



Asia-Europe Meeting

**ASEM Seminar on Cooperation in Science, Technology &
Innovation for Sustainable Development**

21-22 April, 2015, Beijing, China

Administrative Circular

1. Date

The Seminar will be held on 21-22 April, 2015 in Beijing, People's Republic of China.

2. Venue

V-Continent Beijing Parkview Wuzhou Hotel

Address: No.8 North Fourth Ring Middle Road, Chaoyang District, Beijing, P.R. China 100101

Tel.: +86-10-84982288

Website: <http://v-continent.com/>

3. Registration

Participants are requested to register by sending a completed Registration Form as attached to the following Contact Persons by 27 March 2015:

Ms. Gu Chenyao/Ms. Betty Chang

Beijing Municipal Science & Technology Commission

Tel: 86-10-84351699, ext.8005

Fax: 86-10-64915913

E-mail: guchenyao@itn.com.cn

4. Cost

The host will bear the costs of the venue, facilities and conference meals, the arrangements for 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 V-Continent Beijing Parkview Wuzhou Hotel (5-Star) where the seminar will be convened or North Star Continental Grand Hotel (4-Star). The two hotels are within walking distance to each other. Upon request, the organizers will assist to reserve the room with a favorable price as follows:

Room Type	Price
V-Continent Beijing Parkview Wuzhou Hotel (5-Star):	
Standard Room (Twin / King Size) 32 m ²	RMB 950
Deluxe Room 49 m ²	RMB 1250
Superior Deluxe Room 32 m ²	RMB 1450
Executive Deluxe Room 49 m ²	RMB 1750
Business Suites 50 m ²	RMB1950
Deluxe Suites 70 m ²	RMB 2150

North Star Continental Grand Hotel (4-Star):	
Standard Room (Twin / King Size) 25 m ²	RMB 630
Executive Room (Twin / King Size) 25 m ²	RMB 730
Suite (King Size) 70 m ²	RMB 1120
Note: 1USD is about 6.25 RMB Yuan, 1EUR is about 6.98 RMB yuan.	
<u>Benefits</u>	
<ul style="list-style-type: none"> - The above rates of V-Continent Beijing Parkview Wuzhou Hotel are inclusive of one daily buffet breakfast. Adding one daily buffet breakfast will cost RMB 150 - The above rates of North Star Continental Grand Hotel are inclusive of two daily buffet breakfasts. 	
<u>Terms & Conditions</u>	
<ul style="list-style-type: none"> - The above favorable rates are only for participants of the Seminar. - Check-out time is before 12:00. 	

6. Airport Transportation

The organiser provide a shuttle service on the day of 20 April 2015 from the Beijing Capital Intentional Airport to the above two hotels as well as on the evening of 22 April and the morning of 23 April 2015 from the hotels to the Beijing Capital Intentional Airport. Please clearly indicate your flight details in the registration form for this purpose.

Participants can also choose their own transportation including shuttle bus, subway or taxi from Beijing Capital International Airport to the city centre at their own cost.

Transportation from Airport to the above two hotels:

- Shuttle bus: Taking shuttle bus Line 4 of Airport-Urban direction—Beitaipingzhuang, then taking Bus #387,694, 849 to Anhui Bridge North. (About RMB 30)
- Subway: Taking Express Railway (Terminal 3: F2 of Parking Garage No.3)—Sanyuanqiao Station connects to Subway Line #10—Huixinxijenankou Station connects to Subway Line #5—Huixinxijiebeikou Station, taking Bus #754, 696 to Asia Games Village (About RMB 30)
- Taxi: Referring to the signs inside the terminal building to find Taxi Locations. (About RMB 100)

7. Language at the Seminar

The working language for the Seminar is English.

8. Dress Code

Business attire is appropriate for meetings and other social functions.

Smart casual is recommended for the cultural tour.

9. Cultural Tour

As of 16 March 2015

The host invites participants to join a Cultural Tour to the Forbidden City on the afternoon of 22 April 2015. Please confirm your participation in the registration form. The cost of the Cultural Tour including the ticket to the Forbidden City and shuttle bus service between the hotel and the Forbidden City will be covered by the host.

10. 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.

11. 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 Seminar, tentative agenda and your registration form as part of your visa application documents.

Climate

Average temperature: 10~20 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≈0.14 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