

11 May 2015

## **PRACTICAL ARRANGEMENTS**

### **13<sup>th</sup> Meeting of the IRDR Science Committee**

Qingdao, Shandong Province, China

1 to 3 June 2015

The SC meeting will be followed by the IRDR China Capacity Building Workshop, to be held in the same venue, on 3-5 June 2015)

#### **VENUE**

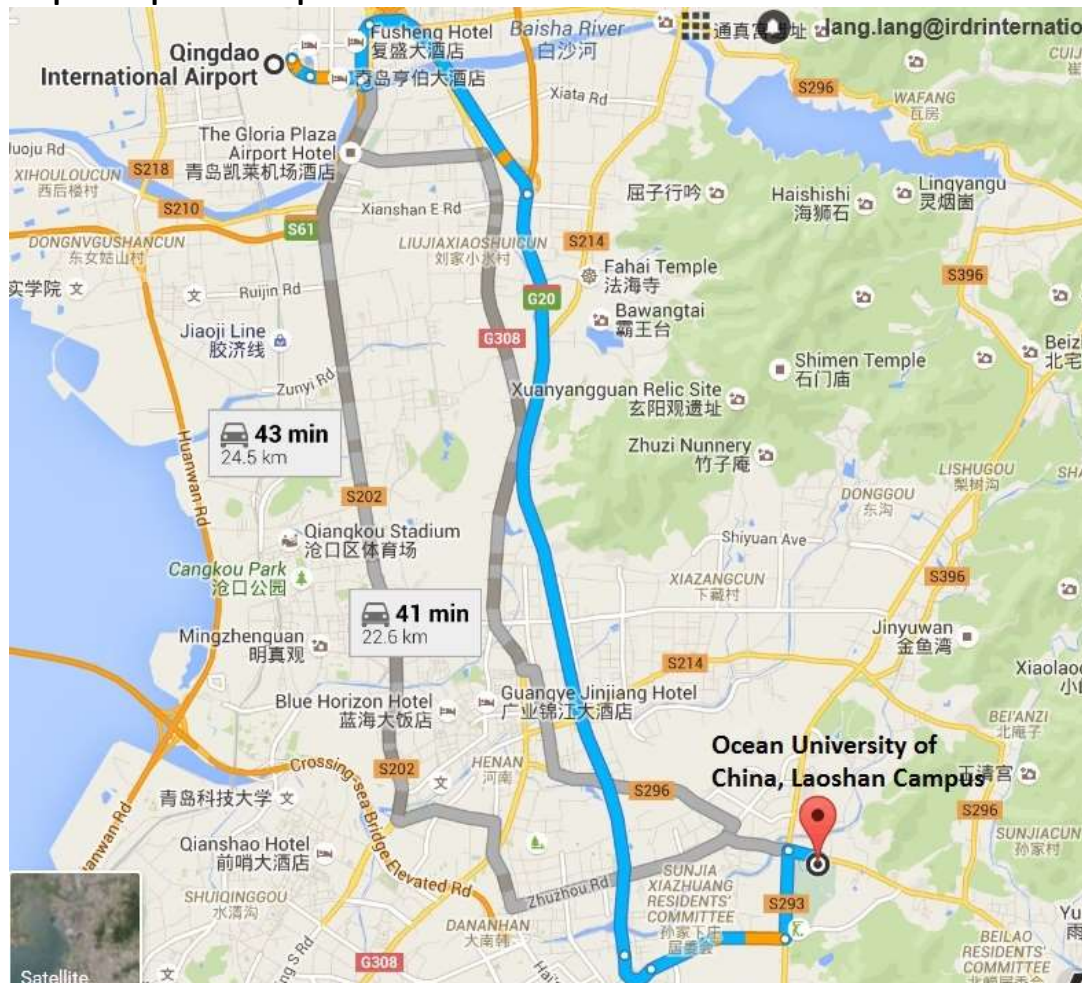
#### **Ocean University of China, Laoshan Campus**

238 Songling Road, Laoshan District, Qingdao, Shandong Province, China

More info: <http://eweb.ouc.edu.cn/main.htm>

The No.1 meeting room of the library

#### **Map of Airport – Campus**



Map of Campus– Restaurants for dinners:





### Map of Hotel – Campus



### Map of Campus Gate - Library



### To enter the OUC Laoshan Campus building

A shuttle bus is arranged, and will leave from the hotel at 08:30 to the meeting venue for the days of the SC meeting.

