting participants are expected to display sensitivity by not disclosing to the public detailed information exchanged during the course of its deliberations, including any recordings.

14. MEETING ETIQUETTE

14.1 APEC Conventions

APEC is a grouping of economies. Therefore, other than the APEC logo, it is inappropriate to use anything, such as flags, emblems, or anthems, which may imply the “political status” of any member economy. All participants are to strictly adhere to the APEC conventions and nomenclature (both spoken and written) throughout the meetings and in all related documents. Please be mindful to use the correct names of the APEC economies: Australia; Brunei Darussalam; Canada; Chile; the People’s Republic of China (China also acceptable); Hong Kong, China; Indonesia; Japan; the Republic of Korea; Malaysia; Mexico; New Zealand; Papua New Guinea; Peru; the Republic of the Philippines (the Philippines also acceptable); the Russian Federation (Russia also acceptable); Singapore; Chinese Taipei; Thailand; the United States of America (the USA, the US, or the United States also acceptable); Viet Nam. Members of APEC should be referred to as “member economies,” “members,” or “economies.” For details, please refer to the [APEC Publication Guidelines](#) which sets out the policy on publications and accepted nomenclature.

14.2 Dress Code

Attire for the meetings is business casual.

14.3 Special Needs Requests

DAOs will have the opportunity to provide information regarding requests for special needs accommodations in the registration process.

15. RECORDING

APEC organisers, or the APEC Secretariat, may informally record meetings, including remote participation sessions and virtual meetings, for the purpose of note taking upon consent in advance by the Chair and members of the relevant fora. Please note that the recordings will be kept confidential and will not be publicly available. Any recording of an APEC meeting that is meant to be shared with the public, including recording remote participation sessions, virtual meetings, and capacity building events, should be agreed beforehand by the Chair and members of the relevant fora. For the purposes of public affairs only (i.e., promoting APEC's broad agenda) the meeting host and the APEC Secretariat reserve the right to use photo and/or video images of delegates at APEC activities in official communication materials, including on social media. Participants who do not consent to being recorded should contact the relevant APEC Program Director prior to the meeting.

16. MEDIA ARRANGEMENTS

Press coverage of the SOM3 and Related Meetings is welcomed. Please address all media inquiries to DosapeC@state.gov and summitmedia@state.gov. Access to media facilities, services, and specified events will only be available to accredited media.

16.1 Media Accreditation

Economies wishing to accredit media representatives to participate within the Ministerial pools or opportunities outlined within Section 16.2 must register media through a specific media registration that will open shortly, and the accreditation deadline will be notated within the released media advisory, which will be transmitted to all economies. Due to spatial constraints within the Seattle meeting venue, the United States cannot accommodate more than (6) media accreditation requests per Economy for SOM3. If an economy needs more media accredited for the events in Seattle, please email summitmedia@state.gov.

Upon completion of registration, media are required to apply for appropriate visas before entering the United States. (All media covering the APEC meetings who are not U.S. citizens, or who do not currently have authorization to work in the United States, must have an appropriate visa to travel to the United States. For many, this will be an "I" nonimmigrant visa. The Visa Waiver Program does not cover individuals coming to the United States to work, even for a short period of time. Additionally, the Visa Waiver Program is not applicable to persons traveling on diplomatic passports. Visit <http://travel.state.gov> for more information.)

Media will be issued an ID Badge that will provide access to the meeting venue, on-site media filing center, press conferences, and any activity or event open to the media.

16.2 Media Opportunities and Media Filing Center Times

The United States will open select events within SOM3 to media availabilities, principally: Ministerial Plenary Sessions and press conferences. All other meetings and field trips will be closed to press coverage, per past practice.

A Media Filing Center will be established for accredited media at the Seattle Convention Center Summit Building and the Sheraton Grand Hotel during active venue events. Limited unreserved workspace and complimentary Wi-Fi internet will be provided. Hours of operation will be:

August 1-6: Seattle Convention Center Summit Building – 9am – 4pm
August 15-21: Sheraton Grand Hotel – 9am – 4pm

All media for Ministerial Plenaries and press conferences will be escorted by United States staff.

The United States will make available video and still images of public SOM3 events, including Ministerial opportunities, as “clean” (no graphics/chyrons) in NTSC 1080i on a complimentary basis. Host TV events will be streamed live and available for download at www.state.gov/usapec2023.

16.3 Official Photographers

Economies wishing to accredit an official still photographer or videographer should register the individual within the accreditation process as a delegate, notating “official photographer” within the ‘role’ field. The United States will provide still images of public SOM3 events on a courtesy basis via our Host photography service at www.state.gov/usapec2023, and images will be available for high-resolution download after the conclusion of each event.

16.4 Media ID Credential Pick Up

Media credential pickup information will be available in an administrative circular update.

16.5 Press Conferences

A press conference is anticipated to be held following Ministerial meetings. Press conferences will be conducted in English only; simultaneous interpretation will not be provided.

Economies wishing to conduct press availabilities should inquire via summitmedia@state.gov to reserve a broadcast-ready room (lighting, audio, backdrop, podium); availability is on a first-come, first-served basis.

17. GENERAL INFORMATION

17.1 Weather in Seattle, Washington

August is known as a warm month in Seattle, usually the warmest month of the year. The average maximum daytime temperature in Seattle in August is 25.1°C (77.18°F). The average minimum temperature goes down to around 12.8°C (55.04°F) at night.

Rainfall during August is moderate with an average of 40mm (1.6 inches); there are generally approximately four (4) rainy days. If you enjoy blue skies and sunshine, then this is a great time to visit Seattle, with 280 hours of sun during the month.

Visitors traveling to Seattle in August might want to wear airy, summer clothing.

17.2 Time in Seattle, Washington

Seattle's time zone is U.S. Pacific Daylight Time (PDT) (UTC-7).

17.3 Currency and ATMs

The official currency of the United States is the U.S. dollar (\$). Retailers in Washington will not accept other currencies, and it is necessary for visitors to change foreign currency into U.S. dollars in order to make cash payments.

The Seattle-Tacoma International Airport (SEA) offers currency exchange in four locations:

- Main Terminal: Near Check-in, Level 5
- Main Terminal: Near Baggage Claim, Level 3
- Main Terminal: Near Gate A3, Level 5
- Main Terminal: Near Gate S1, Level 5
- See also this link: http://www.iceamerica.com/local_branches.aspx?id=eng

ATMs are also available throughout the airport and throughout Seattle and can be used to withdraw U.S. dollars.

17.4 Credit Cards

Major credit cards are widely accepted in Seattle and the surrounding area, although some small shops will only accept cash payments. Visa, MasterCard, American Express, and Discover can be used at most establishments. Most establishments will advertise at the front door or payment counter what credit cards they accept.

17.5 Travel Health Insurance

Meeting participants may wish to purchase travel health insurance due to the high cost of medical care in the United States. A visit to a doctor's office could cost \$200 or more, and a single visit to a hospital emergency room could exceed \$1,000, depending on the services provided. Participants will be responsible for any costs incurred at medical facilities, hospitals, or pharmacies.

17.6 Electricity and Electronic Equipment Adapters

The standard electricity supply in the United States is 110 to 120 volts AC (60 cycles). U.S. three-pronged electrical outlets will be available at the tables around the hollow square in plenary meetings. If your electronic devices are not configured for U.S. electrical outlets, please bring the appropriate adapter for your equipment, for use in both hotel rooms and meeting rooms. The host team will not have adapters available for those without them.

If a delegate needs to purchase a universal electronic adapter while visiting Seattle, the Visit Seattle tourist bureau advises that adapters may be purchased at:

- Bartells downtown, 1628 5th Avenue, Seattle – phone (206) 622-0581
- Walgreens downtown, 222 Pike Street, Seattle – phone (206) 903-8392

- Target, 1401 2nd Avenue, Seattle – phone (206) 494-3250
- Hero Ace Hardware, 1915 4th Avenue, Seattle – phone (206) 454-7999

17.7 Water Supply

Tap water is safe to drink. Additionally, bottled water is widely available.

17.8 Telecommunications Services

Local phone services are reliable. Broadband and wireless internet services are available in all major hotels and at the meeting venues.

17.9 Smoking

The State of Washington prohibits smoking in all government and private workplaces, public schools, restaurants, bars, casinos/gaming establishments, retail stores, and recreational/cultural facilities. The meeting venues will have designated outdoor smoking areas. Smoking is prohibited near the main entrance doors.

