

# Logistic Information

## . Notice

1 . The meeting documents and the badge will be distributed to the delegates upon registration. The meeting organizer will arrange meals for all delegates. In case of any special requirements for meals, please notify the Secretariat.

2 . Please be always wearing the meeting badge when attending meetings and taking meals during the meeting period.

3 . Each participant is kindly required to take part in each activity on time according to the Meeting Agenda.

4 . Please turn off your cell phone or set it to the vibrate mode when you are in the meeting room.

5 . The final hotel checkout time is 12:00 am, Nov. 14.

6 . For the confirmation of the return ticket, please directly contact the front desk of the hotel.

7 . The meeting provides transportation service from hotel to airport for Council Members and Task Force Co-chairs, if needed. In case of any change of the time or flight information of your return trip, please inform the Secretariat in due time.

8 . The costs of mini-bar, laundry, telephone and other services incurred in the hotel, if any, should be borne by the room occupants.

## . The Secretariat of the Meeting

**Location** : Pearl Room, 3<sup>rd</sup> FL, Valley Wing, Shangri-La Hotel Beijing

**Telephone** : 88826354

**Contacts** : Ms. Zhang Ou      13910918754

                 Ms. Zhu Yun      13910850033

                 Mr. Li Yonghong    13701012918

The Secretariat provides the following services: meeting information, computers and copy machine, printing of documents and Internet services, etc.

## . Arrangement of Meeting Rooms

1. The Council Bureau Meeting: Nov.11, Ballroom      , 1<sup>st</sup> FL, Garden Wing

2. Task Force Coordination Meeting: Nov. 11, Ballroom , 1<sup>st</sup> FL, Garden Wing
3. The Annual General Meeting: Nov.11-13, Grand Ballroom, 2<sup>nd</sup> FL, Valley Wing
4. Open Forum 1: Nov. 12, Ballroom , 1<sup>st</sup> FL, Garden Wing
5. Open Forum 2: Nov. 12, Ballroom , 1<sup>st</sup> FL, Garden Wing
6. Chief Advisors Working Room: Diamond Room , 3<sup>rd</sup> FL, Valley Wing

## **. Meals**

The meeting organizer will cover the cost for all meals during the AGM for participants.

Breakfast: 06:30, Café Cha Restaurant, 1<sup>st</sup> FL, by your room card;

Buffet Lunch: 12:00, Ballroom , 1<sup>st</sup> FL, Garden Wing, by the badge;

Buffet Dinner: 18:00, Ballroom , 1<sup>st</sup> FL, Garden Wing, by the badge;

Meeting Reception: 18:30, Nov.11, Foyer of Grand Ballroom, 2<sup>nd</sup> FL, Valley Wing. All participants are invited.

## **. Working Languages**

The working languages of the meeting are Chinese and English. Simultaneous interpretation is provided for the meeting and side events. Earphones are placed in the meeting room, please do not take them out of the room.