



**Administrative Circular**  
**Asia-Pacific Economic Cooperation (APEC)**  
**The First Senior Officials' Meeting and Related Meetings**  
**(SOM1)**  
**February 14-28, 2023**

**Palm Springs, California**

Release Date: January 10, 2023

## 1. INTRODUCTION

The United States warmly welcomes you to the first Senior Officials' Meeting and Related Meetings (SOM1) for APEC 2023. This is the first Administrative Circular for SOM1 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). See Section 3 on DAO and DLO registration.

## 2. MEETING SCHEDULE, DATES, and VENUE

SOM1 will take place February 14-28, 2023 in Palm Springs, California at the Palm Springs Convention Center and the Renaissance Palm Springs Hotel (<https://visitpalm Springs.com/palm-springs-convention-center>). The notional SOM1 and related meetings calendar is attached separately as Annex A. The time indicated on the schedule is California local time (GMT-8). See Section 5.9 on page 6 for member economies' equivalent local times.

The Notional Meeting Schedule provides basic information so delegates may make flight reservations and hotel reservations. Additional details on hybrid format and meeting room locations will be provided in Administrative Circular Updates. Questions regarding the schedule should be directed to the Program Director of your specific sub-fora.

## 3. DESIGNATED ACCREDITATION AND LIAISON OFFICERS

### 3.1 Delegation Accreditation Officer (DAO)

All member economies are required to assign one (1) Designated Accreditation Officer (DAO) and a maximum of two (2) sub-DAOs responsible for registering their delegation for participation in SOM1 and related meetings. **Please note: DAOs and sub-DAOs are requested to send their contact information to [Registration@state.gov](mailto:Registration@state.gov) no later than Friday, January 13, 2023.** The email subject should be "Delegation Accreditation Officer – [economy name]" and comprise the following information:

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

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

### 3.2 Delegation Liaison Officer (DLO)

All member economies that plan to arrive in-person to Palm Springs, California are required to assign one (1) Designated Liaison Officer (DLO) and one alternate DLO. The DLO will be the designated contact for each delegation once the delegation arrives in Palm Springs. The DLO is not required for any delegations that will be participating only 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 SOM1. **Please note: DLOs should send their contact information to [Registration@state.gov](mailto:Registration@state.gov) no later than Friday, January 13, 2023.** The email subject should be “Delegation Liaison Officer – [economy name]” and comprise the following information:

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

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 Palm Springs, California.

A DLO is required for each of the following groups:

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

## 4. REGISTRATION

Online registration for SOM1 will be open from January 13, 2023 until close of business on January 26, 2023. DAOs and DLOs who have sent their contact information to [Registration@state.gov](mailto:Registration@state.gov) will receive a username and password via email to access the APEC 2023 Delegation Registration System. Please note that the username and password shall 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 2023 Delegation Registration System. A link to the system 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 APEC 2023 Delegation Registration System.

A confirmation message will be emailed to each registered DAO upon the successful registration of a participant. 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](mailto:Registration@state.gov).

Participants are highly encouraged to register at least two weeks prior to the first day of their meeting for SOM1 to ensure smooth registration of delegates. Delays in delegation registration may require participants to register on site at the Renaissance Palm Springs Hotel. On-site registration will only be processed after written verification is obtained from the relevant DAO or DLO.

Every effort will be made to provide timely on-site registration and issuance of ID badges for late registrants. **However, there is no guarantee that the registration process will be completed before the meetings begin.** Participants who arrive at the meeting venue without being previously registered via the online portal will be processed for an ID badge only after their delegate status has been verified by their DAO or DLO.

#### Project Management Unit (PMU) Projects Training

Please note that registration for PMU training sessions will be managed separately. To register for any of the PMU sessions, please contact your forum Program Director or [pmu@apcc.org](mailto:pmu@apcc.org).

### **4.1 Non-Member Participants (NMP)**

Invited guests who are not members of a 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 SOM1 and Related Meetings. NMPs and guests should contact the relevant Program Director (PD) 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](mailto:Registration@state.gov). The U.S. APEC 2023 Registration Team will send a registration link, username, and password directly to the NMP's email to login and register himself/herself.

## **5. GUIDANCE FOR REMOTE PARTICIPATION**

## 5.1 Meeting Arrangements

Remote participation will be available for a limited number of APEC SOM1 events. Most meetings will require in-person attendance, while the Senior Officials' Meeting scheduled for February 27-28, 2023 will allow for remote participation. 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 specific meetings that will be offered in virtual format will be sent in an Administrative Circular Update.

