



## **PRACTICAL ARRANGEMENTS**

### **10<sup>th</sup> Meeting of the IRDR Science Committee (SC) 12-14 November 2013**

#### **1. MEETING SCHEDULE AND VENUE**

The 10<sup>th</sup> meeting of the IRDR Science Committee (SC) will be held from 12-14 November 2013, in the first floor Meeting Room of the Satellite Ground Station of the Chinese Academy of Sciences (CAS) in Sanya City, Hainan Province, P.R. China.

Day one of the meeting, 12 November, is open only to SC Members and staff of the International Programme Office (IPO). Days two and three, 13 and 14 November, are open to all participants.

The meeting hours are between 09:00 and 18:00 each day.

#### **Internet Access**

Wireless internet access is available in the meeting room. The network name is **radi\_sanya** and the password is **radi\_sanya2013**.

#### **2. ACCOMMODATION**

All participants will be accommodated at the **Holiday Inn Sanya Bay Resort**:

- **Address (EN):** Sanya Bay Haipo Tourism Resort Zone, Sanya 572000, Hainan Province P.R.China
- **Tel:** +86-898-88339988
- **Website:** <http://hi-sanyabay.com/en>

The IPO will reserve and pay the hotel room fees for all SC Members; however, all other expenses incurred, if any, are the responsibilities of each SC Member before departure. The IPO is also pleased to facilitate hotel reservations for self-sponsored participants upon request. When checking-in, let the receptionist know your name is among the IRDR group.

Room Rate (per night) (Deluxe Mountain View)	
Single/Twin	CNY660*
* Inclusive of service charge and Government tax.	

No pre-payment is required; guests must provide their credit card information to the hotel as guarantee when checking-in. Self-sponsored participants are requested to pay their hotel bills directly to the hotel when checking out.

The following are included with all rooms:

- Complimentary daily breakfast at the hotel's Marina Café
- Complimentary two bottles of drinking water
- Complimentary internet access

### **Cancellations**

Participants must inform the IPO of any cancellations by 1 November 2013; otherwise, participants will bear the cost of a no show charge from the hotel.

## **3. TRAVEL ARRANGEMENTS**

### **Air Travel to Sanya, China**

The IPO will sponsor and support all SC Members for their travel to Sanya, China—round trip air tickets **by the most economical route only**—and airport transfers in Sanya. The IPO should be contacted as soon as possible if any SC Member needs to request changes to their flight itineraries after tickets have been issued, Any costs incurred for such changes or standard of air travel will be borne by the requesting SC Member.

### **Transportation from and to the Airport**

The IPO will arrange transportation from the airport to the hotel and vice versa for all participants, utilising cars/mini-buses provided by the hotel to transfer participants who arrive/depart at similar times on the same date.

#### **i. Airport Pick-up:**

There will be a driver holding a paper card with “IRDR” on it at the International Exit in the airport. Please follow the driver to the car/mini-bus, which will also bear a visible IRDR sign. Please refer to the Airport Transfer Schedule below for your pick-up times.

#### **ii. Airport Send-off:**

For participants who will **depart from Sanya on 14 and 15 November**, please check out from the hotel in the morning and bring your luggage to the Ground Station. The luggage will be locked in the IPO's Secretariat room. Please inform Tracy ZHAO to claim the luggage before leaving for the airport. The hotel's car/mini-bus will transport you from the Ground Station to the airport directly.

Participants who leave by 6:45 a.m. on 14 November will be picked up from the hotel to the airport. For participants who will depart Sanya on 16 November, the car/mini-bus will pick you up from the hotel to the airport directly.

In the case of self-sponsored participants, the costs for airport pick-ups and drop-offs will be billed to their respective hotel rooms and must be paid by the participant when

checking out of the hotel. If an SC Member(s) shares the same car/mini-bus with a self-sponsored participant then the IPO will cover the total transportation cost.

### **Directions to Holiday Inn Sanya Bay Resort by Taxi**

For those participants who will need to take taxis from the airport to the hotel, please see the map and directions as follows:

#### Directions to Holiday Inn Resort Sanya Bay



Drive forward from the Sanya Phoenix International Airport until you see the entrance of Lu Neng real estate, a large complex on the right side (about 5 minutes driving), then turn right and drive forward for another 5 minutes. You will see Holiday Inn Sanya Bay Resort on the left side.

