

INFORMATION FOR PARTICIPANTS

United Nations International Conference on Disaster Risk Identification, Assessment and Monitoring

Beijing, China, 23-25 October, 2013

Co-organized by

The United Nations Office for Outer Space Affairs

and

The Ministry of Civil Affairs of the People's Republic of China

In collaboration with

**The Ministry of Foreign Affairs of the People's Republic of China (MoFA)
China National Space Administration (CNSA)
Asia-Pacific Space Cooperation Organization (APSCO)**

And the support of

DigitalGlobe

<http://www.un-spider.org/event/6679/2013-10-23/united-nations-international-conference-disaster-risk-identification>



Information For Participants

Table of Contents

1. Opening/Closing Date and Meeting Location.....	3
2. Registration	3
3. Accommodation.....	4
4. Dining Options	4
5. Medical Services.....	4
6. Travel Services.....	4
7. Visa Application.....	5
8. Currency.....	5
9. Health Insurance.....	5
10. Transportation.....	5
11. City of Beijing Information.....	8
12. Country, Weather and Practical Information.....	8
Annex: Recommended Hotels.....	10



1. Opening/Closing and Meeting Location

The United Nations International Conference on Disaster Risk Identification, Assessment and Monitoring will be held at:

ZHONGMIN PLAZA

No. 7, Baiguang Road, Xicheng District, Beijing China. Post code: 100053

Tel : +86 10 8353 9988

The address in Chinese is 中国北京西城区白广路7号, 中民大厦

The main conference room is on the 3rd floor. Side meeting rooms are located on the 2nd floor.

(Please print and show this address to the taxi driver)



The meeting **will commence on Wednesday, 23 October 2013, at the main conference room on the third floor.** Please see the agenda for detailed information on the programme.

2. Registration

Registration will open on **Wednesday, 23 October 2013** at 08:30 in the Zhongmin Plaza lobby.



3. Accommodation

For funded participants

- All funded participants will be accommodated in the same building as the meeting venue (Zhongmin Plaza Hotel). UNOOSA will arrange and complete all necessary booking arrangements. The breakfast is complimentary. Please note though that all incidental expenses (such as bar, room service, laundry, all local and international phone calls, business centre, hotel car park and an additional person in the room etc.) are to be borne by participants. Check-In: 07:00; Check-Out: 12:00 – 14:00.

For Self-Funded participants

- For all self-funded participants there is the option of staying at the same hotel as the conference venue (Zhongmin Plaza Hotel). The hotel has offered a special rate to participants, which is RMB 350 per night, excluding breakfast. We have also listed other possible options in the vicinity at the end of this document. If you choose to stay at the hotel of the conference venue (Zhongmin Plaza), we would be pleased to help you with your reservation. Please contact Ms. Gao Yuan (yuan.gao@unoosa.org).

4. Dining Options

The conference organizers will be providing a buffet lunch to conference participants. The Zhongmin Plaza Hotel has a restaurant open from 5:00pm to 9:00pm for dinner. There are also a number of restaurants within walking distance of the conference venue.

5. Medical Services

The emergency number for ambulance and rescue in Beijing is **120** from every landline telephone on the premises.

6. Travel Services

The Zhongmin Plaza Hotel Helpdesk is at the disposal of participants requiring assistance with such matters as travel, sightseeing, car rental and excursions.

7. Visa Application

Every participant needs a Visa to enter China. You are advised to check with the respective Consulate(s) and/or Embassy(ies) for obtaining required visa, including any transit visa, as soon as possible. Please note that it is the sole responsibility of the traveller to obtain required visa(s). The visa should be issued to you free of charge. Please also ensure the validity of your passport.

****Please note that there is no possibility of obtaining a Chinese visa on arrival at the airport.**



8. Currency

Below are the official UN exchange rates of USD 1 to RMB (Chinese Yuan) as of June to September 2013. Please inquire with Ms. Gao Yuan regarding the most up-to-date exchange rate.

6.12	01 Sep 2013
6.131	01 Aug 2013
6.149	30 Jun 2013
6.132	01 Jun 2013

9. Health Insurance

Adequate insurance (i.e. health; travel; life) is the personal responsibility of each individual. The United Nations will not assume any responsibility for life and major health insurance, nor for expenses related to medical treatment or accidental events.