## 5.2 Technical Arrangements for Meetings

Additional information will be sent in an Administrative Circular Update.

## 5.3 Username and Display Setting

Remote participants should display their names using the naming convention below. Participants are required to change their names in accordance with the table below.

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

<b>ASEAN Secretariat</b>	25 ASEANSEC/Full Name
<b>PECC</b>	26 PECCSEC/Full Name
<b>PIF Secretariat</b>	27 PIFSEC/Full Name
<b>Non-Member Participants (NMPs)</b>	28 GUEST/Full Name

## 5.4 Virtual Background

All participants are encouraged to use the APEC logo as a virtual background while participating.

## 5.5 Technical Checks

Additional information will be sent in an Administrative Circular Update.

## 5.6 Technical Support

Additional information will be sent in an Administrative Circular Update.

## 5.7 Presentations

SOM1 will be paperless. Documents or presentations should be submitted electronically prior to the meetings in accordance with Section 14 (please see page 12).

## 5.8 Recording

APEC organisers, or the APEC Secretariat, may informally record meetings, including remote participation sessions and virtual meetings, for the purpose of note taking. Refer to Section 16 on page 14 for more information on recording.

## 5.9 Local Time

Delegates are strongly advised to access the meeting no less than 30 minutes before the meeting starts. The meeting time of each economy is shown in the table below.

Economy	Local time for California (Pacific Standard Time) 0900 hrs (GMT -8)
Australia	04:00 hrs +1 day
Brunei Darussalam	01:00 hrs +1 day
Canada	12:00 hrs
Chile	02:00 hrs
People's Republic of China	01:00 hrs + 1 day
Hong Kong, China	01:00 hrs + 1 day
Indonesia	00:00 hrs + 1 day
Japan	02:00 hrs + 1 day
Republic of Korea	02:00 hrs + 1 day
Malaysia	02:00 hrs + 1 day
Mexico	11:00 hrs
New Zealand	06:00 hrs + 1 day
Papua New Guinea	03:00 hrs

Peru	12:00 hrs
The Philippines	01:00 hrs + 1 day
Russia	08:00 hrs
Singapore	01:00 hrs + 1 day
Chinese Taipei	00:00 hrs + 1 day
Thailand	01:00 hrs + 1 day
United States (District of Columbia)	12:00 hrs
Viet Nam	00:00 hrs + 1 day

## 6. MEETING ACCESS

### 6.1 Pick Up ID Badges

DLOs may collect badges for members of their respective delegations at the Credentials Solutions Table located at the Renaissance Palm Springs Hotel between 9:00am and 12:00pm PST and 1:30pm – 5:00pm PST on February 13, 2023.

In order to collect badges for members of their delegation, DLOs must bring a list of attendees for verification.

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

### 6.2 Lapel Pins

A meeting lapel pin will be provided to Heads of Delegation for APEC Economy Senior Officials, APEC Secretariat, ABAC, the three Official APEC Observer Organisations and the Chairs of Committees, in order to expedite entry to venues, meetings, and official events. Delegates with lapel pins can access all venues, but are kindly requested to also wear their ID badges while at the meeting venue.

### 6.3 Meeting Overpasses

In addition to ID badges, a meeting overpass will be required for entrance into the SOM Plenary Meeting taking place on February 27 and 28, 2023.

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

Meeting overpasses are required to enter the SOM plenary meetings. Each economy will be provided seven (7) overpasses; the APEC Secretariat will be provided an appropriate number of overpasses; and the ABAC Secretariat and Observer Organisations will be provided three (3) overpasses. Registered guests will be provided an appropriate number of overpasses.

### 6.4 Meeting Access Procedures

All delegates and participants are required to clearly display their ID badge and relevant overpass to be allowed entry to venues and meeting rooms, with the exception of lapel pin wearers.

## **7. MEETING SECURITY**

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

## **8. MEDIA**

Additional information will be sent in an Administrative Circular Update.

## **9. HOTEL ACCOMMODATIONS**

### **9.1 Reservation Procedures**

To assist in ensuring each economy has accommodation with an officially designated APEC hotel, a dedicated housing team has been organised to assist DLOs.