17.10 Tipping

Tipping in the United States is customary. In restaurants, customers typically add a tip of 20% to their total bill, though will vary the tip to reflect the quality of service. Note that some restaurants automatically add a tip to the bill for large groups – and may add the tip even for smaller groups. Wait staff in restaurants receive low hourly wages and therefore depend on tips for their livelihood. Tips of \$2-\$5 per bag are customarily given to baggage handlers at airports and hotel bellhops who take luggage to a guest room. It is also customary to tip hotel room cleaning staff \$1 to \$2 per day. Taxicab drivers are customarily tipped 10-15% of the total fare.

18. SEATTLE INFORMATION

18.1 Seattle-Tacoma International Airport (SEA)

The Port of Seattle provides the following resources to make your travel through the Seattle-Tacoma International Airport (SEA) smoother.

Download the FlySEA App – track flights, search shops, transportation, and much more via the interactive map: <https://www.portseattle.org/page/sea-tac-app>

International Travel at SEA:

<https://www.portseattle.org/sea-tac/international-travel>

International Arrivals and Passport Control:

<https://www.portseattle.org/services-amenities/international-arrivals-and-passport-control>

Bags First for International Arrivals at SEA:

<https://www.portseattle.org/blog/bags-first-international-arrivals-sea>

Travel Tips at SEA:

<https://www.portseattle.org/page/traveler-updates-and-tips>

Interactive SEA Map:

<https://www.portseattle.org/sea-tac/maps>

SEA Printable Airport Directories for Ticketing Level, Baggage Claim Level, International Arrivals Facility (IAF):

<https://www.portseattle.org/page/printable-airport-directories>

18.2 Seattle Taxi Companies and Public Transit

Seattle Yellow Cab

Phone: (206) 622-6500

<https://seattleyellowcab.com/>

Orange Cab

Phone: (206) 522-8800

<http://orangecab.net/>

If in your free time, you wish to explore Seattle using public transit, please visit

<https://visitseattle.org/visitor-information/getting-around/> or these websites:

- Orca Card - <https://kingcounty.gov/en/dept/metro/fares-and-payment/ways-to-pay/orca-cards>
- Link Light Rail - <https://www.portseattle.org/page/public-transit-link-light-rail>
- King County Metro Tripplanner - <https://tripplanner.kingcounty.gov/#/app/tripplanning>

18.3 Seattle Urgent Care Facilities, Hospitals, and Pharmacies

Urgent Care Facilities

** If you or a colleague are having a medical emergency, please dial 911 from any phone.*

ZoomCare Urgent Care Center (0.4 miles from Seattle Convention Center)

Address: 517 Union Street, Seattle, WA 98101

Phone: (503) 684-8252

Website: <https://www.zoomcare.com/clinic/zoomcare-downtown-seattle>

Hours: Monday-Friday: 9am – 7pm
Saturday and Sunday: 9am – 6pm

Zoomcare Urgent Care Center (1.1 miles from Seattle Convention Center)

Address: 2301 2nd Avenue, Seattle, WA 98121

Phone: (503) 684-8252

Website: <https://www.zoomcare.com/clinic/zoomcare-belltown>

Hours: Monday-Friday: 8am – 6pm
Saturday and Sunday: 9am – 6pm

Kaiser Permanente Capitol Hill Medical Center Urgent Care (1.2 miles from Seattle Convention Center)

Address: 1501 E Thomas Street, Seattle, WA 98112
Phone: (206) 326-3223
Website: <https://healthy.kaiserpermanente.org/washington/facilities/Capitol-Hill-South-Building-338951>
Hours: Open 24 hrs.

Hospitals

** If you or a colleague are having a medical emergency, please dial 911 from any phone.*

Virginia Mason Hospital: Seattle (0.4 miles from Seattle Convention Center)

Address: 925 Seneca St
Phone: (206) 223-6600
Website: <https://www.vmfh.org/>

First Hill Medical Swedish Hospital (0.7 miles from Seattle Convention Center)

Address: 1124 Columbia St
Phone: (206) 386-6000
Website: <https://www.swedish.org/locations/first-hill-campus>

Harborview Medical Center (1.1 miles from Seattle Convention Center)

Address: Main Hospital, 325 9th Avenue, Seattle, WA 98104
Phone: (206) 744-3000
Website: <https://www.uwmedicine.org/locations/harborview-medical-center>

Pharmacies

Walgreens (0.5 miles from Seattle Convention Center)

Address: 222 Pike Street, Seattle
Phone: (206) 903-8392
Hours: Daily 7am-8pm
Website: [Walgreens Pharmacy - 222 PIKE ST, Seattle, WA 98101](#)

Bartell Drugs (0.3 miles from Seattle Convention Center)

Address: 1628 5th Avenue, Seattle
Phone: (206) 622-058
Hours: Daily 8am-9pm
Website: [Store \(bartelldrugs.com\)](#)

Target/CVS Pharmacy (0.6 miles from Seattle Convention Center)

Address: 1401 2nd Avenue, Seattle
Phone: (206) 494-3251
Pharmacy Hours:
Mondays: 10:00am - 1:30pm / 2:00pm - 7:00pm
Tuesday-Friday: 9:00am - 1:30pm / 2:00pm - 8:00pm
Saturday-Sunday: 9:00am - 1:30pm / 2:00pm - 6:00pm
Website: [Target Seattle Pike Plaza Store, Seattle, WA](#)

Bartell Drugs (1.1 miles from Seattle Convention Center)

Address: 910 4th Avenue, Seattle

Phone: (206) 624-2211

Hours:

Monday – Friday: 7am-8pm

Saturday: 8am-7pm

Sunday: 10am-6pm

Website: [Store \(bartelldrugs.com\)](http://Store(bartelldrugs.com))

18.4 Seattle Restaurants

The following list is provided by the Visit Seattle tourist bureau. Restaurant reservations are strongly recommended. Please check directly with individual restaurants for actual operating hours. For a huge selection of additional restaurants, please see <https://visitseattle.org/food-drink/restaurants/>

Rider

619 Pine Street, Seattle

(206) 859-4242

www.riderseattle.com/

Hours: Tuesday, Wednesday and Thursday 3pm – 12am; Friday and Saturday 3pm – 11pm; Sunday and Monday closed.

Regionally-sourced eats inspired by land and sea.

Cortina

621 Union Street, Seattle, WA 98101

(206) 736-7888

<http://www.ethanstowellrestaurants.com>

Hours: Monday-Friday 11am – 9pm; Happy Hour 3pm-6pm; closed weekends.

Stylish Italian restaurant and bar with updated fare, wine and craft cocktails, plus Happy Hour.

The George

411 University Street, Seattle

(206) 621-7889

www.thegeorgeseattle.com

Hours: Monday through Thursday 6:30am-11am / 11:30am-2pm / 5pm-9:30pm; Friday and Saturday 5pm-10:30pm

In the Fairmont Olympic. American Brasserie that focuses on seasonality impeccable ingredients, representing luscious terroir of the Pacific Northwest.

Elephant & Castle

1415 5th Avenue, Seattle

(206) 624-9977

Hours: Sunday through Thursday 11:30am – 12:00am; Friday and Saturday until 2am.

At the Motif Hotel. Casual pub with British and American pub classics and beers on tap. Multiple TVs, pool table, dart machine. Moderately priced and good for all ages.

Bourbon Steak

1433 4th Avenue at Pike Street, Seattle

(206) 741-1044

www.michaelmina.net/restaurants/bourbon-steak/seattle/

Hours: Monday through Thursday 5pm-9pm; Friday and Saturday 5pm-10pm; closed Sundays.
Happy Hour: Monday through Friday 4pm-6pm.

Michael Mina's American steakhouse; locally-sourced meats and Pacific Northwest seafood.

Daawat Grill and Bar

820 Pike Street, Seattle

(206) 467-7272

www.daawatgrillbar.com

Hours: Sunday through Thursday 11am – 10pm; Friday-Saturday 11am-11pm

Indian/Mediterranean – great for a group meal and child-friendly. Has a dancing noodle show and robot waiter that delivers items to your table. (V, GF)

Din Taifung

600 Pine Street, 4th Floor – Pacific Place Shopping Center, Seattle

(206) 682-9888

www.dintaifungusa.com

Hours: Daily, 11am – 9pm

Dumplings, soups, noodles, fried rice, Asian-style pork ribs and pork chops. Great for group meals. (V, GF)

Thai Ginger

600 Pine Street, 4th Floor – Pacific Place Shopping Center

(206) 749-9100

www.thaiginger.com

Hours: Sunday through Thursday 11:30am – 9pm; Friday and Saturday 11:30am – 9:30pm

Authentic Thai food, no MSG. Full bar. (V, GF)

Ruth's Chris Steakhouse

727 Pine Street (at 7th Avenue)

(206) 774-6400

www.ruthschris.com

Hours: Monday through Thursday 6:30am – 3pm / 4pm – 10pm; Friday and Saturday 6:30am – 3pm / 4pm – 10:30pm; Sunday 6:30am – 3pm / 4pm to 9pm

In Grant Hyatt Hotel. Upscale steakhouse; national chain.

