

As of 7 April 2017



Asia-Europe Meeting

ASEM High-Level Forum on Digital Connectivity

Administrative Circular

1. Date

19-20 June 2017

2. Venue

Shangri-La Hotel, Qingdao

Address: 9 Hong Kong Middle Road, Qingdao, 266071, China

Tel: +86-532-8388 3838

Fax: +86-532-8388 6868

Website: <http://www.shangri-la.com/>

3. Registration

Participants are invited to register by sending a completed Registration Form to the following Contact Person by 30 April **2017**.

Ms. Zhu Fengshi

Email: zhufengshi@ccoic.cn

Fax: +86 -10-8221 7851

Tel: +86-10-8221 7895

Mobile: +86-152 1087 7633

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

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

1. Shangri-La Hotel, Qingdao

Address: 9 Hong Kong Middle Road, Qingdao, 266071, China

Tel: +86-532-8388 3838

Fax: +86-532-8388 6868

Website: <http://www.shangri-la.com/>

Reservation Email: reservations.slq@shangri-la.com

Room Type	Price
City Wing Deluxe Room	CNY850
City Wing Deluxe Grand Room	CNY950
City Wing Executive Suite	CNY2,000
Valley Wing Executive Room	CNY1,100
Valley Wing Premier Room	CNY1,400
Valley Wing Executive Suite	CNY3,000

- The above room rates are based on CNY and quoted on per room per night, inclusive of 10% service charge and 6% value-added tax,

on-commissionable.

- An Buffet Breakfast included.
- Additional breakfast will be charged at CNY120 per meal.
- Free broadband Internet access and WIFI in the guest room.
- Guests who stay at Valley Wing Premier Room enjoy complimentary benefits at the Valley Wing Lounge, including:
 - Personalized check-in and check-out
 - Pressing of one suit and shoe shine on arrival
 - Sumptuous breakfast, all-day refreshment and cocktail including wine and canapés
 - Use of meeting room for 2 hours daily
 - Use of computer inclusive of internet access
 - Daily international fresh fruits
 - Butler service on request

2. The Westin Qingdao

Address: 8 Hong Kong Middle Road, Qingdao, 266071, China

Tel: +86-532-6777 1888 ext. 1236

Fax: +86-532-6777 1236

Website: westin.com/qingdao

Reservation Email: henry.han@westin.com

Room Type	Price
Westin Room	CNY 698
Westin Deluxe Room	CNY 750

- An American Buffet Breakfast included.
- Free newspapers each day.
- Free WIFI access in the whole hotel.
- Free access to facilities of the hotel's gymnastic center (swimming pool).

6. Language at the Forum

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 the 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 programme and your registration form as part of your visa application documents.

Climate

Average temperature: 18-24 degrees Celsius (64.4-75.2 °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 ≈ 0.1448 USD ≈ 0.1356EUR (subject to change).

Credit Cards

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

Emergency Free Telephone Numbers

Police: 110

Medical Care: 120

Fire Service: 119