Step 1: DLOs will contact the APEC dedicated accommodations team via email at [APEC-hotels@eventalliez.com](mailto:APEC-hotels@eventalliez.com). Because hotel rooms in Palm Springs are at a premium during the month of February due to many competing international events occurring around the same time, the APEC accommodations team will be able to locate the best hotel to fit your delegation's needs, check for room availability for the number in your delegation, and provide information on alternatives if your first choice is already booked.

Step 2: The APEC accommodations team will then provide DLOs with a booking site or direct contact at each hotel property to ease the reservation process. The accommodations team will also provide any reservation codes or information needed to obtain the special APEC group rate at each hotel property.

### **9.2 Designated Hotels**

The following hotels are the designated APEC hotels, which will also be the location for shuttle departures and arrivals for all official scheduled events. Due to peak season in Palm Springs, room availability at many properties is extremely limited. Economies are encouraged reach out to the APEC-hotels team as early as possible to secure a reservation.

- **Westin Rancho Mirage Golf Resort & Spa**

Address: 71333 Dinah Shore Drive, Rancho Mirage, CA, 92270

Dates Available: February 10 – 28

- Group Rate: Negotiated rates are \$259 plus \$15.00 resort fee plus tax (currently 13.25%) per night.
- The above confirmed group rate is applicable three days before to three days after the official meeting dates, subject to availability.
- Reservations must be made no later than January 18, 2023. Reservations made after January 18, 2023 may not be guaranteed at the group rate.



- **Sonder V**

Address: 333 E Palm Canyon Dr, Palm Springs, CA 92264

Dates Available: February 13 – 28

- Group Rate: Negotiated rates are \$195 plus tax (currently 13.5%) per night.
- The above confirmed group rate is applicable three days before to three days after the official meeting dates, subject to availability.
- Reservations must be made no later than January 30, 2023. Reservations made after January 30, 2023 may not be guaranteed at the group rate.

- **Margaritaville Resort**

Address: 1600 North Indian Canyon Drive, Palm Springs, CA 92262

Dates Available: February 13 – 28

- Group Rate: Negotiated rates are \$269 plus tax per night.
- The above confirmed group rate is applicable three days before to three days after the official meeting dates, subject to availability.
- Reservations must be made no later than January 30, 2023. Reservations made after January 30, 2023 may not be guaranteed at the group rate.

- **Courtyard Palm Springs**

Address: 1300 Tahquitz Canyon Way, Palm Springs, CA 92262

Dates Available: February 13 – 28

- Group Rate: Negotiated rates are \$292 plus tax (currently 16.5% +\$0.29) per night.
- Room rate includes breakfast daily.
- The above confirmed group rate is applicable three days before to three days after the official meeting dates, subject to availability.
- Reservations must be made no later than January 30, 2023. Reservations made after January 30, 2023 may not be guaranteed at the group rate.

- **Hotel Zoso**

Address: 105 S Indian Canyon Drive, Palm Springs, CA 92262

Dates Available: February 13 – 22

- Group Rate: Negotiated rates are \$259 plus \$10.00 resort fee plus tax per night.
- The above confirmed group rate is applicable three days before to three days after the official meeting dates, subject to availability.
- Reservations must be made no later than January 23, 2023. Reservations made after January 23, 2023 may not be guaranteed at the group rate.

### **9.3 Hotel Rates**

Negotiated rates for the designated hotels are as noted above in **9.2 Designated Hotels**. Resort fees are as noted; amenities are subject to change.

## **10. AIRPORT ARRIVALS**

Airport transfers will be available from Palm Springs International Airport (PSP) only. Additional information will be sent in an Administrative Circular Update.

Public transportation, such as taxis and Ubers, are also available at Palm Springs International Airport for rides to APEC hotels.

**Please note:** Travelers who arrive at Los Angeles International Airport (LAX) and rent a car to drive to Palm Springs should expect a minimum two-hour drive, depending on time of day and the amount of traffic. Gas prices per gallon include California state taxes.

## **11. VISA AND TRAVEL REQUIREMENTS**

### **11.1 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.

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.

### **11.2 COVID-19 Travel Information**

Please refer to the U.S. State Department 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/quarantine/order-safe-travel.html>.

This Administrative Circular provides general COVID requirements that apply to all non-immigrant visitors. Please refer to the CDC website for specific requirements, if any, that apply to your region.

