

As of 2011.08.17

**The Fourth CSLF Ministerial Meeting
September 19-23, 2011
Beijing, China,**

Guidance for Ministers/Heads of Delegations

Date: September 19-23, 2011

Venue: Beijing Hotel/Raffles Beijing Hotel (33 East Chang An Avenue Beijing, People's Republic of China)

Tel: +86-10-85004383/+86-10-65137304

I. Registration

Please complete online registration at www.cslforum.org before **August 31, 2011**.

II. Immigration/Entry

1. Visa and immigration: please make your visa application via Chinese embassies/consulates with the invitation letter jointly signed by Minister WAN Gang of Ministry of Science and Technology of China, Vice Minister XIE Zhenhua of National Development and Reform Commission of China and Secretary Steven Chu of United States Department of Energy, and bring the invitation letter and your valid passport with you when entering China. Please check the following websites for Chinese immigration procedures and information about Chinese embassies/consulates:

http://english.gov.cn/2005-08/29/content_27141.htm

<http://www.fmprc.gov.cn/eng/wjb/zwjg/>

2. Courtesy arrangement: When the Minister's flight landed, protocol officer from the host will guide the Minister to the VIP lane of the airport and facilitate immigration procedures. Transportation from the airport to the hotel will be arranged for the Minister. Up to 2 accompanying officials among Minister's entourage may also have access to the VIP lane. Personal information (including name, sex, nationality, birthday, passport number, occupational title, arrival and departure date and flight number) of the Minister and officials that will use the VIP lane must be provided to the Host Secretariat **before September 1**. This courtesy arrangement is limited to minister-ranking head of delegation only.

3. Private jet: if the Minister comes to China on a private jet, please contact your country's embassy in China and provide information about your confirmed ground service agent to the Host Secretariat, so that we can make relevant courtesy arrangements for the Minister.

III. Transportation

1. The host will provide car for Minister's transport between the airport and the hotel.
2. During the meeting, the host will arrange for transportation between Beijing Hotel and the Great Hall of the People as well as transportation for the technical visit.
3. If the Minister decides to have their own embassy arrange transportation, please notify the Host Secretariat as soon as possible.
4. Please contact the Host Secretariat in advance if the Minister has any special request during the meeting.

IV. Accommodation

1. When the Minister arrives at the hotel, the host will arrange staff to help the Minister with the check-in procedures.
2. All participants shall bear the cost of accommodation and any personal spending during their stay in the hotel, including the use of mini-bar, lobby, café, laundry, telephone and fax services, etc.
3. If the Minister/Head of Delegation has any special request, please inform the Host Secretariat in advance or contact the registration office.

V. Attending meetings

1. Minister/Head of Delegation will receive a pin at registration. Please wear the pin at all times during the meeting. In case of pin losses, please contact the Host Secretariat immediately.
2. Chinese/English simultaneous interpretation will be provided for the Ministerial Meeting Sessions and the Stakeholder Forum. Please collect the headset at the entrance to the meeting room and return it after the meeting. If any delegation needs simultaneous interpretation services for other languages at the meeting, please bring your own interpreters and inform the Host Secretariat before **September 1** for the reservation of interpretation booths/equipments which are limited in number.
3. Minister/Head of Delegation may bring up to 2 accompanying officials and one interpreter to the closed-door ministerial meeting on the afternoon of September 22.
4. The Meeting with Chinese State Leader (TBD) on the afternoon of September 22 is for Ministers/Heads of Delegations only.

VI. Welcoming reception & dinner

1. A reception will be hosted for all participants in Jaan Hall, Raffles Beijing Hotel (Building B) from 18:30 to 20:00 on September 21.

2. A welcome banquet will be hosted for Ministers/Heads of Delegations (with 2 accompanying officials for each delegation) in Banquet Hall, Beijing Hotel from 18:30 to 20:00 on September 22.

