The 2nd 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 13th and depart on the 16th 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

Ms. Lv Li
Tel: 86-10-66580353;
E-mail: 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 Lü 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 ≈ 0.147 USD ≈ 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