**Non-U.S. Citizens who are non-immigrants**, are required to provide either proof of vaccination and/or show a negative COVID-19 test result prior to boarding a flight to the United States. For more information see Requirement for Proof of COVID-19 Vaccination for Air Passengers on CDC's website listed above. In addition, please contact the airline for specific boarding requirements. Note that, effective June 12, 2022, U.S. citizens are not required to present a negative COVID-19 test before boarding a flight. We recognize that diplomats and officials of foreign governments can request to be exempted from the COVID travel requirements but strongly recommend that you do not request an exemption. The CDC guidelines require that exempted travelers are required to quarantine for five days after arrival.

	<b>Vaccines Approved or Authorised by the U.S. Food and Drug Administration</b>	<b>Vaccines Listed for <a href="#"><u>Emergency Use (EUL)</u></a> by the <a href="#"><u>World Health Organisation</u></a></b>	<b>Certain Clinical Trial Vaccines Which Have Confirmed Efficacy</b>
<b>Single Dose</b>	<ul style="list-style-type: none"> <li>• Jansen/J&amp;J</li> </ul>	<ul style="list-style-type: none"> <li>• Janssen/J&amp;J</li> <li>• Convidecia (CanSinoBIO)</li> </ul>	
<b>2-Dose Series</b>	<ul style="list-style-type: none"> <li>• Comirnaty (Pfizer-BioNTech)</li> <li>• Spikevax (Moderna)</li> <li>• Novavax</li> </ul>	<ul style="list-style-type: none"> <li>• Comirnaty (Pfizer-BioNTech)</li> <li>• Spikevax (Moderna)</li> <li>• Vaxzevria (AstraZeneca)</li> <li>• Covaxin</li> <li>• Covishield BIBP/Sinopharm CoronaVac (Sinovac) Nuvaxovid (Novavax) Covovax</li> </ul>	<ul style="list-style-type: none"> <li>• Medicago</li> </ul>

## 12. TRANSPORTATION

### **12.1 Transportation for Senior Officials, Delegates and Participants**

APEC hotel shuttles will be available during the dates of APEC SOM1 meetings to transfer Senior Officials, delegates, and participants on a continuous, rotating basis from APEC-designated hotels to meeting venues and the downtown Palm Springs area on meeting days. In addition, there will be a special round trip shuttle during lunch hours to transport delegates to downtown Palm Springs for lunch.

Additional information will be sent in an Administrative Circular Update.

### **12.2 Public Transportation, Taxis, and Ride Share Services**

There is limited public transportation bus service in Palm Springs. Participants are advised to choose hotels within walking distance of the Palm Springs Convention Center. Taxis in Palm Springs are both safe and reliable and can be coordinated through your respective hotel or hailed on the street. Uber and Lyft are available and widely used throughout Palm Springs.

## **13. MEETING VENUE FACILITIES, SERVICES, AND ACTIVITIES**

### **13.1 Common Delegation Room**

Additional information will be sent in an Administrative Circular Update.

### **13.2 Bilateral Meetings**

Bilateral meeting space will be available at SOM1. The Bilateral Meeting Reservation Form is appended in Annex C.

Additional information will be sent in an Administrative Circular Update.

### **13.3 Prayer Rooms**

Additional information will be sent in an Administrative Circular Update.

### **13.4 COVID-19 Testing During APEC 2023 SOM1 Meeting Days**

Daily COVID-19 testing will not be required during APEC 2023 SOM1 meeting days. However, Senior Officials, delegates, participants, staff, and vendors are strongly recommended to self-test during the course of SOM1. If symptomatic, please self-isolate.

## **14. DOCUMENT SUBMISSION AND ACCESS**

### **14.1 Meeting Document Submission Requirements**

Please submit all meeting documents in electronic format by February 3, 2023 to facilitate access and review in advance of the meetings. Email documents together with a completed Documentation Information Request Form (DIRF) Annex B to the following email addresses:

To: [gg@apcc.org](mailto:gg@apcc.org)  
cc: [USAPEC2023@state.gov](mailto:USAPEC2023@state.gov)

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

## **14.2 Document access**

All meetings are paperless. Documents submitted by the stipulated deadline will be made accessible via the SOM APEC Collaboration System (ACS) page 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@apec.org](mailto:aimp@apec.org) well in advance of the meeting to arrange access.

## **14.3 Final papers**

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

## **14.4 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.

# **15. MEETING ETIQUETTE**

## **15.1 APEC Conventions**

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 also 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. Please refrain from displaying any:

- i. Flags or visual images in any shape or form that depict a flag of any economy;
- ii. Graphics/images that depict the map or boundaries of any economy; and
- iii. Anthems or emblems, images, items or any other materials, which may imply the

"political status" of any economy.

