



Asia-Europe Meeting

ASEM Workshop on Public Health Management

10-13 Sep 2014, Beijing, China

Administrative Circular

1. Date

The Seminar will be held on 10-13 Sep 2014 in Beijing, People's Republic of China.

2. Venue

The details of the venue for the Workshop are as follows:

Beijing Friendship Hotel

Address: No. 1, Zhong-Guan-Cun South Avenue, Haidian District, Beijing, China.

Tel.: (+) 86-10 68498888

Website: <http://www.bjfriendshiphotel.com/>

3. Registration

Participants are requested to register by sending a completed Registration Form as attached to the following Contact Persons by **8 August 2014**:

Ms CaoYang or Dr. Jin Lianmei

Office for Surveillance and Risk Assessment

Public Health Emergency Center

China Centers for Disease Control and Prevention

Tel: 86-10-58900552

Fax: 86-10-58900561

E-mail: cdccaoyang@163.com

4. Cost

The host will bear the costs of the venue, facilities and conference meals, the arrangements for the field trip and the cultural tour as scheduled in the agenda. Participants need to be responsible for their own travel and accommodation cost during their stay, while limited funding is available for participants from developing countries in need of financial support.

5. Accommodation

Participants are recommended to stay at Beijing Friendship Hotel. Upon request, the organizers will assist to reserve the room.

6. Language at the Seminar

The working language for the Seminar is English.

7. Dress Code

Business attire is appropriate for meetings and other social functions.

Smart casual is recommended for the field trip.

8. Field Trip

The China CDC invites participants to join a field trip on 12 Sep 2014. Please confirm your participation in the registration form.

9. Liability

The Seminar organizers shall not be liable for personal accidents and losses, or damages to personal property of the registrant participants/delegates. Delegates/participants should make their own arrangements for their travel insurance.

10. Useful Information

Visa applications

Participants are required to obtain at least a 6 month valid passport with a visa before arriving in China (if applicable). Participants who do require a visa to enter China will need to apply for a visa from the nearest Chinese Embassy/Consulate before they travel to China. It is advisable to enclose the invitation letter of the Workshop, tentative agenda and your registration form as part of your visa application documents.

Climate

Average temperature: 15~26 degrees Celsius.

Time

The time in China is 8 hours ahead of Greenwich Mean Solar Time (GMST +8).

Electricity

Voltage: 220 volts.

Please bring a proper voltage converter and adapter in order to operate your electrical appliances.

Currency

Chinese RMB Yuan is the official currency of China and the following bank Notes are currently in circulation: 1, 5, 10, 20, 50 and 100 Yuan.

Exchange rate: 1 CNY≈0.16USD≈0.12 EUR (subject to change).

Credit Cards

Visa, Master Card and American Express are accepted at most banks, shopping malls, big hotels and restaurants in Beijing.

Emergency Free Telephone Numbers

Police:110

Medical:120

Fire:119