Dough Zone

815 Pine Street, Seattle

(206) 682-6666

www.doughzonedumplinghouse.com

Hours: Daily 11am – 10pm

Chinese comfort food: buns, noodles, and soup dumplings. Great for a group meal. (V, GF)

Yard House

1501 4th Avenue, Seattle

(206) 682-2087

www.yardhouse.com/

Hours: Sunday through Thursday 11am – 10pm, Friday and Saturday 11am – 11pm

American classics with a wide variety of beers. Large family-friendly menu with children's menu. (V, GF)

Wild Ginger Downtown

1401 3rd Avenue (and Union Street)
(206) 623-4450

www.wildginger.net/seattledowntown

Hours: Sunday through Thursday 4pm – 8pm; Friday and Saturday 4pm – 9pm.
Most popular Asian fusion. (V, GF) Reservations recommended.

The Triple Door

216 Union Street, Seattle

www.thetripledoor.net

The Lounge is open for food service whenever there is a show on the Mainstage. No reservations taken for the Lounge. Offers 80% of Wild Ginger menu. (V, GF)

Wild Ginger McKenzie

2202B 8th Avenue (South Lake Union)

(206) 707-0396

Hours: Tuesday to Thursday 11:30am – 9pm; Saturday 4pm – 9pm; Closed Sunday and Monday.

Capital Grille

1301 4th Avenue (and University Street)

(206) 382-0900

www.thecapitalgrille.com/

Hours: Monday to Thursday 11am – 9pm; Friday until 10pm; Saturday 4pm – 10pm; Sunday 4pm – 9pm

Fine dining steak and seafood; national chain.

Purple Café and Wine Bar

1224 4th Avenue (and University Street)

(206) 829-2280

www.purplecafe.com/

Hours: Thursday-Sunday 11:30am – 4pm; Dinner Tuesday – Saturday 11:30am – 10pm; Sunday 11:30am – 9pm; Monday 4pm – 9pm

Fun, trendy American; large menu: sandwiches, pastas, steaks. (V, GF)

Romio's Pizza and Pasta

1011 Pike Street

(206) 622-6878

<https://downtownromios.com/>

Hours: Daily 11:30am – 9:30pm. Closed holidays. Happy Hour Monday – Saturday 3pm – 6pm.
Family-friendly, good for groups. Italian and Greek: pizza, pasta, gyros (GF). Also delivers.

Andare Kitchen and Bar

808 Howell Street, in the Hyatt Regency

(206) 859-6777

Hours: Daily 6:30am – 11pm.

Italian flavors with Seattle ingredients. Wood-fired pizzas, homemade pastas, sandwiches, entrée items and great desserts. Good for children. (V, GF)

Carlile Room

820 Pine Street, across from Paramount Theater

(206) 946-9720

www.thecarlile.com/

Hours: Wednesday – Sunday 4:30pm – 10:00pm.

Tom Douglas’s modern American bar and grille. A hip spot; many options for vegetarians.

Barolo

1940 Westlake Avenue (and 7th Avenue)

(206) 770-9000

<https://www.barologrilldenver.com/>

Tuesday – Saturday 5pm – 9:30pm; closed Sundays and Mondays

Elegant Northern Italian in an upscale setting.

Ben Paris

130 Pike Street (and 2nd Avenue – in the State Hotel)

(206) 513-7303

Hours: Lunch Wednesday and Thursday 11am – 2pm; Friday-Sunday 9am – 2pm; Dinner Monday to Thursday 4pm – 8:30pm; Friday and Saturday 4pm – 9:30pm

Imaginative contemporary spin to classic dishes using local ingredients.

Zaika

1100 Pike Street at Boren Street

(206) 432-9355

www.zaikaseattle.com

Hours: Lunch 11am – 3pm; Dine in dinner 5pm – 9:30pm; closed Tuesdays

Modern interpretation of classic Indian cuisine. Large menu. (V, GF)

Assaggio

2010 4th Avenue (and Virginia Street)

(206) 441-1399

www.assaggioseattle.com

Hours: Tuesday – Thursday 5pm – 9pm; Friday – Saturday 5pm – 10pm

Classic Italian.

Cinque Terre

2001 Westlake Avenue, Seattle

(206) 456-6300

www.cinqueterreseattle.com

Hours: Monday through Thursday 11:30am – 10pm; Friday until 11pm; Saturday 3pm – 11pm; Sunday 3pm – 10pm.

Modern regional Italian, local farm to table. Oyster bar, seafood, house-made pastas, and artisan pizzas.

18.5 Self Service Lunch Options in Seattle

The following list is provided by the Visit Seattle tourist bureau.

Anchorhead Coffee

1600 Seventh Avenue, Suite 5, Seattle, WA 98101

(206) 501-6662

<http://www.anchorheadcoffee.com>

At Anchorhead Coffee, we make coffee for people who love coffee. A specialty coffee roaster based in Duvall, Washington, we have cafes in Pike Place Market, Downtown Seattle, Capitol Hill, and Bellevue.

Hydrate Juice Bar

2025 First Avenue, Seattle, WA 98121
(206) 708-6067
<http://www.hydratejuicebar.com>

Joe & The Juice

2118 7th Avenue, Seattle, WA 98121
<http://joejuice.com>
Fresh juices, healthy shakes, and delicious sandwiches.

Cortina

621 Union Street, Seattle, WA 98101
(206) 736-7888
<http://www.ethanstowellrestaurants.com>
Cortina offers the downtown crowd an inspired Italian menu of small plates, house made pastas, and pizza in a modern setting. The large bar area is perfect for happy hour with friends, and the dining room is ideal for weekday lunch and intimate dinners.

Dahlia Bakery

2001 Fourth Avenue, Seattle, WA 98121
(206) 441-4540
Website: <http://www.dahlialounge.com>
Home to the world-famous Triple Coconut Cream Pie, Tom Douglas' Dahlia Bakery offers artisan breads, handmade pastries, and desserts, all baked daily in small batches. Breakfast and lunch options created by the Dahlia chef team start at breakfast with bacon and organic eggs and finish the day with a quart of Tom's Tasty Tomato soup and a loaf of fresh-baked bread.

Mr. West

720 Olive Way, #103, Seattle, WA 98101
(206) 708-9378
<http://mrwestcafebar.com/>
Mid-century meets modern design adaptable to fit your event possibilities. Café bar, conference room, curated experience. events@mrwestcafebar.com

Pike Fish Bar at Pike Brewing Company

Pike Brewing Co. – Tankard & Tun
1415 First Avenue, Seattle, WA 98101
(206) 622-6044, ext. 9
<https://www.pikebrewing.com/tankard-tun/>
Enjoy a local, seasonal menu with favorites like Pike Place ale-battered fish and chips and decadent seafood chowder, paired with award-winning Pike beer brewed on site with a selection of local wines and craft spirits.

Pike Place Chowder – Pacific Place

600 Pine Street, Suite 404, Seattle, WA 98101
(206) 838-5680
<http://pikeplacechowder.com>

Located on the fourth floor at Pacific Place. Expanded menu, serving beer and wine, open evenings until 9pm.

Piroshky Piroshky

1908 Pike Place, Seattle, WA 98101

(206) 764-1000

<https://piroshkybakery.com/>

Slices USA

809 Olive Way, Suite C, Seattle, WA 98101

(206) 223-6150

<http://www.sliceusa.com>

Sushi Kudasai

1420 Fifth Avenue, Suite 203, Seattle, WA 98101

(206) 453-5336

<http://sushikudasais Seattle.com>

Quickness and quality rolled up in one.

