

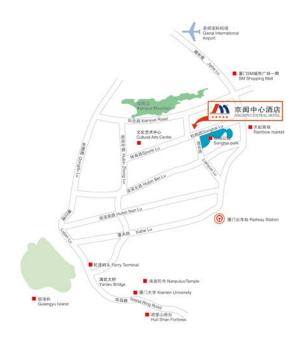
24 September 2019

### **PRACTICAL ARRANGEMENTS**

# The 22<sup>nd</sup> Meeting of the IRDR Scientific Committee Xiamen, China 8-10 October 2019

## 1. VENUE & HOTEL Xiamen Jingmin Central Hotel

No. 158 YuHou NanLi, Xiamen , Fujian ,China https://www.jmhotel.com



#### Meeting Room: A+B, 4th Floor

WIFI will be available at the meeting room.

Useful information about the hotel:

- Check in time: 12:00 (early check in will be possible if the room is available)
- Check out time: 14:00
- 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.

#### 2. TRAVEL

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

#### 3. 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**, visa fee receipt, etc.; and fill in the **travel claim form** (See Annex). IPO will collect the original travel receipts on **8 October 2019**. 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).

#### 4. Meals

- Breakfasts are included in the hotel rate.
- Lunch buffet will be provided on the 1F.
- Reception on 8<sup>th</sup> October will be arranged on the VIP6, 3F at the hotel.

#### 5. Airport transportation

The airport pick-up will arranged by the hotel. Hotel staff will be waiting at the exit with the hotel name tag.



Here is the note to the taxi driver in case you missed out the pick-up service:

请送我去: 厦门京闽中心酒店

地址: 厦门市屿后南里 158号

电话: 0592-5123333

From the Airport to the hotel, the distance is 9.5km or so. It normally takes 20 minutes by taxi, and cost roughly 25 CNY.

The hotel offers complimentary shuttle to the airport. Here is the timetable:



#### 6. 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.



#### 7. CURRENCY

The currency in China is the Chinese Renminbi (CNY)

- Automatic Teller Machines (ATMs) are very common throughout towns 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 the Airport or any banks in town with your passport.

#### 8. PHONE

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

#### 9. WEATHER

Autumn lasts from October to November in Xiamen, with comfortable weather condition. The temperature drops quickly, contributing to the cool weather. There is little rainfall in

autumn. In October, the average high temperature is 23°C, and the average low temperature is 16°C. For packing, long-sleeved coats and light sweaters are necessary.

#### **10. 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



#### TRAVEL CLAIM FORM

Turquoise shaded areas are for IRDR use only.

Name of participant:

**Title of meeting:** The 22nd Meeting of the IRDR Scientific Committee

Place & dates: Xiamen, China; 8-10 October 2019

**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 incurre	ency 🗆							
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	t	Curren	су	Internal use only		
By air: (tourist/economy class airfare using most economical fare available):								Prepaid			
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 / /2019				Departure date / /2019							
Accommodation (fill in only if hotel not paid by sponsor)				Amoun	ount paid Currenc		ency	IRDR use only			
					Number of nights:						
Meals not paid by sponsor (please tick for meals you paid yourself):											
Date	/	/	1	/	1	1	/	1			
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:											