### Hotel

#### Holiday Inn Qingdao Expo

No.2 Tianshui Road, near Songling Road (Binhai HWY), Laoshan District ,  
Qingdao, 37 266100, China

Telephone: +86 532 6675 7888

More info: [www.holidayinn.com](http://www.holidayinn.com)



### Transportation from the Airport to the Hotel:



Distance: About 24km from Qingdao Airport (TAO) to the meeting hotel.

Duration: the transfer by taxi will take ca. 30 minutes; the cost is 105 CNY or thereabouts; payment to the taxi driver in cash only.

**For travel from the Airport to the Hotel, please  
show this note to the taxi driver:**

请带我去：

**青岛世园假日酒店**

地址：青岛市崂山区天水路 2 号

电话：0532 66757888



**Reservations:**

Reservations have been made following your instructions.

All cancellations must be notified at least 72 hours in advance, failing which you are obliged to pay for your no show.

The IPO negotiated net room rate for all SC members during the meeting period includes breakfast and WiFi.

All personal consumptions and additional hotel nights must be borne by the participants.

Breakfast at Hillside Cafe on the 3<sup>rd</sup> Floor will be available from 6:30a.m on weekdays.

**Notice:**

A credit card guarantee or cash deposit shall be required when check in; this will only be used to cover the personal spending.

**Meals**

Lunches will be provided at the meeting room for the days of the meeting.

A Committee dinner will be held at 19:00 on the evening of 1<sup>st</sup> June, at the Castle Hotel, Rats-Keller Restaurant ("Rat" being German for "Council").



The Dinner on the evening of 2<sup>nd</sup> June will be organized at a restaurant along the seaside.

The shuttle bus will be arranged from the meeting venue to the restaurant.

### **MEETING DOCUMENTS**

The meeting documents will be posted on the SC Members' Zone page of the IRDR website approx. two weeks prior to the meeting. You can access the members' zone here: <http://www.irdrinternational.org/sc-members-zone/>

IF YOU DO NOT REMEMBER YOUR PASSWORD, PLEASE CONTACT:

[connect@irdrinternational.org](mailto:connect@irdrinternational.org)

Kindly download the documents on your computer or bring a printed copy with you.

No printed files will be made available at the meeting by the secretariat.

### **ACTIVITIES**

Following the afternoon session of the SC meeting, IPO has planned a city tour on the late afternoon of 2<sup>nd</sup> June for all participants. Please note that we shall go, at the end of the tour, directly to the well-known Qing Li Globefish Restaurant, where you can enjoy, for dinner local seafood delicacies such as globefish.



### **TRAVEL and reimbursements**

IRDR IPO purchased an economy class (most direct route) round-trip ticket for IRDR SC members attending the meeting.

Reimbursements of other directly travel-related costs incurred will be made, in line with ICSU-IRDR travel reimbursement rules, upon receipt of the signed Travel Claim Form. (see the forms and rules in the attachment below, page 9 – 11 )

#### **Notice:**

Originals need to be submitted of both boarding passes and of all receipts. Please make sure to use registered mail with a mail tracking service when sending these documents; unfortunately, IPO cannot, from Beijing, trace documents in case they get lost.

#### **Per Diems**

As is our usual practice, a partial per diem will be paid for those days of the meeting and of your travel for which no meals were provided. This will be calculated on the basis of your travel arrangements as given in the travel claim form. We will provide cash for reimbursement.

### **CONTACT NUMBERS**

Members can use the following telephone numbers in the event for emergencies.