### **15.2 Dress Code**

Attire for the meetings is Business Casual. Sports shirts, slacks, and covered shoes are appropriate for men, while dresses, blouses, skirts, or trousers are appropriate for women. While ties are not required, participants are encouraged to bring a light jacket or sweater.

### **15.3 Special Needs Requests**

DAOs will have the opportunity to provide information regarding requests for accommodation in the registration process.

## **16. RECORDING**

APEC organisers, or the APEC Secretariat may informally record meetings, including remote participation sessions and virtual meetings, for the purpose of note taking. These recordings 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 beginning of SOM1.

## **17. GENERAL INFORMATION**

### **17.1 Weather in Palm Springs, California**

Palm Springs has a hot desert climate, with over 300 days of sunshine and 4.93 inches (125.2 mm) of precipitation annually. In February, Palm Spring's weather is moderately warm with large fluctuations in temperature between day and night. Daytime temperatures range from 20.2°C (68.36°F) to 27.0°C (70.6°F), while night-time temperatures can drop to as low as 4.5°C (40°F), with low humidity.

### **17.2 Time in Palm Springs, California**

Palm Spring's time zone is Pacific Coast Time (GMT-8).

### **17.3 Currency and ATMs**

The official currency of the United States is the U.S. dollar (\$). Retailers in California 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 Palm Springs International Airport does not offer currency exchange. Participants are advised to exchange currency prior to their arrival to Palm Springs. ATMs are available throughout Palm Springs and can be used to withdraw U.S. dollars.

## **17.4 Credit Cards**

Major credit cards are widely accepted in Palm Springs and the surrounding area, although some small shops will only accept cash payments. Visa, MasterCard, American Express, Diners Club, 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 other medical facilities, hospitals, or pharmacies.

## **17.6 Electricity and Water Supply**

The standard electricity supply in the United States is 110 to 120 volts AC (60 cycles). Tap water is safe to drink. Additionally, bottled water is widely available.

## **17.7 Telecommunication Services**

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

## **17.8 Smoking**

California prohibits smoking in all government and private workplaces, public schools, restaurants, bars, casinos/gaming establishments, retail stores, recreational/cultural facilities. The Palm Springs Convention Center will have designated smoking areas. Smoking is prohibited near the main entrance doors.

## **17.9 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. Wait staff in restaurants receive low hourly wages and therefore depend on tips for their livelihood. Tips of \$1-2 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. PALM SPRINGS INFORMATION**

## **18.1 Palm Springs Hospitals, Ambulance Services, and Pharmacies**

### **Hospital**

Desert Regional Medical Center

1150 N. Indian Canyon Drive

Palm Springs, CA 92262

Phone: (760) 323-6511

Website: <https://www.desertcarenetwork.com>

**Ambulance Service**

American Medical Response/AMR

1111 Montalvo Way

Palm Springs, CA 92262

Phone: (760) 883-5000

Email: amr.desert.cities@amr.net

**Pharmacies**

Additional information will be sent in an Administrative Circular Update.

**18.2 Palm Springs Restaurants**

Additional information will be sent in an Administrative Circular Update.

**18.3 Palm Springs Local Tourist Attractions**

Additional information will be sent in an Administrative Circular Update.

Annex A: SOM1 AND RELATED MEETINGS CALENDAR

Annex B: DOCUMENT INFORMATION REQUEST FORM (DIRF)

Annex C: BILATERAL MEETING ROOM – BOOKING FORM



**ANNEX A: SOM1 AND RELATED MEETINGS CALENDAR**  
**14-28 February 2023 (Pacific time and date, GMT-8)**

*All meetings will take place at the Palm Springs Convention Center (277 N Avenida Caballeros, Palm Springs, CA 92262) and the Renaissance Palm Springs Hotel (888 E Tahquitz Canyon Way, Palm Springs, CA 92262), which are collocated properties and are connected via multiple hallways.*

