



**The 13th ARF INTER-SESSIONAL MEETING ON DISASTER RELIEF  
CHENGDU, CHINA, FEBRUARY 26-28, 2014**

## **ADMINISTRATIVE ARRANGEMENTS**

### **1. General Information**

The 13th ARF Inter-Sessional Meeting on Disaster Relief will be held in Chengdu, China on 26-28 February 2014.

### **2. Registration**

Participants are kindly requested to return the Registration Form by 9 February 2014 to: Email: [bao\\_haibin@mfa.gov.cn](mailto:bao_haibin@mfa.gov.cn) or Fax: +86-10-65962171.

### **3. Cost of Participation**

The host will cover the cost of the meeting facilities, conference meals and the filed trip as scheduled in the program. All other cost of participation (transportation, airfares, hotel accommodation, etc) will be the responsibility of the participants.

### **4. Entry/visa requirements**

Foreign participants are requested to arrive with valid passports (at least for 6 months) and entry visas. Participants are advised to check [http: www.visaforchina.org](http://www.visaforchina.org) for visa requirement information or contact the nearest Chinese Embassy or Consulate-General in the country.

China has mutual visa-free agreements with some foreign countries, but they are mainly for diplomatic, service or official passport holders. Please refer to

[www.travelchinaguide.com/embassy/pdf/non-visa.pdf](http://www.travelchinaguide.com/embassy/pdf/non-visa.pdf) on *List of Agreements on Mutual Visa Exemption Between the People's Republic of China and Foreign Countries.*

#### 4. Venue

The meeting will be convened at the conference hall of Sichuan Jinjiang Hotel, Chengdu, China.

Sichuan Jinjiang Hotel

锦江宾馆

No.80 Renmin Road South

中国四川成都人民南路二段80号

Chengdu, Sichuan, China

Postcode : 610012

Tel : (+86-28)8550-6666

Fax : (+86-28)8550-6550 ( Reservations )

(+86-28)8550-7550 ( Business )

E-mail : [info@jjhotel.com](mailto:info@jjhotel.com)

Website : [www.jjhotel.com](http://www.jjhotel.com)

#### 5. Accommodation

As the meeting will be held in Sichuan Jinjiang Hotel, Chengdu. We recommend that delegates stay in this hotel or nearby hotels.

The hotel offers a promotional room rate as follows:

Room Type	Single	Double/Twin
Standard	650RMB	800RMB
Deluxe	1099RMB	1249RMB
Executive Suite	3099RMB	3249RMB

The rates are inclusive of breakfast, government tax and service tax. The current exchange rate is approximately USD 1=RMB 6.04.

Please complete the hotel reservation form and return to the hotel before 17 February 2014.

## **6. Transportation**

There are direct flights from Abu Dhabi, Bangalore, Bangkok, Doha, Frankfurt, Hanoi, Hong Kong, Karachi, Kuala Lumpur, London, Macau, Melbourne, Mumbai, Singapore, Seoul, and Tokyo to Chengdu Shuangliu International Airport.

Sichuan Jinjiang Hotel is about 20 km away from Chengdu Shuangliu International Airport. Delegates can reserve the airport transportation through the hotel, or take taxi or shuttle bus from the airport to the hotel. The cost is about 50RMB for taxi and 10RMB for shuttle bus per person.

## **7. Dress code**

Meeting: Lounge suit

Other: Smart casual

## **8. Other useful information**

### Time

Local time in Chengdu is eight hours ahead of GMT.

### Currency

The local currency is RMB. Participants can change currency at the Chengdu Shuangliu International Airport, hotels or banks. Credit cards (Visa and

MasterCard) are accepted in the hotel. The current exchange rate is approximately USD 1=RMB 6.04.

#### Weather

The local temperature during February in Chengdu is between 2-20 °c. Participants are advised to take jackets or sweaters.

#### Electricity

The electricity in China is 220 Volts at 50 Hz. The sockets are of the Chinese standard and participants' own adaptors are recommended.

#### Internet

Free internet service ( cable and WI-FI ) is available in the hotel rooms.

#### Telephone service

International and local telephone service is available in the hotel. The charges will be covered by participants.

### **9. Secretariat and documentation from 26 to 28 February 2014.**

The meeting secretariat will be set up in Sichuan Jinjiang Hotel. The venue is to be confirmed.

All participants are welcomed to recommend speakers under each session. Please send the documents or PPT you wish to include in the meeting package before 22 February 2014 to:

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