

PRACTICAL ARRANGEMENTS

**The 22nd 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 economy class (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 8th 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:



京闽中心酒店
CENTRAL HOTEL
— JINGMIN —
★★★★★

穿梭巴士时间表

(酒店→机场/五通码头)
Schedule of Shuttle Bus
(Hotel → Airport / Wutong Ferry Pier)

酒店每日发车时间 Start out at 发车時間:  分机 ext.4444, 0

07:00	08:00	09:00	10:00	11:00	11:30
12:00	12:30	13:00	14:00	15:00	18:00

如需乘坐敬请提早两小时预订，提前5分钟在酒店门口等候。
Please make a reservation 2 hours before your departure and go to the hotel entrance 5 minutes in advance.

ご出発2時間前までに直接コンシェルジュ若しくは日本語ホットラインまでご予約された後、5分前にベルがなりましたらホテル玄関前でお待ち下さいませ。

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 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):							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)					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:** _____