Tidal+

1639 8th Avenue, Seattle, WA 98101

(206) 676-4600

<https://www.hyatt.com/en-US/hotel/washington/hyatt-at-olive-8/seahs/dining>

Highlighting the natural bounty of the Pacific Northwest, the restaurants and eateries at Hyatt at Olive 8 make for truly unique dining experiences. Partnering with Seattle-area farmers and purveyors, our chefs sustainably source foods and create fresh favorites with a Pacific twist. Urbane, our signature restaurant, serves global favorites with local craft beers and wines, while Urbane Market makes a taste of Seattle's coffees, microbrews, and wines available to enjoy anywhere.

Crawfish Chef Grab'N Go

400 Pine Street, #136, Seattle, WA 98101

(253) 236-4468

<https://crawfishchef.net/westlake-center/>

Amazon Go

300 Boren Avenue N., Seattle, WA 98109

(888) 280-4331

<https://amzn.to/2WBEKVG>

Potbelly

1429 4th Avenue, Seattle, WA 98101

(206) 623-0099

<https://www.potbelly.com/locations/washington/4th-pike>

Retro-style counter-serve chain known for made-to-order toasted sandwiches, salads, and baked goods.

Veggie Grill

1427 4th Avenue, Seattle, WA 98101

(206) 624-1332

<https://veggiegrill.com/locations/downtown-seattle/>

Vegan chain offering sandwiches, salads, faux meats, and sides in a modern, counter-service setting.

MOD Pizza

1302 6th Avenue, Seattle, WA 98101
(206) 332-0200

https://locations.modpizza.com/usa/wa/seattle/1302-6th-ave?utm_source=google&utm_medium=yext

Counter-serve chain with industrial-chic décor known for build-your-own pizza.

Market Fresh

925 4th Avenue, #190, Seattle, WA 98104
(206) 447-0290

<http://www.eatmarketfresh.com>

Salad shop.

Pane Pane Sandwiches

304 Union Street, Seattle, WA 98101
(206) 887-1279

<http://panepanesandwiches.com/>

Informal eatery with an array of breakfast and lunch sandwich options, plus soups and salads.

Jimmy John's

1420 5th Avenue, #200, Seattle, WA 98101
(206) 623-9500

<https://locations.jimmyjohns.com/wa/seattle/sandwiches-1088.html>

NYC Deli Market at Grand Hyatt Seattle

1520 7th Avenue, Seattle, WA 98101

<http://nycdeli7thave.com/>

Everyday café in the Grand Hyatt Seattle offering hot and cold sandwiches and snacks, plus beer.

Johnny Rockets at Pacific Place

600 Pine Street, Seattle, WA 98101
(206) 749-9803

<https://locations.johnnyrockets.com/II/US/WA/Seattle/600-Pine-St>

Burgers, shakes and fries arrive in a retro setting at this outpost of the international chain.

Subway

501 Seneca Street, Seattle
(206) 624-6733

<https://restaurants.subway.com/united-states/wa/seattle/501-seneca-street>

Casual counter-serve chain for build-your-own sandwiches and salads, with health-conscious options.

18.6 Pike Place Market

With more than a century of history, Pike Place Market is the oldest continuously operating farmers market in the United States. Enjoy fresh produce, artisan goods, art, and more from more than 200 independently owned businesses and 150 craftspeople. The Market is located in downtown Seattle, just blocks from the Seattle Convention Center and the Sheraton Grand Hotel, sites of SOM3. It is open 7 days a week and 363 days a year, closed only on Thanksgiving and Christmas Day. The

hours for shops in the Market differ every day, but most of Pike Place Market is active from 9 a.m. to 6 p.m. with some restaurants staying open until midnight or later. Mornings before noon are less crowded so are generally the best time to visit. The Market is fullest Thursday – Monday.

<https://www.pikeplacemarket.org/>

Pike Place Market map: <https://www.pikeplacemarket.org/map/>

18.7 Activities in the Seattle Region

Please visit <https://visitseattle.org/things-to-do/> for a wide-ranging list of attractions and activities in the greater Seattle area.

ANNEX LIST

Annex A: SOM2 AND RELATED MEETINGS CALENDAR

Annex B: DOCUMENT INFORMATION REQUEST FORM (DIRF) (also attached to Administrative Circular email separately as a Word document)

Annex C: MAP OF RECOMMENDED HOTELS

Annex D: APEC Acronyms and Abbreviations

Annex E: SENIOR DISASTER MANAGEMENT OFFICIALS' FORUM (SDMOF) INTERPRETER SUPPORT FORM (also attached to Administrative Circular email separately as a Word document)

Annex F: FOOD SECURITY MINISTERS' MEETING (FSMM) INTERPRETER SUPPORT FORM (also attached to Administrative Circular email separately as a Word document)

Annex G: HIGH-LEVEL MEETING ON HEALTH AND THE ECONOMY (HLMHE) INTERPRETER SUPPORT FORM (also attached to Administrative Circular email separately as a Word document)

Annex H: ENERGY MINISTERS' MEETING (EMM) INTERPRETER SUPPORT FORM (also attached to Administrative Circular email separately as a Word document)

Annex I: WOMEN AND THE ECONOMY FORUM (WEF) INTERPRETER SUPPORT FORM (also attached to Administrative Circular email separately as a Word document)

Annex J: WEF and SMEEMM JOINT MINISTERIAL MEETING INTERPRETER SUPPORT FORM (also attached to Administrative Circular email separately as a Word document)

Annex K: SMALL & MEDIUM ENTERPRISES MINISTERIAL MEETING (SMEEMM) INTERPRETER SUPPORT FORM (also attached to Administrative Circular email separately as a Word document)

**ANNEX A: SOM3 AND RELATED MEETINGS CALENDAR
July 29-August 21, 2023 (U.S. Pacific Daylight Time, UTC-7)**

Meetings will take place at [Seattle Convention Center Summit Building](#), 900 Pine Street, Seattle, Washington, 98101 and the [Sheraton Grand Hotel](#), 1400 Sixth Avenue, Seattle, Washington, 98101. An upcoming edition of the SOM3 schedule will specify the venue name and room name of each meeting. Hybrid meetings are subject to change. Updates to this schedule will be provided in upcoming administrative circulars.

For assistance with APEC acronyms and abbreviations, please see Annex D.

Start	End	Meeting	Venue	Room	Hybrid	Digital Month
Saturday, July 29, 2023						
8:30 AM	12:00 PM	FMP: Workshop on Digital Assets				Yes
9:00 AM	5:00 PM	BMG: Business Mobility Group (*Day 1 of 2*)				
9:00 AM	5:30 PM	HLPDAB: High-Level Policy Dialogue on Agricultural Biotechnology -- Early Career Researchers and Innovative Start-ups Symposium			Yes	
9:00 AM	5:00 PM	OFWG: Ocean and Fisheries Working Group (*Day 1 of 2*)			No	
1:30 PM	5:00 PM	FMP: Workshop on Voluntary Carbon Markets				No
Sunday, July 30, 2023						
8:30 AM	5:30 PM	EGILAT: Experts Group on Illegal Logging and Associated Trade Plenary (*Day 1 of 2*)			No	
9:00 AM	5:00 PM	BMG: Business Mobility Group (*Day 2 of 2*)				
9:00 AM	5:00 PM	FMP: Senior Finance Officials' Meeting (SFOM) (*Day 1 of 2*)				No
9:00 AM	5:30 PM	HLPDAB: High Level Policy Dialogue on Agricultural Biotechnology Workshop on Reducing Redundancies and Facilitating Efficiencies: Regulatory and Policy Solutions for Oversight of Agricultural Biotechnologies (*Day 1 of 2*)			Yes	
9:00 AM	5:00 PM	OFWG: Ocean and Fisheries Working Group (*Day 2 of 2*)			No	

6:00 PM	8:00 PM	HLPDAB: Reception To RSVP, please email Events@croplife.org	Offsite			
Monday, July 31, 2023						
8:00 AM	5:00 PM	OFWG: Coastal Resilience Prioritization Workshop			No	
8:30 AM	5:30 PM	EGILAT: Experts Group on Illegal Logging and Associated Trade Plenary (*Day 2 of 2*)			No	
9:00 AM	5:00 PM	ACTWG: Workshop -- Public- Private Dialogue on Government Strategies to Encourage Ethical Business Conduct (*Day 1 of 2*)				
9:00 AM	1:00 PM	FMP: Senior Finance Officials' Meeting (SFOM) (*Day 2 of 2*)				No
9:00 AM	5:30 PM	HLPDAB: High Level Policy Dialogue on Agricultural Biotechnology Workshop on Reducing Redundancies and Facilitating Efficiencies: Regulatory and Policy Solutions for Oversight of Agricultural Biotechnologies (*Day 2 of 2*)			Yes	
9:00 AM	4:30 PM	SCCP: Workshop for Capacity Building in Self-Declaration of Origin for FTAs/RTAs (SCCP 02 2022T)			Yes	
12:00 PM	5:00 PM	HWG: AMR Workshop: Incentives to Bring New Antibiotics to APEC Markets	Offsite			
2:00 PM	5:00 PM	IPEG: Information Sharing on APEC Economies' Initiatives to Advance Women's Participation in the Global Intellectual Property (IP) System				
5:00 PM	7:00 PM	HWG: Networking Cocktail Hour (Triple Door, off-site venue, open to all registered APEC attendees)	Offsite			
Tuesday, August 1, 2023						
8:00 AM	5:00 PM	CTI: APEC Alliance for Supply Chain Connectivity (A2C2) Meeting				Yes