<b>Tuesday, February 14, 2023</b>	
8:00 AM - 5:00 PM	ACTWG: APEC Network of Anti-Corruption Authorities and Law Enforcement Agencies (ACT-NET)
8:00 AM - 5:00 PM	BMG: Business Mobility Group Plenary (*Day 1 of 2*)
8:00 AM - 5:00 PM	OFWG: Ocean and Fisheries Working Group Plenary (*Day 1 of 2*)
3:00 PM - 5:00 PM	PPFS: Policy Partnership on Food Security -- Pre-plenary / Side Event
5:30 PM - 7:30 PM	PPFS: Ag Host Year Kick-Off Event (reception with speakers)
<b>Wednesday, February 15, 2023</b>	
8:00 AM - 5:00 PM	ACTWG: Anti-Corruption and Transparency Experts Working Group Plenary (*Day 1 of 2*)
8:00 AM - 5:00 PM	BMG: Business Mobility Group Plenary (*Day 2 of 2*)
8:00 AM - 10:00 AM	CD: Chemical Dialogue Industry Pre-Meeting (CD-IPM) (Industry Only)
8:00 AM - 5:00 PM	OFWG: Ocean and Fisheries Working Group Plenary (*Day 2 of 2*)
8:00 AM - 5:00 PM	PPFS: Policy Partnership on Food Security Plenary (*Day 1*)
<b>Thursday, February 16, 2023</b>	
8:00 AM - 5:00 PM	ACTWG: Anti-Corruption and Transparency Experts Working Group Plenary (*Day 2 of 2*)
8:00 AM - 5:00 PM	CD: Chemical Dialogue Green Chemistry Workshop Part 1
8:00 AM - 5:00 PM	EGILAT: Field Trip: San Bernardino National Forest
8:00 AM - 5:00 PM	OFWG: APEC Coastal Resilience Prioritization Workshop
8:00 AM - 5:00 PM	PPFS: Policy Partnership on Food Security Workshop 1: Water Security
8:00 AM - 5:00 PM	SCCP: Gender Mainstreaming in Customs Administrations Workshop (*Day 1 of 2*)
<b>Friday, February 17, 2023</b>	
8:00 AM - 5:00 PM	ACTWG: Workshop on Anti-Bribery (*Day 1 of 2*)
8:00 AM - 5:00 PM	CD: APEC Chemical Dialogue Meeting (Industry and regulators)
8:00 AM - 5:00 PM	EGILAT: Experts Group on Illegal Logging and Associated Trade Plenary (*Day 1 of 2*)
8:00 AM - 5:00 PM	IEG: Investment Experts' Group Plenary (*Day 1 of 2*)
8:00 AM - 5:00 PM	PPFS: Policy Partnership on Food Security -- Field Trip
8:00 AM - 5:00 PM	SCCP: Gender Mainstreaming in Customs Administrations Workshop (*Day 2 of 2*)
8:00 AM - 5:00 PM	SCSC: APEC Cybersecurity Workstream: Workshop on E-Labeling for Information and Communications Technology (ICT) Products
8:00 AM - 5:00 PM	SCSC: Specialist Regional Bodies (SRBs) Meeting