- **Distance:** 6.21 MI/10.0 KM north to hotel from the Sanya Phoenix International Airport (SYX)
- **Cost (one way):** CNY40.00 (Please tell the taxi driver “fa piao,” meaning “receipt” so they will provide this to you.)
- **Duration:** 15-20 min. (without traffic)
- **Hotel address and contact in Chinese for the taxi driver:**  
请送我去“三亚湾假日度假酒店”（地址：三亚市三亚湾海坡旅游度假区 酒店电话：88339988）

### **Transportation to Meeting Venue**

Participants will be transported to the meeting venue via bus. Please see the bus schedule below for details of pick-up times.

**Travel Claims**

Travel claims will be paid according to IRDR travel rules and regulations in CNY cash on 12-14 November. This will be done from the meeting's Secretariat room, located on the second floor of the Ground Station (nearby the stairs).

To collect your travel claims, please submit the following documents to Lang LANG and Tracy during the morning of 12 November:

1. Original boarding pass(es)
2. Original receipt for local airport transfer in your departure city
3. Original receipt for airport tax (if any)
4. Original receipt for visa fee
5. Original travel claim form (attached) signed by the SC Member

Other expenses (i.e. room service, laundry, telephone, mini bar, etc.), if incurred, will be charged to the participants' hotel rooms, and must be paid by the participant when checking out. For those wishing to stay beyond the meeting dates, the additional costs must be borne by the participants.

**Travel Insurance**

All participants are strongly recommended to purchase travel insurance before travelling. The cost of the insurance is not included in the travel allowance. IRDR will not be liable to pay any costs towards hospital/medical claims in case of any accidents.

**4. MEALS**

The IPO will provide all participants lunches and tea breaks at the Ground Station during the meeting, and a welcome dinner on 12 November. The welcome dinner starts at 19:00 at the poolside BBQ section in the hotel's garden. There will be a sign, "Welcome Dinner of 10<sup>th</sup> IRDR Science Committee Meeting" at this section.

IRDR China will also provide all participants a banquet on 14 November, from 18:15 to 20:30 in the garden of the Satellite Ground Station.

During the meeting, meals for SC Members will be provided and covered by the IPO. The lunch on 11 November (12:00 – 13:30) and dinners on 11, 13 and 15 November (18:00 – 20:00) will be provided at the Marina Café on the Garden Floor of the hotel.

**5. CURRENCY AND EXCHANGE RATE**

The currency exchange rate as of October 2013 is:

- 1CNY = 0.164 USD
- 1CNY = 0.121 EUR

## 6. WORKING LANGUAGE

The working language of the meeting will be English. No simultaneous translations will be provided.

## 7. MEETING DOCUMENTS

The meeting documents are available for download from the SC Members' Zone page of the IRDR website at: <http://www.irdrinternational.org/sc-members-zone/sc10-12-14-november-2013-sanya-china/>. SC Members are required to download these documents in advance, as hardcopies will not be provided at the meeting venue.

For guest, the IPO will email the appropriate documents to you.

## 8. CONTACT PERSONS

For logistics information:

- Ms Tracy ZHAO  
Executive Assistant  
IRDR IPO  
Office Tel: +86 10 8217 8913  
Mobile (personal): +86 1380 125 3351  
Email: [tracy.zhao@irdrinternational.org](mailto:tracy.zhao@irdrinternational.org)

For meeting documents:

- Ms Kerry-Ann MORRIS  
Junior Science Officer  
IRDR IPO  
Office Tel: +86 10 8217 8913  
Email: [kerry-ann.morris@irdrinternational.org](mailto:kerry-ann.morris@irdrinternational.org)

### Attachments:

- Travel Claim Form
- Airport Transfers Schedule
- Hotel Bus Schedule



**TRAVEL CLAIM FORM.**  
**Turquoise shaded areas are for internal only.**

**Name of participant:** .....

**Title of meeting:** 10<sup>th</sup> IRDR Science Committee Meeting

**Place & dates:** Sanya, China; 12-14 November 2013

**Email of participant:** .....

**To be submitted no later than 2 months after the meeting (*only one meeting per form, please*).**  
**Payment cannot be made without ORIGINAL receipts or tickets for all expenses claimed.**

I declare that the expenses claimed below are not being reimbursed from any other source.

