



COUNCIL FOR SECURITY COOPERATION IN THE ASIA PACIFIC
40th CSCAP Steering Committee Meeting
Jianguo Garden Hotel, Beijing, China
1-2 December 2013

GENERAL INFORMATION PAPER

1. MEETING VENUE

Jianguo Garden Hotel

No. 17 Jianguomennei Avenue 建国门内大街17号

Dongcheng District, 100005 东城区

TEL/电话 +86 10 6528 6666

WEBSITE: www.jianguogardenhotel.com

2. MEETING TIME AND LOCATION

The meeting will be conducted at *Conference Room* (2nd Floor) from 0900hrs to 1700hrs on 2 December.

3. SECRETARIAT

The Secretariat is located at *Summer Lotus (Xia He) Room* (2nd Floor) and will be in operation at 1600-1900hrs on 1 December; and at 0800-1400hrs on 2 December.

4. REGISTRATION

Participants may register at the Secretariat during its opening hours. Alternatively, you may also register at a counter located just outside the *Conference Room* (2nd Floor) at 0800-1400hrs on 2 December.

5. MEALS

(a) The welcoming dinner on 1 December will be held at the *Garden Room* (2nd Floor).

(b) A buffet breakfast will be provided at *Kitchen Asia Restaurant* (1st Floor).

(c) Lunch on 2 December will be served at *Kitchen Asia Restaurant* (1st Floor).

6. ACCOMMODATION

Reservations will be made for all international participants to stay at the Jianguo Garden Hotel. The net room rate is **RMB650** (about **USD110**) or **RMB850** (about **USD140**) per room per night (inclusive of daily buffet breakfast for one and free internet). In accordance with usual CSCAP practice, participants attending the Steering Committee meeting will be responsible for meeting the full costs of their own accommodation. Check-in time will be 1400hrs, and check-out time will be 1200hrs. Participants who wish to arrive earlier or remain later should liaise directly with the hotel or inform the Secretariat well in advance. Request for early check-in will be subjected to availability. However, to guarantee early check-in, the room must be reserved for the night prior to the guest's arrival. Request for late departure is

subjected to availability. The imposed charge shall be at 50% off the respective room rates. The full rate will be levied for check-out after 1800hrs.

7. ATTIRE

- (a) Smart Casual for preliminary committee meetings.
- (b) Business attire for the Steering Committee Meeting.

8. WEATHER

The weather in Beijing by the time you arrive will be cold. Winter wear is strongly recommended.

9. TRANSPORTATION

Beijing Capital International Airport is approximately 40 minutes drives from the hotel. Participants are suggested to arrange for their own transport from the airport to the hotel and vice-versa.

We recommend that you take a taxi to the hotel. Taxis are available at the airport and should cost approximately **RMB120 (USD20)** one way. Because not all taxi drivers speak English, it is advisable to provide them with a copy of the hotel's address written in Chinese characters, which are provided above.

10. VISA REQUIREMENTS

Your passport should have a validity period of at least six months beyond the time of stay allowed in China. You may require a visa prior to your arrival in China. If you need an official letter or for any questions regarding visas, please contact Ms. Lv Pinrou by e-mail at lvpinrou@ciis.org.cn

11. FURTHER INFORMATION

Should you require further information, please contact Mr. Woo Hon Weng at CSCAP Secretariat, and Ms. Lv Pinrou at CSCAP China Secretariat.

Mr. Woo Hon Weng

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