

PRACTICAL ARRANGEMENTS

16th Meeting of the IRDR Scientific Committee Sanya, Hainan Province, China 29 to 30 November 2016

1. 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 17601600998 lang.lang@irdrinternational.org

Jiqiang Wang Mobile: +86 13683630422 jiqiang.wang@irdrinternational.org

2. VENUE

**Sanya Satellite Receiving Station of the Institute of Remote Sensing and Digital Earth,
Chinese Academy of Sciences (CAS)**

No.6, Heitu village, Tianya Town, Sanya, Hainan, China

Please note that there is no WIFI available in the venue.

3. HOTEL

Holiday Inn Resort Sanya Bay

Haipo Toursime Resort Zone, Sanya Bay, Hainan 572000 , P.R.China

Tel: (+86) 898 88339988

<http://www.ihg.com>

Useful information about the hotel:

- Check in time: 15h00 (early check in will be possible if the room is available)
- Check out time: 12h00
- 1,000 CNY or equivalent foreign currency (USD/EURO/GBP/JPY) deposit will be taken when check in. Credit card preauthorization is recommended.
- The Hotel offers complimentary breakfast and WIFI as parts of the accommodation package.
- Concierge in Hotel lobby speaks good English and may help to call taxi upon request.

4. 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.

5. REIMBURSEMENT

Please note that you will be get reimbursed by cash (CNY) during the meeting. Please well-kept all your original receipts including the boarding pass and fill in the travel claim form (See Annex). Submission should be no later than 30 November 2016. Payment cannot be made without ORIGINAL receipts or tickets for all expenses claimed. IRDR IPO cannot guarantee reimbursement when loss of the original receipts.

6. MEALS

- Breakfasts are included in the hotel rate.
- Lunches will be provided at the meeting venue.
- Dinners will be arranged at the hotel.

7. LOCAL TRANSPORTATION

- Airport transportation

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

请送我去：三亚湾假日度假酒店

地址：三亚湾海坡旅游度假区三亚湾路 207 号

From Sanya Phoenix International Airport to the hotel, the distance is 6-9 km, depends on different route. It normally takes 15-20 minutes by taxi, and cost 25 CNY or so.

- Local Shuttle

A Shuttle bus will be arranged between the hotel and the meeting Venue.

Morning 08:30 Hotel--Meeting Venue

Afternoon 17:30 Meeting Venue--Hotel

8. 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.



9. CURRENCY

The currency in China is the Chinese Renminbi (CNY)

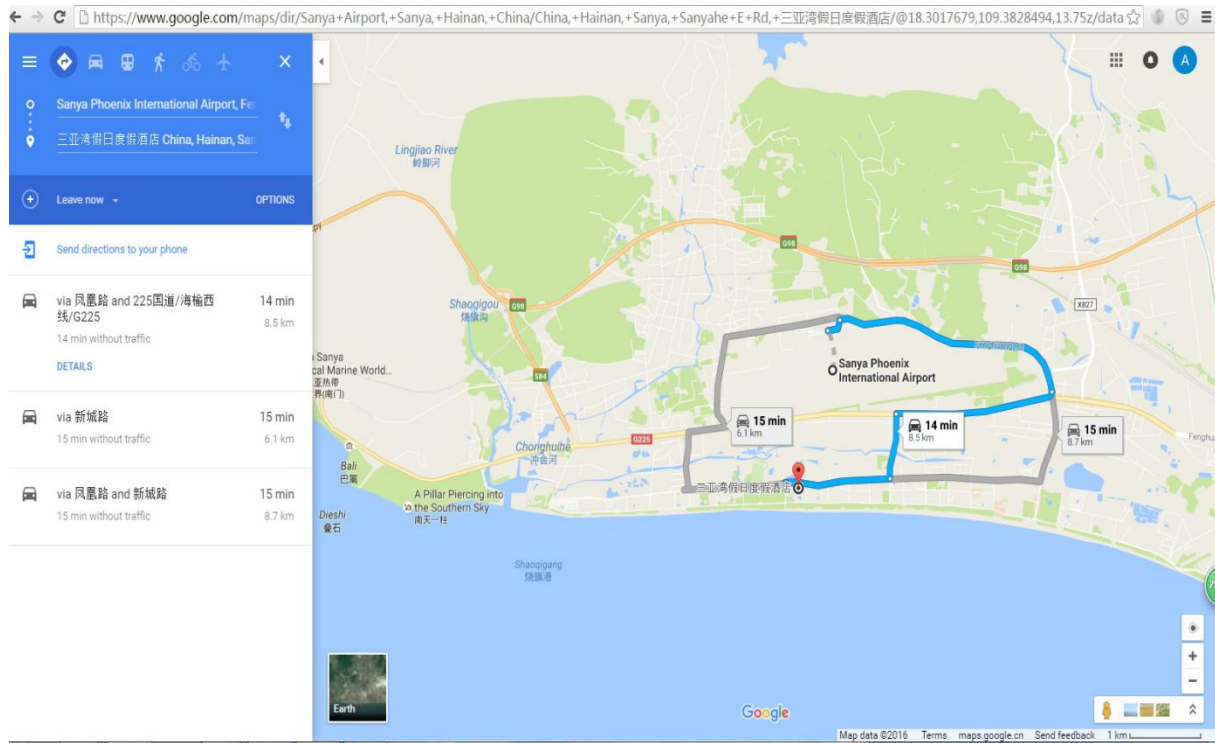
- Automatic Teller Machines (ATMs) are very common throughout towns in Sanya as well as the airport.
- MasterCard and Visa are accepted easily at all ATMS, and most of shops and restaurants. Please be aware that some local shops and restaurants may only accept cash, however the electronic payment is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