8:00 AM	12:00 PM	HLPDAB: High Level Policy Dialogue on Agricultural Biotechnology Plenary			Yes	
8:00 AM	2:00 PM	HWG: AMR Workshop: Incentives to Bring New Antibiotics to APEC Markets	Offsite			
8:00 AM	5:00 PM	IPEG: Intellectual Property Rights' Experts Group Plenary (*Day 1 of 2*)				
8:00 AM	5:00 PM	OFWG: Field Trip	Offsite		No	
8:30 AM	5:30 PM	EGILAT: Field Trip	Offsite		No	
8:30 AM	5:00 PM	EPWG: Emergency Preparedness Working Group Plenary			Yes	
9:00 AM	12:00 PM	ACTWG: Workshop -- Public-Private Dialogue on Government Strategies to Encourage Ethical Business Conduct (*Day 2 of 2*)				
1:00 PM	5:00 PM	PPFS: Policy Partnership on Food Security Plenary			Yes	
6:30 PM	9:00 PM	EPWG: Senior Disaster Management Officials Forum (SDMOF) Reception	Offsite			
Wednesday, August 2, 2023						
8:00 AM	9:00 PM	EPWG: SDMOF Drafting Room (*Day 3 of 3*)				
8:00 AM	5:00 PM	IPEG: Intellectual Property Rights' Experts Group Plenary (*Day 2 of 2*)				
8:30 AM	12:00 PM	ATCWG: Agricultural Technical Cooperation -- Plenary			Yes	
8:30 AM	5:00 PM	EPWG: Senior Disaster Management Officials Forum (SDMOF)			No	
8:30 AM	12:00 PM	HWG: A Public-Private Roundtable - Workshop on Telehealth Solutions and Digital Health Integration				
9:00 AM	5:00 PM	SCCP: APEC Customs Business Dialogue (ACBD)				
9:00 AM	5:00 PM	ACTWG: Anti-Corruption and Transparency Experts Working Group Plenary (*Day 1 of 2*)				

9:00 AM	3:00 PM	CD: Chemical Dialogue Industry Pre-Meeting (CD-IPM)				
1:00 PM	5:00 PM	HWG: A Public-Private Dialogue - Promoting Resilient Health Supply Chains				Yes
1:00 PM	5:00 PM	PPFS: Joint Meeting for PPFS, ATCWG, HLPDAB, OFWG, FSCF, EGILAT			Yes	
Thursday, August 3, 2023						
7:00 AM	5:30 PM	EPWG: Resilient Community Site Visit/Field Trip	Offsite			
8:30 AM	5:30 PM	EGILAT: Capacity-Building Workshop for Tools and Technology for Timber Legality (*Day 1 of 2*)			No	
9:00 AM	3:15 PM	IPEG: Clean Energy Field Trip	Offsite			
9:00 AM	11:30 AM	PPFS: Crucial Conversations: The Role of Public Private Partnerships in Achieving Food Security in a Climate-Challenged World			No	
9:00 AM	5:00 PM	SCCP: Sub-Committee on Customs Procedures Plenary (*Day 1 of 3*)				
9:00 AM	5:00 PM	ACTWG: Anti-Corruption and Transparency Experts Working Group Plenary (*Day 2 of 2*)				
9:00 AM	5:00 PM	ATCWG: Workshop on Advancing Resilient, Inclusive, and Sustainable Agricultural Productivity Growth			Yes	
9:00 AM	5:00 PM	CD: APEC Chemical Dialogue Meeting (Industry and Regulators)				
9:00 AM	3:00 PM	HWG: Health Working Group Day 1				
9:00 AM	5:00 PM	IEG: Investment Experts' Group Plenary (*Day 1 of 2*)				
12:00 PM	1:30 PM	HWG: Are Health Systems Ready? Preparing for Healthy Aging Across APEC				
1:00 PM	5:30 PM	TWG: Assessing the Impact of Rising Sea Levels on Travel and Tourism in APEC Economies Workshop			Yes	

1:30 PM	5:00 PM	PPFS: Food Security Ministers Meeting/High Level Dialogue (FSMM)			Yes	Yes
3:00 PM	5:00 PM	HWG: Health Working Group Field Trip - Seattle Children's Hospital	Offsite			
3:00 PM	5:00 PM	HWG: Health Working Group Field Trip - King County Health Department	Offsite			
3:00 PM	5:00 PM	HWG: Health Working Group Field Trip - University of Washington	Offsite			
3:30 PM	5:30 PM	IPEG: Green Technology Symposium				
5:30 PM	7:30 PM	SCCP: Welcome Reception	Offsite			
7:00 PM	10:00 PM	PPFS: Food Security Ministers Meeting/High Level Dialogue (FSMM) Gala Reception	Offsite		No	
Friday, August 4, 2023						
8:00 AM	5:00 PM	PPFS: Policy Partnership on Food Security -- Field Trip	Offsite			
8:00 AM	5:00 PM	SCSC: Workshop: Battery Energy Storage (*Day 1 of 2*)				Yes
8:30 AM	5:30 PM	EGILAT: Capacity-Building Workshop for Tools and Technology for Timber Legality (*Day 2 of 2*)			No	
8:30 AM	12:30 PM	SCSC: Roundtable and Site Visit: How Standards are Developing for Emerging Technologies and their Application to Greenhouse Gas (GHG) Emissions Measurement			No	Yes
9:00 AM	12:30 PM	PPSTI: PPSTI 06 2022S - 2022 APEC Research Center for Typhoon and Society (ACTS) Annual Meeting				
9:00 AM	5:00 PM	SCCP: Sub-Committee on Customs Procedures Plenary (*Day 2 of 3*)				
9:00 AM	5:00 PM	ATCWG: APEC Workshop on Food Loss and Waste Tracking and Food Recovery in Hospitality, Food Service and Retail Industries			Yes	
9:00 AM	4:30 PM	HWG: Health Working Group Day 2—Gender Dialogue I				
9:00 AM	12:00 PM	IEG: Investment Experts' Group Plenary (*Day 2 of 2*)				

9:00 AM	1:00 PM	TEL: Workshop: Low-Earth Orbit Satellite Technology Alternatives to Increase Connectivity for Rural and Remote Communities				Yes
9:00 AM	5:00 PM	TWG: 62nd APEC Tourism Working Group Meeting (*Day 1 of 2*)			No	
1:00 PM	3:30 PM	IEG: Implementing Inclusive and Responsible Business and Investment (IRBI)				
1:30 PM	5:00 PM	EPWG: APEC Resilience Week: EPWG 01 2022S - 2022 APEC Disaster Resilience Workshop				
2:00 PM	5:00 PM	SCCP: Field Trip	Offsite			
2:00 PM	5:00 PM	TEL: APEC Online Scams Exchange Forum				Yes
4:00 PM	6:30 PM	IEG: Workshop on Climate FDI Facilitation				
5:00 PM	6:00 PM	TEL: Heads-of-Delegation and Executive Committee Meeting				Yes
5:30 PM	7:30 PM	HWG: Gender Dialogue Reception				
Saturday, August 5, 2023						
8:00 AM	5:00 PM	ATCWG: Agricultural Technical Cooperation -- Field Trip	Offsite			
8:00 AM	5:00 PM	IEG: Investment Experts' Group: Workshop on Sustainable Investment Agreements				
8:00 AM	5:00 PM	SCSC: Workshop on Cybersecurity Considerations in Critical Infrastructure				Yes
8:00 AM	5:00 PM	SCSC: Workshop on Supporting AI at Scale in the APEC Region Through International Standards (*Day 1 of 2*)				Yes
8:00 AM	5:00 PM	SCSC: Workshop: Battery Energy Storage (*Day 2 of 2*)				Yes
8:00 AM	12:00 PM	TEL: Plenary Meeting Opening Session				Yes
9:00 AM	12:00 PM	SCCP: Sub-Committee on Customs Procedures Plenary (*Day 3 of 3*)				
9:00 AM	4:00 PM	HWG: Health Working Group Day 3—Gender Dialogue II				Yes