Tel: +86 1368 3630 422 (Jiqiang Wang)

+86 1760 1600 998 (Lang Lang)

+86 183 1021 6362 (Rudiger Klein)

**KEY CONTACTS OF LOCAL ORGANIZING COMMITTEE**

Tel: +86 13953206917(Ge Chen)

+86 15165272765(Yuchi Jiang)

+86 13255426112(Yan Li)

+86 13475327081(Lusang Li)

+86 18563929226(Lu Chen)

+86 15726203017(Jiajia Gao)

+86 15725221916(Xuewen Meng)





**TRAVEL CLAIM FORM**

**Name of participant:**

**Title of meeting: 13<sup>th</sup> Science Committee meeting / IRDR China Roundtable & Workshop**

**Place & dates: Qingdao, Shandong Province, China, 1-3/3-5 June 2015**

**Email of participant:**

***To be submitted no later than 1 month after the meeting***

**Payment cannot be made without ORIGINAL receipts or tickets for all expenses claimed.**

**IRDR IPO cannot guarantee reimbursement when original receipts are lost during delivery by unregistered mail.**

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"/>		
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): <b>By rail:</b> <b>(Do not fill in this part if you received a prepaid ticket)</b>									
Local transportation (taxi, bus, etc.):									
Other Expenses (please detail):									
By road (indicate how many kms):									
<b>Total amount travel</b>								<b>Currency</b>	
SUBSISTENCE									
<b>Arrival date</b>					<b>Departure date</b>				
<b>Accommodation</b> (fill in only if hotel not paid by sponsor)				Amount paid	Currency	IRDR use only			
						<b>Number of nights:</b>			
Meals not paid by sponsor (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

<b>TOTAL CLAIM</b> Currency
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<b>Checked by:</b> <b>Budget line:</b>	<b>Travel approved by IRDR staff member:</b>
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## Travel and Subsistence Regulations

Persons travelling at IRDR's expense may claim advance payment of their travel upon submission of an invoice. Originals of the air tickets and all receipts must be submitted after the meeting.

### **TRAVEL EXPENSES**

Travel is reimbursed at the following rates:

- **Rail:** first class rate with sleeper for overnight trips.
- **Air:** tourist or economy class fare using the most economical fare possible.\*
- **Road:** 4.5 RMB per kilometre, if no convenient rail/air connection is available, use of personal car may be claim.
- **Taxi:** When domestic taxi receipt from home to the airport is provided, the same amount will be paid for the transportation from the airport back home.

While travelling to and from meetings on IRDR business, reimbursement shall be made for a maximum of 10 kilograms excess baggage and for travel and medical insurance upon production of relevant vouchers.

### **SUBSISTENCE**

The IRDR per diem is based on the official French Government (MINEFI) per diem rates and are paid to cover living costs whilst travelling on IRDR business. They may be modified, based on the decision of the meeting organizer, taking into consideration special local arrangements.

Per diems cover the nights spent at the meeting. When no overnight stay is involved, actual expenses will be reimbursed on receipt of relevant bills.

For calculation of per diems, when the hotel and/or certain meals are not paid by the participant, deductions will be made according to the following breakdown:

- 50% of per diem for hotel paid by sponsor
- 10% of per diem for breakfast paid by sponsor
- 15% of per diem for lunch paid by sponsor
- 25% of per diem for dinner paid by sponsor

When the hotel and all meals are covered by the sponsors, a payment of 100 RMB per day would be given for meetings outside France.

### **Meetings in France**

The ICSU Executive Board decided that a full per diem in France would be €220. The breakdown for meals is €15 for breakfast, €23 for lunch (but not deducted - see below), €37 for dinner.

When dinner and lunch is provided, €25 per day will be given to cover sundry expenses.

If lunch and breakfast is provided, it is €70 per day.

When Hotel rate is less than 50% of the per diem, a full per diem will be given.

If hotel is more than 50%, paid by sponsor and breakfast included it is €70 for meals and sundries.

If hotel is more than 50% and NOT paid by sponsor and no meals include then it is €110 per diem with full payment of hotel.

IRDR shall enforce the ICSU Travel Rules.

**Secretariat:**  
 Integrated Research on Disaster Risk  
 c/o RADI, CAS  
 No.9 Dengzhuang South Road  
 Haidian District  
 Beijing 100094, P.R. China