10. Transportation

Beijing Capital International Airport (BCIA)

Beijing, China

Tel: +86 10 6465 1100 <http://en.bcia.com.cn/>

The BCIA has three terminals, 1, 2 and 3. Please note which terminal applies to you.

Getting to the meeting venue from the BCIA

By Taxi:

The distance is approximately 38km, on average one hour duration and the cost revolves in the region of RMB 120.

By Airport Shuttle Bus:

Charge Standard >>>

Downtown Shuttle: RMB 16/person (single trip)

Tickets Offices(From BCIA) >>>

T1: Gate No. 7 (inside) on F1

T2: Gate No. 9 to No.11 (outside) on F1

T3: exit of Zone A, opposite of the exit of Zone C on F2; next to Gate5, 7&11 on F1



Service Number >>>

Airport Shuttle Service number: 010-64594375/76

Shuttle Route >>>

Please take Line 7:

Line 7	BCIA ↔ Beijing West Railway Station
--------	-------------------------------------

Get off at the stop highlighted in yellow below:

BCIA Beijing West Railway Station

Line Chaoyang Gongyuan Bridge (50m south of the Bridge) -- Tonghuihe North Road (east of the new BTV Building) -- Guangqumen (200m north of the west side of the intersection) -- Ciqikou (100m north of the west side of the intersection) -- Zhushikou (100m north of the east side of the intersection) -- **Caishikou (100m north of the west side of the intersection)** -- Guang'anmenwai (500m north of the west side of the Bridge) -- West Railway Station (Zhongyan Hotel)

The name of the stop in Chinese is 菜市口.



The airport shuttle bus stops at mark "1" on map above. After debarking the bus, take a taxi to Zhongmin Plaza (costs approx. RMB 13).



Go to the BCIA from the Meeting Venue

After exiting the Zhongmin Plaza Hotel, turn left, walk down to the main road and turn to right to continue walking approx. 50 meters, where the airport shuttle bus stop is located (blue circle on the map below).



Board the airport shuttle bus at the stop highlighted below in yellow. The ticket is purchased from the driver after getting on the bus.

Beijing West Railway Station BCIA

Line Zhongyan Hotel (South Square of Beijing West Railway Station) -- Guang'anmen (50m south of the east side of Baiguanglu Beikou) -- Ciqikou (100m south of the west side of the intersection) -- Chaoyanggongyuan Bridge (strongside the strongus stop at the east side road, north of the Bridge) -- BCIA



11. City of Beijing Information

Beijing, also known as **Peking**, is the capital of the People's Republic of China and one of the most populous cities in the world (19,612,368 as of 2010). The city is the country's political, cultural, educational and military centre, and home to the headquarters for most of China's largest state-owned companies.

For more information on the city, its surrounding area and upcoming events, please visit the official website at <http://www.ebeijing.gov.cn/>

12. Country, Weather and Practical Information

General Information about China

The Chinese Government has prepared a website that provides an array of information, from geographic facts and figures to historical milestones, economic status and current developments in politics, education, culture and sports, as well as much more. Please visit <http://english.gov.cn/>

Projected weather in Beijing during conference period: 23-25 October)

With the first snow expected to fall in November, Beijing shows the first signs of an upcoming winter that is very dry. The average low and high temperatures are, respectively, 4°C (36°F) and 16°C (58°F).

Time Zone

GMT +8

Voltage, Plugs, and Socket-Outlets

220V-240V, 50Hz





Annex – Additional Suggested Hotels

1. Holiday Inn: 5 minutes to Zhongmin Plaza by foot.

<http://www.holidayinn.com/hotels/us/en/beijing/pegpl/hoteldetail>



2. Grand Metropark Hotel Beijing: 5 minutes to Zhongmin Plaza by foot.

<http://www.grandmetroparkhotelbeijing.cn/>



3. Capital Hotel: A landmark on the bustling East Qian Men Street in the heart of Beijing, the five-star Capital Hotel is a member of the Beijing 2008 Olympic Games Official Accommodation Network. Modern in furnishing while traditional in style, the hotel is an ideal choice for business, leisure and MICE travellers. 6.3km to the meeting venue.

<http://www.capitalhotel.com.cn/en/index.html>