9:00 AM	5:00 PM	PPFS: Workshop: Policy Interactions of Climate, Food Security and Open Trading System			Yes	
9:00 AM	5:00 PM	TWG: 62nd APEC Tourism Working Group Meeting (*Day 2 of 2*)			No	
12:00 PM	2:00 PM	HWG: Health Working Group Working Lunch				Yes
1:00 PM	5:00 PM	TEL: Workshop on Connecting the Unconnected: Digital Inclusion				Yes
Sunday, August 6, 2023						
8:00 AM	5:00 PM	GOS: Public-Private Dialogue on Manufacturing-Related Services				
8:00 AM	9:00 AM	HWG: Working UHC Breakfast				
8:00 AM	5:00 PM	PPSTI: Policy Partnership on Science, Technology, and Innovation Plenary (*Day 1 of 2*)				
8:00 AM	12:00 PM	SCSC: Workshop on Implementing Circular Economy Standards in the APEC Region (Day 1 of 2)				
8:00 AM	5:00 PM	SCSC: Workshop on Supporting AI at Scale in the APEC Region Through International Standards (*Day 2 of 2*)				Yes
8:00 AM	5:00 PM	SCSC: Workshop on Water				
8:00 AM	5:00 PM	TEL: Second Workshop in Support of Regional Cloud Transformation				Yes
8:00 AM	5:00 PM	TWG: Technical Tour	Offsite			
9:00 AM	4:00 PM	HWG: High-Level Meeting on Health and the Economy (HLMHE)				Yes
9:00 AM	4:00 PM	PPFS: Workshop: Incentive-Based Policies for Climate and Food Security			Yes	
1:00 PM	5:00 PM	SCSC: Specialist Regional Bodies (SRBs) Meeting				
6:00 PM	7:00 PM	HWG: High-Level Meeting on Health and the Economy (HLMHE) Reception				
6:00 PM	9:00 PM	PPSTI: APEC Science Prize in Innovation, Research, and Education (ASPIRE) Award Ceremony				

7:00 PM	10:00 PM	HWG: High-Level Meeting on Health and the Economy (HLMHE) Gala Dinner				
Monday, August 7, 2023						
8:00 AM	12:00 PM	GOS: Workshop on the Practical Application of the APEC Services Index in Research and Policy				
8:00 AM	5:00 PM	PPSTI: Policy Partnership on Science, Technology, and Innovation Plenary (*Day 2 of 2*)				
8:00 AM	5:00 PM	SCSC: Joint Regulatory Advisory Committee on Electrical and Electronic Equipment (JRAC) Plenary				
8:00 AM	12:00 PM	SCSC: Workshop on Implementing Circular Economy Standards in the APEC Region (Day 2 of 2)				
8:00 AM	12:00 PM	TEL: Development and Policy Steering Group (DPSG) Plenary				Yes
9:00 AM	5:00 PM	DESG: Workshop on Data Standardization				Yes
9:00 AM	5:00 PM	SCSC: Workshop on Assisting Policy Makers with Mitigation and Prevention of Plastics Pollution – Standards as a Resource for the Policy Framework				
9:00 AM	12:00 PM	TEL: Agile Communications Equipment Approval Framework: An Ongoing Study - Part 2				Yes
1:00 PM	5:00 PM	GOS: Technical Group Meeting				
1:00 PM	5:00 PM	TEL: Security and Trust Steering Group (STSG) Plenary				Yes
Tuesday, August 8, 2023						
8:00 AM	12:00 PM	DESG: DPS-ABAC Workshop on Privacy Enhancing Technologies (PETs)				Yes
8:00 AM	5:00 PM	GOS: Services Domestic Regulation Workshop: Envisioning Next Generation Technical Standards Principles				Yes
8:00 AM	12:00 PM	PPSTI: Dissemination Forum on PPSTI 08 2021A – Workshop on				

		Catalyzing Quality STI Demand Raised by Demand-side of Technology Commercialization				
8:00 AM	5:00 PM	SCSC: Sub-Committee on Standards and Conformance Plenary (*Day 1 of 2*)				
8:00 AM	12:00 PM	TEL: Conformity Assessment and Interoperability Steering Group Plenary (CISG – the task force will be elevated to a working group)				Yes
8:30 AM	5:00 PM	GOS: Services Domestic Regulation Workshop: Envisioning Next Generation Technical Standards Principles				Yes
9:00 AM	5:00 PM	CTI: Measuring the Economic Impact of Trade Facilitation Policies on Trade Workshop (*Day 1 of 2*)				
9:00 AM	12:30 PM	PPSTI: Workshop on PPSTI Reforms				
1:00 PM	5:00 PM	DESG: Data Privacy Subgroup Plenary (DESG-DPS)				Yes
1:00 PM	5:00 PM	TEL: Plenary Meeting Closing Session				Yes
1:30 PM	5:00 PM	PPSTI: Inclusivity in STEM Workshop				
Wednesday, August 9, 2023						
8:00 AM	12:00 PM	DESG/TEL: Joint Public Private Dialogue (PPD)				Yes
8:00 AM	5:00 PM	SCSC: Sub-Committee on Standards and Conformance Plenary (*Day 2 of 2*)				
8:30 AM	5:30 PM	EC: Efforts to Promote Economic Opportunity and Inclusion: A Case Study on Indigenous Peoples (TBC)				
9:00 AM	5:00 PM	CTI: Measuring the Economic Impact of Trade Facilitation Policies on Trade Workshop (*Day 2 of 2*)				
1:00 PM	5:00 PM	PPSTI: Field Trip (TBD)	Offsite			
1:00 PM	5:00 PM	DESG/TEL: Joint Meeting				Yes
1:00 PM	5:00 PM	GOS: Asia-Pacific Services Coalition Public Private Dialogue				Yes

Thursday, August 10, 2023						
8:00 AM	5:00 PM	GOS: Group on Services Plenary				
8:00 AM	5:00 PM	SCSC: Workshop on Halal Standards				
8:30 AM	5:00 PM	CTI: FTAAP Work Program: Workshop on Inclusion in Trade Agreements and Trade Policy				
8:30 AM	6:00 PM	SCSC/EC: 16th Conference on Good Regulatory Practices (GRP) (SCSC 07 2022A) (*Day 1 of 2*)				Yes
9:00 AM	5:00 PM	DESG: Workshop on Digital Licensing and Permitting Measures			Yes	Yes
Friday, August 11, 2023						
8:00 AM	12:00 PM	CTI: Policy Dialogue: Enabling Trade by Indigenous Peoples			Yes	
8:00 AM	5:00 PM	DESG: Digital Economy Steering Group Plenary				Yes
8:00 AM	5:00 PM	MAG: Market Access Group Plenary				
8:00 AM	5:00 PM	SCSC/EC: 16th Conference on Good Regulatory Practices (GRP) (SCSC 07 2022A) (*Day 2 of 2*)				Yes
Saturday, August 12, 2023						
8:30 AM	5:30 PM	EC: Gender and Structural Reform Workshop: Inclusive Access to Credit and Financial Services				
3:30PM	6:00 PM	PSU: Policy Support Unit Board Meeting				
Sunday, August 13, 2023						
8:00 AM	5:00 PM	CTI: Committee on Trade & Investment Plenary (*Day 1 of 2*)				
8:30 AM	6:00 PM	EC: EAASR Mid-Term Review Meeting				
9:00 AM	9:00 PM	EWG: Energy Ministerial Drafting Room (*Day 1)				
5:30 PM	7:30 PM	HRDWG: Closing the Digital Skills Gap: Evening Reception	Offsite			Yes
Monday, August 14, 2023						
8:00 AM	5:00 PM	CTI: Committee on Trade & Investment Plenary (*Day 2 of 2*)				