Signature:.....

Date:.....

BANK REFERENCES		
<b>Bank transfer in ..... currency</b> <input type="checkbox"/>	<b>Refund by cheque: (only in Euros)</b> <input type="checkbox"/>	
Name & address of account holder:..... ..... ..... .....		
Bank, name branch & full address: ..... ..... .....		
IBAN (for European countries only) .....		
Swift code/BIC .....	ABA/Routing n° .....	Bank/sort code .....
Account n°.....		

TRAVEL EXPENSES									
					Amount	Currency	Internal use only		
<b>By air:</b> (tourist/economy class airfare using most economical fare available):							Prepaid		
<b>By rail:</b> (Do not fill in this part if you received a prepaid ticket)									
<b>Local transportation</b> (taxi, bus, etc.):									
<b>Other Expenses</b> (please detail):									
<b>By road</b> (indicate how many kms):									
<b>Total amount travel</b>							<b>Currency</b>		
SUBSISTENCE									
Arrival date __/__/____					Departure date __/__/____				
<b>Accommodation</b> (fill in only if hotel not paid by sponsor)					Amount paid	Currency	IRDR use only		
							<b>Number of nights:</b>		
<b>Meals not paid by sponsor</b> (please tick for meals you paid yourself):									
Date									
Breakfast*									
Lunch									
Dinner									
Per diem rate %	%	%	%	%	%	%	%	%	%
Amount per day									
<b>Total Amount Subsistence</b>								<b>Currency</b>	
Sundries									

\*If not included in hotel bill

**TOTAL CLAIM**  
Currency

**Checked by:** \_\_\_\_\_ **Travel approved by IRDR staff member:** \_\_\_\_\_  
**Budget line:** \_\_\_\_\_

## AIRPORT TRANSFER SCHEDULES

ARRIVALS				
Date of Arrival	Landing Time	Flight No.	Route	Name of Guest
09/11/2013	17:05	CZ6712	PEK-SYX	Ferruccio Ferrigni
11/11/2013	00:40	CZ6738	CAN-SYX	Shuaib Lwasa
11/11/2013	10:30	CX6820	HKG-SYX	Colin Edward Armstrong Howard James Moore Daniele EHRLICH
11/11/2013	11:55	CZ6732	CAN-SYX	David Johnston Siyka Zlatanova
11/11/2013	12:50	CZ6718	PEK-SYX	Jane Rovins Kerry-Ann Morris Lang Lang
11/11/2013	13:45	FM9535	PVG-SYX	Anthony Oliver-Smith Paraskevi STAVROU
11/11/2013	19:00 (Transfer by Mini-Bus)	CA1345	PEK-SYX	Ali Ismail-Zade Mark Pelling Bina DESAI Shamsul Hassan Mohammed FAKHRUDDIN Joern BIRKMANN
11/11/2013	19:40	3U8755	CTU-SYX	Steven John JENSEN Elliot Carl JENSEN
11/11/2013	21:30	CZ3836	PVG-SYX	Susan Lynn Cutter
11/11/2013	21:50	CZ6734	CAN-SYX	Djillali Benouar
11/11/2013	22:05	CA1891	PEK-SYX	Kuniyoshi Takeuchi
11/11/2013	23:10	CZ6716	PEK-SYX	Salvano Jose Briceno Matute
11/11/2013	23:55	CZ6782	PVG-SYX	Sally Potter
12/11/2013	00:40	CZ6738	CAN-SYX	Charina CABRIDO
12/11/2013	15:35	MU5353	PVG-SYX	Kenichi Tsukahara
12/11/2013	17:55	CI525	TPE-SYX	Tony Liu
12/11/2013	21:35	HU7022	CAN-SYX	John G. Rees