10. PHONE

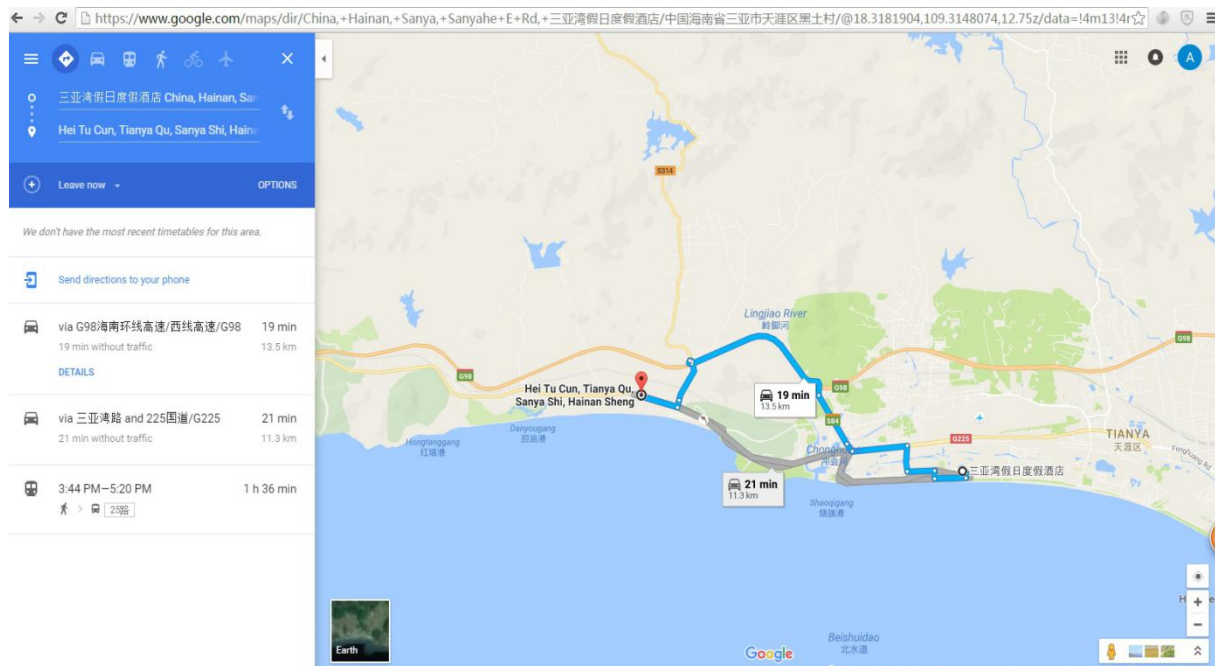
Most overseas Sim cards work in China however must apply international roaming function before your departure. Alternatively, tourist Sim card will be easily bought in Sanya Phoenix International Airport or shops in Town.

Maps

Sanya Phoenix International Airport to Holiday Inn Resort Sanya Bay



Holiday Inn Resort Sanya Bay to Meeting venue





TRAVEL CLAIM FORM Turquoise shaded areas are for IRDR use only.
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Name of participant:

Title of meeting: The 16th SCIENCE COMMITTEE MEETING

Place & dates: Sanya, China. 2016.11.29-30

Email of participant:

To be submitted no later than 1 month after the meeting (*only one meeting per form*).
IRDR IPO cannot guarantee reimbursement when loss of the original receipts during the delivery by unregistered mail.

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

Signature

Date:

BANK REFERENCES		
Bank transfer in ...currency <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
By air: (tourist/economy class airfare using most economical fare available): By rail: (Do not fill in this part if you received a prepaid ticket)			
Local transportation (taxi, bus, etc.):			
Other Expenses (please detail):			
By road (indicate how many kms):			
Total amount travel			

SUBSISTENCE

Arrival date 2016/11/						Departure date 2016/ /				
Accommodation (fill in only if hotel not paid by sponsor)	Amount paid		Currency		IRDR use only					
								Number of nights:		
Meals not paid by sponsor (please tick for meals you paid yourself):										
Date										
Breakfast*										
Lunch										
Dinner										
Per diem rate %	%	%	%	%	%	%	%	%	%	%
Amount per day										
Total Amount Subsistence										
Sundries										

*If not included in hotel bill

TOTAL CLAIM

Checked by:	Travel approved by IRDR staff member:
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