



COUNCIL FOR SECURITY COOPERATION IN THE ASIA PACIFIC
2nd Meeting of the CSCAP Study Group on Energy Security

Beijing, China
14-16 June 2015

GENERAL INFORMATION PAPER

1. HOTEL INFORMATION

Beijing International Hotel

No.9 Jiangguo Mennei Street 建国门内大街 9 号
Dongcheng District, 100005 东城区
TEL/电话 + 86 10 65126688
WEBSITE: www.bih.com.cn

2. MEETING TIME AND LOCATION

China Institute of International Studies (CIIS)

3 Toutiao Taijichang
Dongcheng District, 100005
TEL: + 86 10 85119585

The meeting will be conducted at CIIS conference room from 0900hrs to 1700hrs on 15 June, and 0900hrs to 1200hrs on 16 June.

3. REGISTRATION

Participants may register from 0830hrs to 0900hrs on 15 June at the registration desk located outside the conference room.

4. MEALS

(a) Welcoming dinner on 14 June will be hosted at Beijing International Hotel.

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

(c) Lunch on 15 June will be served at CIIS Conference Room.

(d) Dinner on 15 June will be hosted at MeiZhou DongPo Restaurant.

(e) Lunch on 16 June will be at Zi Yun Ju Restaurant.

5. ACCOMMODATION

Reservations will be made for all international participants to stay at the Beijing International Hotel. The organizers will cover the cost of accommodation for 2 nights, for one designated representative per Member Committee. 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.

6. ATTIRE

Smart Casual is recommended for all sessions during the meeting.

7. TRANSPORTATION

(1) Airport – Hotel Transportation

Beijing International Hotel is 28 Kilometers from the Capital International Airport .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.

(2) Hotel –Conference Room Transportation

We have arranged transportation to CIIS Conference Room. Please meet at the hotel lobby at 8:15 on 15 June.

8. 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.

9. 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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