VII. Catering

1. Breakfast is included in your hotel bill, please go to the designated restaurant of the hotel to have it.

2. On September 22, the host will arrange a special lunch for Ministers/Heads of Delegations at Beijing Hotel.

3. Other lunches during the meeting will be served in the designated restaurant. Please claim your lunch coupon at the registration counter.

4. Please arrange your own meals for those not provided by the host. Within and outside the four recommended hotels, there are a variety of restaurants offering diverse types of cuisine. For more information you may visit: <http://english.visitbeijing.com.cn/food/>.

VIII. Dressing code

Formal dressing for Ministerial Meeting on September 22 and Stakeholder Forum on September 21; business casual for other meetings and events.

IX. Technical visits

1. On the afternoon of September 23, you may take a technical visit to the 3000t/a CO₂ capture demonstration facility at Beijing Gaobeidian Thermal Power Plant, Huaneng Group. Shuttle buses transportation service will be provided between the Beijing Hotel and the Gaobeidian Plant. Please sign up for the visit at registration if you are interested.

2. Shenhua Group Corporation Limited offers an alternative technical visit option for ministers, heads of delegations and some VIP delegates. A chartered plane will fly visitors to its CO₂ capture and geological storage demonstration project in Ordos, Inner Mongolia on September 23. For detailed information please refer to the attachment "Field Visit to Shenhua Group CCS Pilot Project".

X. Security

1. The security during the meeting will be ensured by professional staff arranged by the host.

2. If the Minister will bring along his/her own security staff, please inform the Host Secretariat in advance, preferably before **August 31, 2011**.

XI. Other Services

1. Wireless Internet connection: Access to internet with a wireless connection is available in all meeting places on September 19-23.
2. Bilateral Room: For ministers/heads of delegations who plan to hold bilateral meetings, we provide two rooms for this purpose on a first-come-first-served basis on September 21-22. The two meeting rooms are located in the Drawing Room, 2nd Floor, Building B (Main Building), Raffles Beijing Hotel.
3. Host Secretariat Room: We offer free use of computers, printers and copier, access to Internet on September 19-23. The room is at the 2nd Floor, Building B (Main Building), Raffles Beijing Hotel.
4. Travel and tour: A travel agent will open a service booth on the venue, and you may contact them for cultural visits and recreation. It is a third-party service and you will pay your own expenses. If you have plans for travel after the meeting, you may contact Beijing Global Tour International Travel Service for any details.
Contact person: Li Jiadai
Tel:+86-135-0103-7668
E-mail:lijiadai888@sina.com.cn
5. First aid services will be provided during the meeting. Please refer to the meeting program for detailed information.

XII. Press and media

1. The agenda and other documents of the Fourth CSLF Ministerial Meeting will be published on www.csforum.org at an appropriate time.
2. Press and media are welcomed to the open session of the Ministerial Roundtable and press conference on September 22. All media interviews shall be arranged via the Host Secretariat.
3. Press and media are also required to register for the meeting. For press agents traveling from outside of China (i.e. not a resident correspondent stationed in China), they should make application to the Host Secretariat in advance and get approval.

XIII. Other logistic information

1. Average temperature in Beijing in September: 14.2 °C –25.7 °C (57.6 °F– 78.4 °F)
2. Exchange rate: Bank of China: <http://www.boc.cn/sourcedb/whpj/enindex.html>
3. Voltage, Frequency and Plug/Outlet Type: 220 Volts at 50 Hertz, flat blade plug



or V-shaped flat prongs



4. For further information, please visit: <http://www.china.org.cn/>, <http://www.visitbeijing.com.cn/>, <http://www.most.gov.cn>, <http://www.cistc.gov.cn>

XIV. Contact information of the Host Secretariat and the CSLF Secretariat

Host Secretariat Room (open on September 19-23): 2nd Floor, Building B (Main Building), Raffles Beijing Hotel

CSLF Secretariat Room (open on September 19-23): Jade Room, B1 Floor, Building E (State Building), Raffles Beijing Hotel

For questions about the meeting logistics, please contact the Host Secretariat via call/fax/email.

Mr. CHEN Fei

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