



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

**Seattle, Washington  
July 29-August 21, 2023**  
Release Date: May 15, 2023

## 1. INTRODUCTION

The United States warmly welcomes you to the third Senior Officials' Meeting and Related Meetings (SOM3) for APEC 2023. This is a "pre-Administrative Circular" for SOM3 to provide information exclusively for hotel reservations.

Due to several prominent "city-wide" events taking place in Seattle during the dates of SOM3 and noting Seattle's attractiveness as a vacation destination especially in the month of August, the U.S. APEC team recommends that economies reserve hotel rooms early. This pre-administrative circular is to encourage delegations to reserve hotel rooms now for SOM3.

## 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 16-17: Senior Officials' Meeting (SOM)**
6. **August 18-20: High Level Policy Dialogue on Women and the Economy Forum (WEF)**
7. **August 20: WEF and SMEMM Joint Ministerial Meeting**
8. **August 21: Small & Medium Enterprises Ministerial Meeting (SMEMM)**

## 3. HOTEL ACCOMMODATIONS FOR APEC 2023 SOM3

Economies are encouraged to begin the accommodations process 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 an economy.

### Reservation Process

**Step 1:** Delegations should contact the APEC Accommodations team directly via email at [APEC-hotels@eventalliez.com](mailto: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 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 - including transportation - during SOM3.

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](mailto: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.*

#### **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:** \$\$\$