

PRACTICAL ARRANGEMENTS

The 19th Meeting of the IRDR Scientific Committee Beijing, China 15 to 16 April 2018

1. VENUE

Xinhaijinjiang Hotel

61 Jinbao Street (Jinbao Jie), Dongcheng District, Beijing, China

15th April, 3F, Guangzhou Hall

16th April, 2F, Shanghai Hall

WIFI will be available at the hotel area.

2. HOTEL

Xinhaijinjiang Hotel (in the centre downtown area of Beijing)

61 Jinbao Street (Jinbao Jie), Dongcheng District, Beijing, China

Tel: +86 10 5816 3388

<http://www.hotelxinhaijinjiang.com>



Useful information about the hotel:

- Check in time: 14:00 (early check in will be possible if the room is available)
- Check out time: 12:00
- 750 CNY/room.night or equivalent foreign currency (USD/EURO/GBP/JPY) deposit will be taken when check in. Credit card preauthorization is recommended.

- The Hotel offers complimentary single breakfast, WIFI and complimentary high tea (1F, Four Seasons Café) in the afternoon as parts of the accommodation package.
- Concierge in Hotel lobby speaks good English and may help to call taxi upon request.
- The 2nd Asia Science and Technology Conference on DRR will be held from 17 to 18 April at the same hotel.

3. TRAVEL

IRDR IPO will cover the travel cost of the SC members, including an economy class (most direct route) round ticket, hotel accommodation, local transportation, partial per diem and other travel related expenses according to the travel rules.

4. REIMBURSEMENT

Please note that you will be get reimbursed by cash (CNY) during the meeting. Please well-kept and **bring** all your **original receipts** including the **boarding pass** and fill in the **travel claim form** (See Annex). IPO will collect the original travel receipts on **15 April 2018**. Payment cannot be made without ORIGINAL receipts or tickets for all expenses claimed. IRDR IPO cannot guarantee reimbursement when loss of the original receipts (scanned copy of the receipts are not accepted by finance).

5. Meals

- Breakfasts are included in the hotel rate.
- Lunches buffet will be provided on 1F at the hotel.
- Reception on 15th April will be arranged at the restaurant on 2F at the hotel.

6. LOCAL TRANSPORTATION

- Airport transportation

Please follow the sign at the Beijing Capital International Airport to the Taxi Waiting Area. Here is the note to the taxi driver:

请送我去：鑫海锦江大酒店

地址：北京市东城区金宝街 61 号

From Beijing Capital International Airport to the hotel, the distance is 27-35km, depends on different route. It normally takes 40-55 minutes by taxi, and cost 90-110 CNY or so.

7. ELECTRICITY

- The electricity in China is generally 220V, 50HZ, AC. Please be wary about plugging in your electronic equipment which may be designed to handle a lower or higher voltage.



8. CURRENCY

The currency in China is the Chinese Renminbi (CNY)

- Automatic Teller Machines (ATMs) are very common throughout towns in Beijing as well as the airport.
- MasterCard and Visa are accepted easily at all ATMS, and most of shops and restaurants. Please be aware that some local shops and restaurants may only accept cash, however the electronic payment is very common, like Alipay and Wechat.
- Foreign currency exchanges: can be made at Beijing Capital International Airport or any banks in town with your passport.

9. PHONE

Most overseas Sim cards work in China however must apply international roaming function before your departure.

10. WEATHER

Spring and mild weather come to Beijing in April. The temperature rises continuously day by day and may climbs up to 20°C (68°F) during a warm afternoon. There are large differences between day and night temperatures. There may be light rain, which won't last long.

11. EMERGENCY CONTACT NUMBERS

If you need to get in contact with someone concerning matters related to the meeting logistics, please use the numbers below:

LANG Lang Mobile: +86 1760 1600 998

HAN Qunli Mobile: +86 1360 1115 414