Saturday, February 18, 2023	
8:00 AM - 5:00 PM	ACTWG: Workshop on Anti-Bribery (*Day 2 of 2*)
8:00 AM - 5:00 PM	EGILAT: Experts Group on Illegal Logging and Associated Trade Plenary (*Day 2 of 2*)
8:00 AM - 5:00 PM	HWG: Health Working Group Plenary (*Day 1 of 3*)
8:00 AM - 5:00 PM	IEG: Investment Experts' Group Plenary (*Day 2 of 2*)
8:00 AM - 12:00 PM	IPEG: Workshop on Industrial Design
8:00 AM - 5:00 PM	PPFS: Policy Partnership on Food Security Workshop 2: Green House Gas Measuring and Monitoring
8:00 AM - 5:00 PM	PPSTI: Policy Partnership on Science, Technology, and Innovation Plenary (*Day 1 of 2*)
8:00 AM - 5:00 PM	SCCP: SCFAP3 Digitalization of Supply Chains Workshop
8:00 AM - 5:00 PM	SCSC: APEC Standardization in Emerging Technologies related to Greenhouse Gas (GHG) Emissions Measurement Workshop
8:00 AM - 12:00 PM	TEL: Heads-of-Delegation and Executive Committee Meeting
1:00 PM - 5:00 PM	SCSC: APEC Good Regulatory Practices (GRP) Policy Dialogue
1:00 PM - 5:00 PM	TEL: Telecommunications and Information Working Group Plenary Meeting Opening Session
2:30PM – 5:00 PM	PMU On-site Workshop: Concept Notes – Hands-on Learning & Better Practice Guidelines (separate registration – see Registration Section of Admin Circular)
Sunday, February 19, 2023	
8:00 AM - 5:00 PM	DESG: Data Privacy Subgroup Plenary (DESG-DPS)
8:00 AM - 5:00 PM	HWG: Health Working Group Plenary (*Day 2 of 3*)
8:00 AM - 5:00 PM	IPEG: Intellectual Property Rights' Experts Group Plenary (*Day 1 of 2*)
8:00 AM - 12:00 PM	PPFS: Policy Partnership on Food Security – Plenary (*Day 2*)
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	SCCP: Sub-Committee on Customs Procedures Plenary (*Day 1 of 3*)
8:00 AM - 5:00 PM	SCSC: Sub-Committee on Standards and Conformance Plenary (*Day 1 of 2*)
8:00 AM - 5:00 PM	TEL: APEC Workshop on Approaches to Cloud Adoption
2:00 PM – 4:00 PM	PPSTI: Breakout Room #1
2:00 PM – 4:00 PM	PPSTI: Breakout Room #2
8:30 PM – 11:30 PM	PMU Online Training: Applying for APEC Funding: Developing Quality Concept Notes & Project Proposals (separate registration – see Registration Section of Admin Circular)
Monday, February 20, 2023	
8:00 AM - 5:00 PM	CPLG: Competition Policy and Law Group Plenary
8:00 AM - 5:00 PM	CTI: APEC Compostable Bioplastics Workshop
8:00 AM - 5:00 PM	DESG: Digital Economy Steering Group Plenary
8:00 AM - 12:00 PM	GOS: Workshops on Inclusiveness/ Professional services
8:00 AM - 5:00 PM	HWG: Health Working Group (*Day 3 of 3*)
8:00 AM - 5:00 PM	IPEG: Intellectual Property Rights' Experts Group Plenary (*Day 2 of 2*)

8:00 AM - 5:00 PM	SCCP: Sub-Committee on Customs Procedures Plenary (*Day 2 of 3*)
8:00 AM - 5:00 PM	SCSC: Sub-Committee on Standards and Conformance Plenary (*Day 2 of 2*)
8:00 AM - 12:00 PM	TEL: Development and Policy Steering Group (DPSG) Plenary
8:00 AM - 12:00 PM	TEL: Security and Trust Steering Group (STSG) Plenary
1:00 PM - 5:00 PM	GOS: Group on Services Technical Group Meeting
1:00 PM - 5:00 PM	TEL: Conformity Assessment and Interoperability Steering Group (CISG) Plenary
<b>Tuesday, February 21, 2023</b>	
8:00 AM - 5:00 PM	CPLG: Workshop (*Day 1 of 2*)
8:00 AM - 5:00 PM	CTI: APEC Digital Trade Policy Dialogue
8:00 AM - 5:00 PM	EC: APEC Workshop on Gender and Structural Reform
8:00 AM - 5:00 PM	GOS: Group on Services Plenary
8:00 AM - 12:00 PM	IPEG: Workshop Roundtable on Copyright and Creativity in the Digital Economy
8:00 AM - 5:00 PM	SCCP: Sub-Committee on Customs Procedures Plenary (*Day 3 of 3*)
8:00 AM - 5:00 PM	SCSC: TBT Workshop (*Day 1 of 2*)
1:00 PM - 5:00 PM	IPEG: Workshop on Geographical Indications and Common Food Names
1:00 PM - 5:00 PM	TEL: Plenary Meeting Closing Session
2:30 PM – 5:00 PM	PMU On-site Workshop: Project Proposals – Hands-on Learning & Better Practice Guidelines (separate registration – see Registration Section of Admin Circular)
<b>Wednesday, February 22, 2023</b>	
8:00 AM - 5:00 PM	CPLG: Workshop (*Day 2 of 2*)
8:00 AM - 12:00 PM	CTI: Trade and Inclusion Workshop
8:00 AM - 12:00 PM	EC/GOS/DESG: Joint workshop on structural reform
8:00 AM - 5:00 PM	MAG: Market Access Group Plenary
8:00 AM - 3:00 PM	PPWE: Gender Workshop
8:00 AM - 5:00 PM	SCSC: TBT Workshop (*Day 2 of 2*)
10:00 AM - 11:00 AM	PPWE: Management Council (MC)
1:00 PM - 5:00 PM	CTI: FTAAP Multistakeholder Engagement for Trade Agreement Development in Services Consultation Workshop
1:00 PM - 5:00 PM	EC/GOS/DESG: Joint workshop on logistics
8:30 PM – 11:00 PM	PMU Online Training: Implementing APEC Projects: Practical Tips on Preparing Budgets, Events & Publications (separate registration – see Registration Section of Admin Circular)
<b>Thursday, February 23, 2023</b>	
8:00 AM - 5:00 PM	CTI: Committee on Trade & Investment Meeting (*Day 1 of 2*)
8:00 AM - 5:00 PM	EC: Economic Committee Meeting (*Day 1 of 2*)
8:00 AM - 12:00 PM	PSU: Policy Support Unit Board Meeting
8:30 AM - 5:00 PM	PPWE: Policy Partnerships on Women and the Economy Plenary (*Day 1 of 2*)
<b>Friday, February 24, 2023</b>	

