



**COUNCIL FOR SECURITY COOPERATION IN THE ASIA PACIFIC
9th GENERAL CONFERENCE**

**Jianguo Garden Hotel, Beijing, China
2-4 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 65286666
WEBSITE: www.jianguogardenhotel.com

2. MEETING TIME AND LOCATION

The meeting will be conducted at *Conference Room* (2nd Floor) from 0900hrs to 1730hrs on 3 December, and 0900hrs to 1230hrs on 4 December.

3. SECRETARIAT

The Secretariat is located at *Summer Lotus (Xia He) Room* (2nd Floor) and will be in operation from 1600hrs on 2 December till 1200hrs on 4 December .

4. REGISTRATION

Participants may register from 0800hrs to 0900hrs on 3 December at the registration desk located outside the Conference Room, 2nd Floor.

5. MEALS

- (a)The welcoming dinner on 2 December will be held at the *Banquet Room*(2nd Floor).
- (b)A buffet breakfast will be provided at *Kitchen Asia Restaurant* (1st Floor).
- (c)Lunch on 3 December will be served at *Banquet Room*(2nd Floor).
- (d)Dinner on 3 December will be provided at *Banquet Room*(2nd Floor).
- (e)Lunch on 4 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 RMB 650 (about USD110) or RMB 850 (about USD140) per room per night (inclusive of daily buffet breakfast for one and free internet). In accordance with usual CSCAP practice, the organizers will only cover the cost of accommodation for role players for the duration of the meeting. Check-in time will be 1400hrs, and check-out time will be 1200hrs.

Accommodations prior to and beyond the dates given above shall be charged to your personal account. Therefore, participants who wish to arrive earlier or remain later should inform CSCAP China well in advance. Please be informed, that all other expenses such as personal telephone calls, mini bar services, beer, wine and other alcoholic beverages ordered as room service or from other hotel outlets, laundry services, internet and Business Centre charges are under personal account.

7. ATTIRE

Business dress is recommended for all sessions during the 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 minute drive 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 Yuan (USD 20) 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 Ms. Lv Pinrou at CSCAP China Secretariat.

Ms. Lv Pinrou

Staff

CSCAP China

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