8:30 AM	5:30 PM	BMC: Budget and Management Committee				
8:30 AM	6:00 PM	EC: Economic Committee Plenary (*Day 1 of 2*)				
9:00 AM	5:00 PM	HRDWG: Workshop on Closing the Digital Skills Gap: Promoting an Inclusive Digitally Skilled Workforce for Sustainable Growth (*Day 1 of 2*)			No	Yes
9:00 AM	9:00 PM	EWG: Energy Ministerial Drafting Room (*Day 2*)				
4:00 PM	7:00 PM	PECC: Administrative Meetings				
6:00 PM	8:00 PM	EWG: Energy Ministerial Opening Reception	Offsite			
Tuesday, August 15, 2023						
8:30 AM	6:00 PM	EC: Economic Committee Plenary (*Day 2 of 2*)				
8:30 AM	5:00 PM	PECC: 30th General Meeting: Achieving a Sustainable and Inclusive Asia-Pacific Through Innovation				Yes
8:30 AM	12:30 PM	SCE: SOM Steering Committee on ECOTECH				
9:00 AM	5:00 PM	HRDWG: Workshop on Closing the Digital Skills Gap: Promoting an Inclusive Digitally Skilled Workforce for Sustainable Growth (*Day 2 of 2*)			No	Yes
9:00 AM	5:30 PM	EWG: Energy Ministers Meeting (EMM) (*Day 1 of 2*)				
9:30 AM	11:30 AM	PPWE: Eighth Generation Site Visit	Offsite			
9:30 AM	11:30 AM	PPWE: Fran's Chocolate Site Visit	Offsite			
10:00 AM	12:00 PM	PECC: Field Trip (TBD)	Offsite			
12:30 PM	2:30 PM	PECC: Lunch for Senior Officials				
2:30 PM	5:00 PM	PECC: U.S. and China Joint Session on Global Green Growth Cities				
3:30 PM	6:00 PM	CTI/PPWE Joint Meeting				
6:00 PM	8:00 PM	SOM/PECC: Welcome Reception	Offsite			

7:00 PM	9:30 PM	EWG: Energy Ministerial Gala Dinner	Offsite			
Wednesday, August 16, 2023						
8:30 AM	5:30 PM	EWG: Energy Ministers Meeting (EMM) (*Day 2 of 2*)				
8:30 AM	11:00 AM	SOM Retreat	Offsite			
9:00 AM	12:45 PM	PPWE/SMEWG: Expanding Access to Global Value Chains for Women-Owned MSMEs Workshop			No	No
1:30 PM	5:30 PM	SOM: Senior Officials' Meeting (*Day 1 of 2*)			Yes	
2:00 PM	5:30 PM	PPWE: Gender-focused Climate Change Discussion				
2:00 PM	5:15 PM	SMEWG: MSMEs and Green Transition Workshop (TBC)			No	No
4:15 PM	4:45 PM	EWG: EMM Press Conference				
6:00 PM	9:00 PM	SMEWG: Harbor Cruise	Offsite		No	No
6:00 PM	9:00 PM	SOM: SOM-only Social Gathering	Offsite			
Thursday, August 17, 2023						
8:00 AM	5:00 PM	SOM: Senior Officials' Meeting (*Day 2 of 2*)			Yes	
8:30 AM	12:30 PM	PPWE: Second Meeting of the Policy Partnership on Women and the Economy (PPWE2)				
9:00 AM	1:00 PM	SMEWG: Small & Medium Enterprises Ministerial Statement Drafting Session			No	No
1:30 PM	5:30 PM	SMEWG: Port of Seattle Field Trip	Offsite		No	Yes
2:00 PM	5:00 PM	PPWE: Second Meeting of the Policy Partnership on Women and the Economy (PPWE2)				
5:00 PM	6:00 PM	SOM: Press Conference				
5:30 PM	7:00 PM	SMEWG: Port of Seattle Reception	Offsite		No	Yes
Friday, August 18, 2023						
8:30 AM	12:00 PM	PPWE/SMEWG: Women & E-Commerce Conference			No	Yes
1:00 PM	4:45 PM	PPWE: Digital and STEM Plenary Sessions				Partial

1:00 PM	4:30 PM	SMEWG: Small & Medium Enterprises Working Group Meeting (*Day 1 of 2*)			No	No
5:00 PM	6:00 PM	WEF: Public-Private Dialogue on Women and the Economy (PPDWE)				
5:30 PM	9:00 PM	SMEWG: Welcome Dinner	Offsite		No	Yes
6:30 PM	8:00 PM	WEF: APEC WEF Opening Reception				
Saturday, August 19, 2023						
9:00 AM	6:15 PM	PPWE: Care, Climate Change and Resilience Plenary Sessions				
9:00 AM	5:30 PM	SMEWG: Small & Medium Enterprises Working Group Meeting (*Day 2 of 2*)			No	No
9:30 AM	12:00 PM	APEC App Challenge				Yes
Sunday, August 20, 2023						
9:00 AM	12:30 PM	SMEWG: APEC MSME Technology & Innovation Showcase (TBC)			No	Yes
9:00 AM	9:30 AM	WEF: Keynote Address				
9:30 AM	11:30 AM	WEF: High Level Policy Dialogue on Women and the Economy (HLPDWE)				No
12:30 PM	2:00 PM	PPWE: Women in Trade Plenary				
2:00 PM	5:00 PM	WEF/SMEWG: HLPDWE+SMEEMM Joint Session			No	No
6:30 PM	9:30 PM	WEF/SMEWG: HLPDWE+SMEEMM Joint Gala Dinner	Offsite		No	No
Monday, August 21, 2023						
8:00 AM	9:30 AM	SMEWG: Small & Medium Enterprises Ministerial Meeting (SMEEMM) Breakfast Program			No	Yes
9:30 AM	5:00 PM	SMEWG: Small & Medium Enterprises Ministerial Meeting (SMEEMM)			No	Yes
12:00 PM	2:00 PM	SMEWG: Small & Medium Enterprises Ministerial Meeting (SMEEMM) Lunch Program [APEC App Challenge]			No	Yes

DOCUMENT INFORMATION REQUEST FORM (DIRF)

Please use one DIRF per document.

Meeting Name	OBJ
Meeting Date	OBJ

DOCUMENT DETAILS	
The information below will be used by the APEC Secretariat to create the cover page for each paper/presentation and to update the document classification list for each meeting.	
Title	OBJ
Agenda Item	OBJ
Purpose – Consideration or Information	OBJ
Access – Public or Restricted <i>If restricted, state reasons e.g., draft, under consideration, working document, non-paper</i>	OBJ
Submitted By <i>State name of Economy or Forum or Secretariat or Organisation</i>	
Forum Doc. No. <i>Applicable only if this exact document has been tabled at an earlier forum</i>	

For SOM3 plenary, please email document(s) and DIRF(s) by **11 August, 2023**.

To: gg@apcc.org

cc: USAPECC2023@state.gov

For All Other Meetings:

The APEC Secretariat Program Director in charge of supporting the meeting will contact members directly with instructions on the submission of papers, including deadlines, for meetings under their charge.

Note: Please do not password-protect the files as the APEC Secretariat will need to insert a standard cover page for each document.

MAP OF RECOMMENDED SEATTLE HOTELS



APEC Acronyms and Abbreviations

The following abbreviations should be used when referring to the following APEC Groups:

Committees

SCE	SOM Steering Committee on Economic and Technical Cooperation
CTI	Committee on Trade and Investment
BMC	Budget and Management Committee
EC	Economic Committee

Committee on Trade and Investment (CTI) Groups

AD	Automotive Dialogue
BMG	Business Mobility Group
CD	Chemical Dialogue
DESG	Digital Economy Steering Group
GOS	Group on Services
IPEG	Intellectual Property Rights Experts' Group
IEG	Investment Experts' Group
MAG	Market Access Group
SCCP	Sub-Committee on Customs Procedures
SCSC	Sub-Committee on Standards and Conformance

Economic Committee (EC) Group

CPLG	Competition Policy and Law Group
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SOM Steering Committee on Economic and Technical Cooperation (SCE) Working Groups

ACTWG	Anti-Corruption and Transparency Experts' Working Group
ATCWG	Agricultural Technical Cooperation Working Group
EWG	Energy Working Group
EPWG	Emergency Preparedness Working Group
EGILAT	Experts Group on Illegal Logging and Associated Trade
HRDWG	Human Resources Development Working Group
HWG	Health Working Group
OFWG	Ocean and Fisheries Working Group
SMEWG	Small and Medium Enterprises Working Group
TELWG	Telecommunications and Information Working Group
TPTWG	Transportation Working Group
TWG	Tourism Working Group

Policy Partnerships

PPWE	Policy Partnership on Women and the Economy
PPFS	Policy Partnership on Food Security
PPSTI	Public Partnership on Science, Technology, and Innovation

Other Groups

FMP	Finance Ministers' Process
HLPDAB	High Level Policy Dialogue on Agricultural Biotechnology

Advisory Group

ABAC	APEC Business Advisory Council
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SENIOR DISASTER MANAGEMENT OFFICIALS' FORUM (SDMOF)

August 2, 2023

INTERPRETER SUPPORT FORM

Please complete each section

Economy/Delegation:

<u>ECONOMY / DELEGATION DETAILS</u>	
<u>Language</u>	
<u>Total Number of Interpreters in Delegation</u>	
<u>Name(s) of Interpreter(s)</u>	

<u>SIMULTANEOUS INTERPRETATION REQUEST</u>	
<u>Intend to use SI booth at SDMOF Plenary</u>	<input type="radio"/> <u>YES</u>
	<input type="radio"/> <u>NO</u>

<u>CONTACT DETAILS</u>	
<u>Full Name</u>	
<u>Title</u>	
<u>Ministry / Organization</u>	
<u>Email</u>	
<u>Phone</u>	

Interpretation support includes booths that accommodate two interpreters per language and audio equipment (microphones for interpreters and headphones for Ministers and other delegates).