8:00 AM - 5:00 PM	BMC: Budget and Management Committee Meeting
8:00 AM - 5:00 PM	CTI: Committee on Trade & Investment Meeting (*Day 2 of 2*)
8:00 AM - 5:00 PM	EC: Economic Committee Meeting (*Day 2 of 2*)
8:30 AM - 5:00 PM	PPWE: Policy Partnerships on Women and the Economy Plenary (*Day 2 of 2*)
1:00 PM - 4:00 PM	CTI/EC Joint Meeting
<b>Saturday, February 25, 2023</b>	
8:00 AM - 5:00 PM	FMP: Finance and Central Bank Deputies Meeting (FCBDM) (*Day 1 of 2*)
8:00 AM - 12:00 PM	SCE: SCE-COW Informal Meeting of Sub-Fora (Convenors only)
8:00 AM - 10:00 AM	FotC on Connectivity
1:00 PM - 5:00 PM	SCE: SCE-COW Informal Meeting of Sub-Fora (Convenors + SOM)
<b>Sunday, February 26, 2023</b>	
8:00 AM - 5:00 PM	FMP: Finance and Central Bank Deputies Meeting (FCBDM) (*Day 2 of 2*)
8:00 AM - 12:00 PM	SCE: SOM Steering Committee on ECOTECH Meeting
1:00 PM - 3:30 PM	SOM: Retreat
7:00 PM - 10:00 PM	SOM: Reception
<b>Monday, February 27, 2023</b>	
8:00 AM - 5:00 PM	SOM: Senior Officials' Meeting (*Day 1 of 2*)
7:00 PM - 10:00 PM	SOM: SOM-Only Dinner
<b>Tuesday, February 28, 2023</b>	
8:00 AM - 5:00 PM	SOM: Senior Officials' Meeting (*Day 2 of 2*)
1:00 PM - 3:00 PM	SOM: Press Conference

## DOCUMENT INFORMATION REQUEST FORM (DIRF)

Please use one DIRF per document.

Meeting Name	OBJ
Meeting Date	OBJ

<b>DOCUMENT DETAILS</b>	
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.	
<b>Title</b>	OBJ
<b>Agenda Item</b>	OBJ
<b>Purpose – Consideration OR Information</b>	OBJ
<b>Access – Public or Restricted</b> <i>If restricted, state reasons e.g. draft, under consideration, working document, non-paper</i>	OBJ
<b>Submitted By</b> <i>State name of Economy or Forum OR Secretariat OR Organisation</i>	
<b>Forum Doc. No.</b> <i>Applicable only if this exact document has been tabled at an earlier forum</i>	

Please email document(s) and DIRF(s) by **February 3, 2023**.

To: [gg@apcc.org](mailto:gg@apcc.org)

cc: USAPEC2023@state.gov

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

**BILATERAL MEETING ROOM – BOOKING FORM**

<b>Requesting Economy/Organisation Information</b>	
<b>Economy/Organisation</b>	
<b>Name of Contact Person</b>	
<b>Designation</b>	
<b>Ministry/Department</b>	
<b>Telephone</b>	
<b>Email</b>	

<b>Participating Economy/Organisation Information</b>	
<b>Economy/Organisation</b>	
<b>Name of Contact Person</b>	
<b>Telephone</b>	
<b>Email</b>	

<b>Meeting Room Request Details</b>	
<b>Date</b>	
<b>Time</b>	
<b>Total Number of Seats</b>	
<b>Special Requests (if any)</b>	

Please email the completed form for each bilateral meeting to [USAPEC2023@state.gov](mailto:USAPEC2023@state.gov). Requests shall be fulfilled on a first-come, first-served basis.