## AIRPORT TRANSFER SCHEDULES

<b>DEPARTURES</b>					
Date of Departure	Flight Dept. Time	Route	Flight No.	Time of Picking Up (from hotel)	Name of Guest
14/11/2013	06:45	SYX-PEK	CA1892	04:00	Bina DESAI
14/11/2013		SYX-PEK	CA1892		Joern BIRKMANN
14/11/2013	16:35	SYX-PVG	MU5354	13:00 (Depart from Ground Station)	Paraskevi STAVROU
14/11/2013	19:40	SYX-PEK	CZ6713	17:00 (Depart from Ground Station)	Lang LANG
14/11/2013	20:10	SYX-PEK	CA1346	16:30 (Depart from Ground Station)	Ali Ismail-Zade
15/11/2013	14:00	SYX-CAN	CZ6743	10:20 (Depart from Ground Station)	David Johnston
15/11/2013	16:00	SYX-CAN	CZ6735	12:30 (Depart from Ground Station)	Salvano Jose Briceno Matute
15/11/2013	16:35	SYX-PVG	MU5354		Kenichi Tsukahara
15/11/2013	16:35	SYX-PVG	MU5354		Anthony Oliver-Smith
15/11/2013	17:05	SYX-PVG	CZ6781	13:30 (Depart from Ground Station)	Sally Potter
15/11/2013	18:25	SYX-PEK	CZ6717	14:50 (Depart from Ground Station)	Shuaib Lwasa
15/11/2013		SYX-CAN	CZ6717		John G. Rees
15/11/2013	20:00	SYX-CAN	CZ6745	16:20 (Depart from Ground Station)	Ferruccio Ferrigni
16/11/2013	06:45	SYX-PEK	CA1892	04:00	Kuniyoshi Takeuchi
16/11/2013		SYX-PEK	CA1892		Shamsul Hassan Mohammed FAKHRUDDIN
16/11/2013	08:00	SYX-PEK	CZ6711	05:20	Jane Rovins
16/11/2013		SYX-PEK	CZ6711		Kerry-Ann Morris
16/11/2013	08:50	SYX-PVG	CZ6753	05:30	Susan Lynn Cutter
16/11/2013	11:00	SYX-CAN	CZ6741	7:40 (Transfer by Mini-Bus)	Charina CABRIDO
16/11/2013	11:30	SYX-HKG	CX6821		Colin Edward Armstrong
16/11/2013		SYX-HKG	CX6821		Daniele EHRlich
16/11/2013		SYX-HKG	KA651		Howard James Moore
16/11/2013	12:10	SYX-SHA	MU5348	08:30	Steven John JENSEN
16/11/2013		SYX-SHA	MU5348		Elliot Carl JENSEN
16/11/2013	18:10	SYX-PEK	CA1378	14:30	Mark Pelling
16/11/2013	18:25	SYX-PEK	CZ6717		Siyka Zlatanova
16/11/2013	19:05	SYX-TPE	CI526	15:20	Tony Liu
18/11/2013	16:00	SYX-CAN	CZ6735	12:20	Djillali Benouar

**BUS SCHEDULE FOR EVENTS IN SANYA**

Event	Date	Departure Time	Route
<b>10th IRDR Science Committee Meeting</b>	<b>12/11/2013</b>	<b>08:15</b>	Holiday In Sanya Bay Resort → Satellite Ground Station of Chinese Academy of Sciences
		<b>18:10</b>	Satellite Ground Station of Chinese Academy of Sciences → Holiday In Sanya Bay Resort
	<b>13/11/2013</b>	<b>08:15</b>	Holiday In Sanya Bay Resort → Satellite Ground Station of Chinese Academy of Sciences
		<b>18:10</b>	Satellite Ground Station of Chinese Academy of Sciences → Holiday In Sanya Bay Resort
	<b>14/11/2013</b>	<b>08:15</b>	Holiday In Sanya Bay Resort → Satellite Ground Station of Chinese Academy of Sciences
		<b>20:30</b>	Satellite Ground Station of Chinese Academy of Sciences → Holiday In Sanya Bay Resort
<b>International Workshop of IRDR 2013 (IRDR China Meeting)</b>	<b>15/11/2013</b>	<b>07:45</b>	Holiday In Sanya Bay Resort → Satellite Ground Station of Chinese Academy of Sciences
		<b>17:00</b>	Satellite Ground Station of Chinese Academy of Sciences → Holiday In Sanya Bay Resort