



## **The 2<sup>nd</sup> ASEM High-Level Meeting on Disability**

**14-15 September 2017, Beijing, China**

### **Administrative Circular**

## **1. Date**

The Event will be held 14-15 September 2017, Beijing, People's Republic of China. Delegates are suggested to arrive on the 13<sup>th</sup> and depart on the 16<sup>th</sup> of September.

## **2. Venue**

China National Convention Center

Address: No. 7, Tianchen East Rd. Chaoyang District, Beijing, China.

Tel: +86 10 8437 3300

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

## **3. Registration**

Participants are requested to send us a confirmation before **5 August 2017**, and to formally register by sending a completed Registration Form as attached to the following contact persons by **15 August 2017**.

Mr. Kong Lei (Primary Contact)

Tel: 86-10-66580051;

Fax: 86-10-66580041;

E-mail: [konglei@cdpf.org.cn](mailto:konglei@cdpf.org.cn)

Ms. Lv Li

Tel: 86-10-66580353;

E-mail: [Lv\\_li@cdpf.org.cn](mailto:Lv_li@cdpf.org.cn)

## **4. Cost**

The organizers bear the costs of the venue, facilities, working lunches, a welcome dinner, and transportation between field visits. Participants are responsible for their own travel and accommodation costs and any other expenses incurred during their stay.

## **5. Accommodation**

Participants are recommended to stay at Beijing Continental Grand Hotel, located at 8 East Beichen Road (Beichen Donglu), Beijing. The room type includes Superior Room (Double Bed/Twin Bed). The contact tel. is 86-10-84985588. The reference fee for the room is 800RMB per night.

Another option is Grand Skylight Catic Hotel Beijing located at 18 East Beichen Road (Beichen Dong Lu), Beijing. The room type includes Superior Room (Double Bed/Twin Bed). The contact tel. is 010-84971188. The reference fee for the room is 850RMB per night.

## **6. Local Transportation**

ONLY for persons with disabilities, the organizer will arrange airport pickup and sending. Since the recommended hotels are in walking distance to the meeting venue, no shuttle buses will be provided. For those who need special service, delegates should clearly indicate their flight details in the registration form.

## **7. Language at the Seminar**

The working languages of the Event are English and Chinese.

## **8. Dress Code**

Business attire is appropriate for meetings and other social functions.

## **9. Liability**

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

## **10. Useful Information**

### **Visa applications**

Participants are required to ensure their passports have at least 6 months' validity on the day they are departing to 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 might help to enclose the invitation letter of the Event, the tentative program and your registration form as part of your visa application documents. For further enquiries about visa application, please contact Ms Lv Li, either through email (lv\_li@cdpf.org.cn) or by telephone (0086-10-66580353).

### **Climate**

Average temperature in Mid-September: 20 degrees Celsius.

### **Time**

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

### **Electricity**

**Plug type: A, I; C**

**Residential Voltage: 220 V**

Frequency: 50 Hz, AC

Please bring an appropriate 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  $\approx$  0.147 USD  $\approx$  0.131 EUR (subject to change).

### **Credit Cards**

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

### **Emergency Free Telephone Numbers**

Police: 110

Medical Care: 120

Fire Service: 119