

As of 2011.07.20

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

Guidance for Participants

Date: September 19-23, 2011

Venue: Beijing Hotel/Raffles Beijing Hotel (33 East Chang An Avenue Beijing, 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

A valid passport and visa is required for entering China. If an official invitation letter is required for your visa application, please note your request during registration and provide necessary information, including the Chinese Embassy or Consulate you plan to file the visa application. Please check the following websites for Chinese immigration procedures and information about Chinese Embassies and Consulates:

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

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

It is strongly advised that you make your visa application via the Chinese Embassy or Consulate in the issuing country of your passport.

III. Transportation

1. Please arrange the airport-hotel transport by yourself. The address of Beijing Hotel is 33 East Chang An Avenue, Beijing, which is about 28.6 kilometers away from Beijing Capital International Airport.

You may travel to the hotel by subway: take the airport express train, transfer to Line 10 at Sanyuanqiao station, and then transfer again to Line 1 at Guomao station. Get off at Wangfujing station, and the hotel is right beside the subway station (exit A or C). You may also choose to take the airport express train, transfer to Line 2 at Dongzhimen station, and then transfer to Line 1 at Jianguomen station. Again, get off at Wangfujing station, and the hotel is right beside the subway station (exit A or C). The total cost for subway transportation is RMB 27 yuan.

You may also travel to the hotel by taxi. The initial charge for taxi is RMB 10 yuan (for the first 3 kilometers), 2 yuan will be added to your bill for every extra kilometer when your journey extends from 3km to 15km, and for each kilometer beyond 15km, 3 yuan will be charged. And you shall pay 2 yuan fuel surcharge and 10 yuan toll for the airport expressway in such a taxi ride. Please pay the taxi fare according to the

meter, and don't forget to ask for your invoice. The total cost for taxi is about RMB 100 yuan if there is no traffic congestion during the journey.

2. During the meeting, the host will arrange for the transportation between Beijing Hotel and the Great Hall of the People as well as transport for the technical visit.

3. Please arrange the transport for your own travel plans during your stay in Beijing. For information about Beijing subway and other public transport systems, please visit <http://www.bjjtw.gov.cn/eng/>.

IV. Accommodation

1. The participants may choose to stay in any of the four recommended hotels at a preferential rate.

2. Please contact the hotels for room reservation before **August 31**. Room availability and preferential rate will not be guaranteed after the deadline.

3. Please check the websites for detailed information about the hotels. If you have any question, please contact the hotel directly.

4. All participants shall bear the cost of accommodation and any other personal expenses during their stay in the hotel, including the use of mini-bar, lobby, café, laundry, telephone and fax services, etc.

V. Attending meetings

1. The participants shall collect their badges at the registration counter. The badge is required for attending all the scheduled programs of the ministerial meeting. In the case of badge losses, please contact the Host Secretariat immediately.

2. The closed-door Ministerial Meeting held in Beijing Hotel on the afternoon of September 22 is open only for Ministers/Heads of Delegations. Each Minister/Head of Delegation may bring up to 2 accompanying officials and one interpreter.

3. 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.

VI. Welcoming reception and 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. If Breakfast is included in your hotel bill, please go to the designated restaurant of the hotel to have it.

2. Lunch during the meeting will be served in the designated restaurant. Please claim your lunch coupon at the registration counter.

3. 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 visit

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.

X. Security

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

2. If you will bring along your own security staff, please inform the Host Secretariat in advance, preferably before **August 15, 2011**.

XI. Other Services

1. Wireless Internet Connection: Access to internet with a wireless connection is available in all meeting places on September 20-22.

2. Bilateral Room: For ministers/heads of delegations who need 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 this person 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.cslforum.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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