

*As of 1 April 2016*



Asia-Europe Meeting

**ASEM Media Dialogue on Connectivity**  
**PROMOTING PUBLIC AWARENESS AND PARTNERSHIP**

**9-10 May 2016, Guangzhou, China**

**Administrative Circular**

## 1. Date

9-10 May 2016

## 2. Venue

### **Garden Hotel**

Address: 368 Huanshi Dong Road, Guangzhou, 510064, China

Tel: +86-20-8333 8989

Fax: +86-20-8335 0467

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

## 3. Registration

Participants are requested to register by sending a completed Registration Form by email or fax to the following Contact Person by **7 April 2016**:

Ms. Huang Lijin

Email: [huang\\_lijin@mfa.gov.cn](mailto:huang_lijin@mfa.gov.cn)

Fax: +86-10-65963144

## 4. Cost

The organizers bear the costs of the venue, facilities and conference meals, and the arrangements for the field trip as scheduled in the programme. Participants are responsible for their own travel and accommodation costs and any other expenses incurred during their stay.

## 5. Accommodation

Two hotels are recommended. One is the Garden Hotel, the conference venue, and the other is the Baiyun Hotel, which is 700m to the venue.

Please book your hotel by email or by telephone. When booking, please mention ASEM GUEST to get special room rates.

Hotels' information is as below.

### **1. Garden Hotel**

Address: 368 Huanshi Dong Road, Guangzhou, 510064, China

Tel: +86-20- 8333 8989 ext. 3276

Fax: +86-20- 83877543

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

Reservation Email: [rainbow.liu@thegardenhotel.com.cn](mailto:rainbow.liu@thegardenhotel.com.cn)

| <b>Room Type</b>        | <b>Price</b> |
|-------------------------|--------------|
| Premier Room (32sqm)    | CNY 730      |
| Premier Suite (64sqm)   | CNY 1,230    |
| Executive Suite (64sqm) | CNY 1,730    |
| Garden Suite (96sqm)    | CNY 2,230    |

-The above room rates are based on CNY and quoted on per room per night, inclusive of 15% service charge, non-commissionable.

- An Buffet Breakfast included.
- Additional breakfast will be charged at CNY120 per meal.
- Free broadband Internet access and WIFI in the guest room.

## **2. Baiyun Hotel**

Address: 367 Huanshi Dong Road, Guangzhou, 510065, China

Tel: (8620) 83333998 ext. 3835

Fax: (8620) 83343032

Website: <http://www.baiyun-hotel.com>

Reservation Email: [terrybaiyun@163.com](mailto:terrybaiyun@163.com)

| <b>Room Type</b>                          | <b>Price</b> |
|-------------------------------------------|--------------|
| Business Room (twin-bed/<br>double-bed)   | CNY 580      |
| Deluxe Room (twin-bed/ double-bed)        | CNY 630      |
| Deluxe VIP room<br>(twin-bed/ double-bed) | CNY 730      |
| Grand Deluxe Room(double-bed)             | CNY 930      |

- An American Buffet Breakfast included.
- Free newspapers each day.
- Free WIFI access in the whole hotel.
- Free access to more than 30 international TV channels, such as BBC, NHK, Cuba Vision (Spain) and TV5 (France).
- Free access to facilities of the hotel's gymnastic center (swimming pool, gym and the attached sauna room).
- Free use of the reading room.
- Free use of the children's playing room.

## **6. Language at the Seminar**

The working languages are English and Chinese.

## **7. Dress Code**

Business attire is appropriate for meetings and other social functions.

Smart casual attire is recommended for the field trip.

## **8. Liability**

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

## **9. Useful Information**

### **Visa applications**

Participants are required to ensure their passport has at least 6 months' validity on the day they are departing for China (if applicable). Participants who require a visa to enter China need to apply for a visa from the nearest Chinese Diplomatic Mission before they depart for China. It is advisable to enclose the invitation letter of the event, the tentative program and your registration form as part of your visa application documents.

**Climate**

Average temperature: 26 degrees Celsius (78.8 °F).

**Time**

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

**Electricity**

Residential Voltage: 220 V

Frequency: 50 Hz, AC

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 ≈ 0.1548 USD ≈ 0.1358EUR (subject to change).

**Credit Cards**

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

**Emergency Free Telephone Numbers**

Police: 110

Medical Care: 120

Fire Service: 119