All interpreters must be accredited as part of an official delegation. **All interpreters must register for a credential at Registration@state.gov** – DAOs, please include interpreters in registration forms.

Deadline: Please complete and send this form to caroline@accentonlanguages.com; cc: PierceM2@state.gov; by **Monday, June 26, 2023**.

FOOD SECURITY MINISTERS' MEETING (FSMM)

August 3, 2023

INTERPRETER SUPPORT FORM

Please complete each section

Economy/Delegation:

<u>ECONOMY / DELEGATION DETAILS</u>	
<u>Language</u>	
<u>Total Number of Interpreters in Delegation</u>	
<u>Name(s) of Interpreter(s)</u>	

<u>SIMULTANEOUS INTERPRETATION REQUEST</u>	
<u>Intend to use SI booth at FSMM Plenary</u>	<input type="radio"/> <u>YES</u> <input type="radio"/> <u>NO</u>

<u>INTERPRETER CONTACT DETAILS</u>	
<u>Full Name</u>	
<u>Title</u>	
<u>Ministry / Organization</u>	
<u>Email</u>	
<u>Phone</u>	

Interpretation support includes booths that accommodate two interpreters per language and audio equipment (microphones for interpreters and headphones for Ministers and other delegates).

All interpreters must be accredited as part of an official delegation. **All interpreters must register for a credential at Registration@state.gov** – DAOs, please include interpreters in registration process.

Deadline: Please complete and send this form to APEC2023.FSM@usda.gov; cc: PierceM2@state.gov; by **Friday, June 30, 2023.**

HIGH-LEVEL MEETING ON HEALTH AND THE ECONOMY (HLMHE)**August 6, 2023****INTERPRETER SUPPORT FORM***Please complete each section***Economy/Delegation:**

<u>ECONOMY / DELEGATION DETAILS</u>	
<u>Language</u>	
<u>Total Number of Interpreters in Delegation</u>	
<u>Name(s) of Interpreter(s)</u>	

<u>SIMULTANEOUS INTERPRETATION REQUEST</u>	
<u>Intend to use SI booth at HLMHE Plenary</u>	<input type="radio"/> <u>YES</u> <input type="radio"/> <u>NO</u>

<u>INTERPRETER CONTACT DETAILS</u>	
<u>Full Name</u>	
<u>Title</u>	
<u>Ministry / Organization</u>	
<u>Email</u>	
<u>Phone</u>	

Interpretation support includes booths that accommodate two interpreters per language and audio equipment (microphones for interpreters and headphones for Ministers and other delegates).

All interpreters must be accredited as part of an official delegation. **All interpreters must register for a credential at Registration@state.gov** – DAOs, please include interpreters in registration process.

Deadline: Please complete and send this form to Julia.Konner@hhs.gov and Han.Koo@hhs.gov; cc: PierceM2@state.gov; by **Friday, June 30, 2023**.

ENERGY MINISTERS' MEETING (EMM)**August 15-16, 2023****INTERPRETER SUPPORT FORM***Please complete each section***Economy/Delegation:**

<u>ECONOMY / DELEGATION DETAILS</u>	
<u>Language</u>	
<u>Total Number of Interpreters in Delegation</u>	
<u>Name(s) of Interpreter(s)</u>	

<u>SIMULTANEOUS INTERPRETATION REQUEST</u>	
<u>Intend to use SI booth at EMM Plenary</u>	<input type="radio"/> YES <input type="radio"/> NO

<u>INTERPRETER CONTACT DETAILS</u>	
<u>Full Name</u>	
<u>Title</u>	
<u>Ministry / Organization</u>	
<u>Email</u>	
<u>Phone</u>	

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Deadline: Please complete and send this form to PierceM2@state.gov; cc: katherine.selley@hq.doe.gov by **Friday, July 7, 2023**.

WOMEN AND THE ECONOMY FORUM (WEF)
AUGUST 20, 2023
INTERPRETER SUPPORT FORM

Please complete each section

Economy/Delegation:

<u>ECONOMY / DELEGATION DETAILS</u>	
<u>Language</u>	
<u>Total Number of Interpreters in Delegation</u>	
<u>Name(s) of Interpreter(s)</u>	

<u>SIMULTANEOUS INTERPRETATION REQUEST</u>	
<u>Intend to use SI booth at WEF Plenary</u>	<input type="radio"/> <u>YES</u> <input type="radio"/> <u>NO</u>

<u>INTERPRETER CONTACT DETAILS</u>	
<u>Full Name</u>	
<u>Title</u>	
<u>Ministry / Organization</u>	
<u>Email</u>	
<u>Phone</u>	

Interpretation support includes booths that accommodate two interpreters per language and audio equipment (microphones for interpreters and headphones for Ministers and other delegates).

All interpreters must be accredited as part of an official delegation. **All interpreters must register for a credential at Registration@state.gov** – DAOs, please include interpreters in registration process.

Deadline: Please complete and send this form to PierceM2@state.gov by **Friday, July 14, 2023**.

WEF and SMEEMM JOINT MINISTERIAL MEETING
AUGUST 20, 2023
INTERPRETER SUPPORT FORM

Please complete each section

Economy/Delegation:

<u>ECONOMY / DELEGATION DETAILS</u>	
<u>Language</u>	
<u>Total Number of Interpreters in Delegation</u>	
<u>Name(s) of Interpreter(s)</u>	

<u>SIMULTANEOUS INTERPRETATION REQUEST</u>	
<u>Intend to use SI booth at WEF and SMEEMM Joint Plenary</u>	<input type="radio"/> <u>YES</u> <input type="radio"/> <u>NO</u>

<u>INTERPRETER CONTACT DETAILS</u>	
<u>Full Name</u>	
<u>Title</u>	
<u>Ministry / Organization</u>	
<u>Email</u>	
<u>Phone</u>	

Interpretation support includes booths that accommodate two interpreters per language and audio equipment (microphones for interpreters and headphones for Ministers and other delegates).

All interpreters must be accredited as part of an official delegation. **All interpreters must register for a credential at Registration@state.gov** – DAOs, please include interpreters in registration process.

Deadline: Please complete and send this interpreter support form to PierceM2@state.gov; cc: tricia.vanorden@trade.gov; by **Friday, July 14, 2023**.

SMALL AND MEDIUM ENTERPRISES MINISTERIAL MEETING (SMEMM)**AUGUST 21, 2023****INTERPRETER SUPPORT FORM***Please complete each section***Economy/Delegation:**

<u>ECONOMY / DELEGATION DETAILS</u>	
<u>Language</u>	
<u>Total Number of Interpreters in Delegation</u>	
<u>Name(s) of Interpreter(s)</u>	

<u>SIMULTANEOUS INTERPRETATION REQUEST</u>	
<u>Intend to use SI booth at SMEMM Plenary</u>	<input type="radio"/> <u>YES</u> <input type="radio"/> <u>NO</u>

<u>INTERPRETER CONTACT DETAILS</u>	
<u>Full Name</u>	
<u>Title</u>	
<u>Ministry / Organization</u>	
<u>Email</u>	
<u>Phone</u>	

Interpretation support includes booths that accommodate two interpreters per language and audio equipment (microphones for interpreters and headphones for Ministers and other delegates).

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Deadline: Please complete and send this interpreter support form to PierceM2@state.gov; cc: tricia.vanorden@trade.gov; by **Friday, July 14, 2023**.